

GREENPRINT PARTNERS

WBE | WOSB | B-Corporation

Subject Rainscapes Contract 2 - Budget Extension Request

Date November 21, 2025

Background

Greenprint Partners holds a contract with the Village of Oak Park to administer the Climate Ready Rainscapes grant program, which launched in March 2025. This contract has a not-to-exceed labor and expenses budget of \$82,000. To date in 2025, Greenprint has spent \$136,157 on program administration, and anticipates spending an additional \$10,940 in order to complete the remaining program tasks, resulting in a budget overage of about \$65,000. Early in 2025, the Village granted a contract extension to increase Greenprint's original \$52,000 budget to the current budget of \$82,000. This budget increase was requested to cover Amplifund administration, contractor training costs, and additional effort associated with launching the Rainscapes program.

However, in running the program for its first year, additional overages were incurred, resulting in the current budget shortfall (see table below). These overages can largely be attributed to:

- Learning curve of running the program for its first year
- Time spent on home assessments by the Greenprint engineering team
- White glove customer service for homeowners to ensure full support

As a result of the additional administrative costs of the program, Greenprint has been in conversations with Village staff regarding ways that the program design can be streamlined and improved to increase efficiency and reduce administrative burden. 2026 programmatic adjustments in the vein of improved efficiency will include: (1) Eliminating home assessments by Greenprint's engineers, instead relying solely on qualified contractors to design GSI in collaboration with homeowners; (2) Reducing the amount of required forms from homeowners to minimize interactions prior to program commitment; and (3) Deemphasizing the complimentary GSI options that are able to be reimbursed by the program, which will simplify both communication with homeowners and administrative verification of eligible costs. With the program now entering its second year, the program team will also benefit from more efficient processes and less learning curve that should further reduce costs.

Phase / Task	Estimated - Jan 2025	Actual - Nov 2025	Estimated Remaining to be Completed
Project Management - including contractor training, Amplifund administration, VOP coordination, reimbursables, and extra tasks associated with learning curve	\$8,300	\$47,712	\$850
Learn Phase - initial outreach, interest form coordination and processing, webinars and interactions with potential participants, followups, and commitment form coordination and processing	\$12,500	\$31,422	Complete
Assess Phase - homeowner scheduling, in -field inspections, creation of conceptual designs, compiling assessment reports, fielding questions and redesign requests from homeowners, and homeowner participation agreements coordination and processing	\$18,200	\$46,508	Complete
Design & Build Phase - homeowner followups and fielding questions, review of bids from contractors, homeowner coordination for reimbursement documents, scheduling closing inspections, and processing reimbursement requests	\$7,800	\$10,034	\$7,200
Maintain Phase - coordination with homeowners for end-of-project maintenance training and development of training materials (Note: we have not yet spent significant time in the Maintain Phase)	\$5,200	\$481	\$2,890
Totals	\$52,000	\$136,157	\$10,940

Contract 2 Extension Request

Greenprint acknowledges that some of the additional cost associated with the program has been due to our learning curve and inefficiencies, and we are willing to absorb some of the cost overrun in the spirit of our strong partnership with the Village. However, as a small business, we greatly appreciate the Village's willingness to entertain a budget extension to cover some of our costs this year. To that end, Greenprint respectfully requests a budget extension in the amount of **\$40,000**.