



**Proposal for the Village of Oak Park
RainReady Oak Park – Program Extension
February 8, 2018**

The Village of Oak Park has requested this proposal from the Center for Neighborhood Technology (CNT) to provide additional services for the Village’s RainReady Oak Park program.

Project Understanding

The Village of Oak Park implemented the RainReady Oak Park pilot program, a grant program to assist residents with the installation of the green infrastructure. Ten RainReady home assessments were completed for selected program participants. Additional applicants were waitlisted in the event that additional funds became available. The Village has identified additional funds to offer home assessments and grants to both waitlisted and new applicants.

Project Approach

- The work will be performed in accordance with the RainReady Oak Park Work Plan, prepared for the 2016 pilot program. CNT will modify the Work Plan as directed by the Village.
- The Village will offer cost-share grants for the construction of residential green infrastructure, with a maximum grant amount of \$1,300 per home.
- RainReady Home will conduct an assessment of the building exterior and yard, and prepare a home assessment report with suggested green infrastructure landscape design and other flood mitigation recommendations.
- Homeowners will select and contract directly with the landscaper of their choice.
- RainReady will document the green infrastructure installation after construction is complete.
- RainReady will survey program participants and submit a program evaluation report.
- Based on available funding, this proposal assumes the program will assist up to 30 homes.

Project Tasks

Task 1 Educational Outreach

1. CNT will deliver one community meeting at Village Hall to explain the program and solicit applications.
2. CNT will update the RainReady Oak Park webpage with current information.
3. CNT will promote the program through its newsletter and social media.
4. Program participants will be invited to attend a workshop to teach rain garden maintenance skills. Educational content will be provided in partnership with the University of Illinois Master Gardener program. CNT will also promote the workshop to the wider Oak Park community, if desired by the Village.

Task 2 Participant Selection and Enrollment

1. CNT will coordinate with the Village to update the participant selection criteria. Selection criteria may include assessing property suitability, applicant goals, flow path analysis, neighborhood demographics, and opportunities for coordinated green infrastructure.
2. The Village will perform an initial scofflaw and code violation review of all applicants.
3. If the number of applicants exceeds the number of available grants, CNT will apply the selection criteria to prioritize applicants for program participation. CNT will recommend to the Village which applicants to select based on the criteria.
4. CNT will administer the enrollment process for each applicant, including acquiring the participant's signature on the Village's grant agreement form.
5. CNT will be a point of contact for questions about the program requirements, and other incentives that the homeowner may be eligible to participate in.

Task 3 RainReady Home Assessments and Construction Support

For up to 30 homes, CNT will provide the following services.

1. CNT will interview each participating homeowner to determine their flooding history and concerns, interest in various types of green infrastructure, priorities for flood mitigation, and other basic information about the property.
2. CNT will conduct a field assessment of the exterior of the home to identify potential green infrastructure opportunities and flood mitigation recommendations. Recommendations may include siting of green infrastructure, grading corrections, foundation repair, and maintenance of building systems. CNT will provide additional flood risk education to the program participant through the interview and assessment process.

3. CNT will prepare a home assessment report and suggested green infrastructure landscape design, and present it to the homeowner for acceptance. The goal of the recommendations will be to 1) infiltrate water onsite and 2) reduce risk of water intrusion into the home.
4. The green infrastructure landscape design will include a description of the proposed solution, standard planting lists, and a landscape sketch. The scope of work will have sufficient detail to allow the homeowner’s chosen contractor to use the drawing as a guide for the installation of the improvements. The homeowner will select a contractor for the work, and execute any required grant documents with the Village.
5. As requested by the participant, CNT will provide informal support to the homeowner regarding the Village’s permitting process, contractor registration, grant reimbursement requirements, and other construction support issues.
6. Upon notification that the installation is complete, CNT will perform a field visit to document the green infrastructure installation.

Task 4 Program Evaluation

1. CNT will evaluate the pilot program and document the findings, using qualitative and quantitative data. Qualitative data will evaluate program design and process, such as outreach outcomes, and resident feedback. CNT will provide an evaluation memo, including the metrics listed below, and maps depicting location of applicants, participants, and installations.

Key Objective	Metric
Reduce lot-level site drainage problems	Rain event survey results.
Complement the Village’s sewer backup and other environmental initiatives.	Types of improvements installed. Number of native species planted. Private investment leveraged.
Raise awareness of nature-based solutions for reducing flood risk.	Number of outreach event attendees. Participant experience survey results. Social media metrics.

Estimated Project Schedule

March – June 2018	Outreach and enrollment activities
April – September 2018	Home assessment and construction support activities
May – November 2018	Survey evaluation activities
December 2018	Submit program evaluation report

Notes and Assumptions:

- The program schedule is dependent on factors such as Village notice to proceed, weather conditions, and homeowner and contractor availability.

Project Budget

Task	Fee
Task 1: Outreach	\$600
Task 2: Participant Selection & Enrollment	\$1,420
Task 3: Home Assessments & Construction Support (30 Homes)	\$32,740
Task 4: Program Evaluation	\$1,165
<i>Program Total</i>	<i>\$35,925</i>

Notes and Assumptions:

- CNT will submit mileage costs separately.
- The Village will reimburse each program participant \$1,300 for eligible construction; actual grant costs may be less depending on cost of the installations. The maximum cost reimbursed by the Village will be \$39,000 for 30 grants.