



## Proposal for the Village of Oak Park: RainReady Oak Park 2020

February 6, 2020

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. The RainReady program is designed to:

- complement the Village's existing Sewer Backup Prevention Grant program;
- reduce burden on the sewer system through increased onsite stormwater retention;
- reduce site drainage problems at homes; and
- provide public health and environmental benefits from green infrastructure.

### Project Understanding

Since 2017, CNT has partnered with the Village of Oak Park to offer RainReady Oak Park, a green infrastructure cost share program for homeowners. The program is extremely popular with residents. Over 200 applications have been received to date. The Village has identified additional funds to offer the program to applicants who have not yet had an opportunity to participate. CNT is enthusiastic about this opportunity to continue to provide RainReady services to homeowners in Oak Park.

In 2020, CNT will partner with Elevate Energy (the RainReady team) to offer RainReady Oak Park. Through this partnership, both CNT and Elevate Energy will implement a portion of the tasks required to administer RainReady Oak Park and ensure the quality expected by the Village of Oak Park and its residents is maintained. CNT will execute a subconsultant agreement with Elevate Energy to formalize the partnership.

### Project Approach

- The Village will provide cost-share grants to up to 30 homes. The RainReady team will evaluate and prioritize applications for program suitability and other factors identified in consultation with the Village.
- The RainReady team will provide program design, project management, and outreach services for the Village. The RainReady team will conduct field assessments of the exterior and yard of participating homes. Each participant will receive a home assessment report that provides information about flood risks observed at the home, and a customized landscape design with plant list. If a homeowner has previously obtained landscape design services, the RainReady team will instead review the prepared

design for grant eligibility. The Village will review and approve the reports and landscape designs, prior to delivery to the participant.

- Participants will select and contract directly with the landscape installer of their choice. The participant and their contractor will be responsible for obtaining any necessary permits from the Village. Upon completion of the eligible landscaping, the Village will reimburse participants for fifty percent (50%) of eligible landscaping costs, up to a maximum grant amount of \$1,300 per home.
- The RainReady team will survey program participants and deliver a program evaluation summary to the Village.

## Project Tasks

### Task 1: Project Management and Program Design

The RainReady team will participate in up to two meetings with Village staff, with additional coordinating calls as needed. The RainReady team will communicate project challenges, successes, and status updates to Village staff on an ongoing basis.

The RainReady team will update the program manual, incorporating recommendations from previous program years, including guidelines concerning participant eligibility and selection, eligible green infrastructure measures, and program documentation and evaluation.

### Task 2: Program Outreach and Community Education

The RainReady team and the Village will engage residents through a variety of channels, to create awareness about the program, and promote the benefits of green infrastructure.

1. The RainReady team will update the program documents, incorporating updates to new program requirements and procedures. The Village will prepare any needed updates to the Grant Agreement and Grant Reimbursement forms. CNT will update:
  - Program application (online and paper format)
  - Frequently Asked Questions (FAQ)
  - Program web page at the CNT website
2. The RainReady team will provide a staffed table at Oak Park Earth Fest, the annual environmental fair presented by the Village. Staff will introduce the program to attendees, explain the benefits of green infrastructure, discuss rain garden maintenance, and solicit program applications for RainReady Oak Park at the booth. The RainReady team will also promote the program through its online newsletters and social media.
3. The Village will promote the program through its website, newsletter, social media and/or other channels. The RainReady team will provide marketing copy, as requested.

### Task 3: Application Management, Participant Selection and Enrollment

In the event that the number of applicants exceeds the number of available grants, the RainReady team will coordinate with the Village to select participants for the 2020 program.

- The RainReady team will submit a list of recommended applicants to the Village for review and approval. The RainReady team will provide the list on a rolling basis, until the maximum number of participants have been enrolled.
- The Village will perform any required scofflaw and code violation review on a rolling basis, and notify the RainReady team if any individuals do not pass the review.

- The RainReady team will evaluate the applicants as described in the program manual. The RainReady team will contact applicants to confirm understanding of program terms and available offerings, collect additional information about the home, and identify concerns that may prevent the applicant from completing a green infrastructure installation.
- Previously waitlisted applicants will be prioritized to participate during this program year. Previous participants who were not able to complete a green infrastructure installation before the annual deadline will also be eligible to re-enroll. New applications will be accepted and processed; new applicants will be waitlisted until previous' years applicants have had an opportunity to participate.
- Applicants will be required to submit grant agreement documents to confirm participation in the program.

#### **Task 4: RainReady Home Assessments and Construction Support**

The RainReady team will perform a home assessment and prepare a written report and recommended green infrastructure landscape design for up to 30 homes. If a participant has already obtained a landscape design proposal, the RainReady team will instead review the prepared design for grant eligibility. The RainReady team will provide green infrastructure and flood risk education to homeowners throughout the home assessment process.

Each home assessment will include the following services:

- Field assessment of the exterior of the home to identify potential flooding risks and green infrastructure opportunities.
- Preparation of a home assessment report with suggested green infrastructure landscape design. The green infrastructure landscape design will include a description of the proposed solution, planting list, and a custom landscape drawing.
- The Village will review and approve reports and landscape designs prior to delivery to the participant.
- The program participant will be offered an opportunity to review the report with the RainReady home assessor. If the participant requests substantive changes to the landscape design, the requested changes will be forwarded to the Village for review and determination.

The participant will be responsible for identifying and selecting a contractor to perform the work and submitting grant reimbursement forms to the Village. The Village will notify the RainReady team when grant reimbursement forms have been received. The RainReady team will photograph each completed green infrastructure installation, after the close of the annual program deadline.

The participant will be responsible for all contractor and Village fees. The participant's contractor will be responsible for any required permitting or additional design services required by the homeowner. The

Village will be responsible for issuing any necessary permits, processing grant reimbursement requests, and monitoring any permit close out requirements.

#### Task 5: Program Evaluation

The RainReady team will evaluate the program and document the findings, using qualitative and quantitative data. The RainReady team will evaluate program design and process, such as outreach outcomes, and participants' experience with the program. The RainReady team will provide an evaluation summary, including the metrics listed below, and a map depicting location of participants.

The RainReady team will also offer participants the opportunity to participate in a citizen scientist initiative, through our Rain Survey program. After rain events, the evaluation participants will be surveyed concerning the performance of their new green infrastructure.

Key Objective	Metric
Reduce lot-level site drainage problems	Participant Experience survey results. Rain Survey results (limited to opt-in surveys completed by participants during the program year).
Complement the Village's stormwater and environmental initiatives	Types of green infrastructure installed. Aggregated size of green infrastructure installations. Private investment leveraged.
Raise awareness of nature-based solutions for reducing flood risk.	Number of applications received. Participant Experience survey results.

## Project Budget

Task	
Task 1: Project Management and Program Design	\$3,700
Task 2: Program Outreach and Community Education	\$1,400
Task 3: Applicant Management, Participant Selection & Enrollment	\$12,000
Task 4: RainReady Home Assessments and Construction Support	\$33,500
Task 5: Program Evaluation	\$2,900
<b>Project Total</b>	<b>\$53,500</b>

Elevate Energy will complete project management, application management, participant selection and enrollment, home assessment, and construction support tasks for RainReady Oak Park in 2020 for \$34,000. The Village's full project budget will not exceed \$53,000.

## Estimated Project Schedule

March 2020	Program Design Program Communications
April 2020	Program Outreach & Community Education Applicant Management, Participant Selection & Enrollment
April – October 2020	Home Assessments & Landscape Designs Construction Support
November – December 2020	Program Evaluation

## Notes and Assumptions

- The program schedule is dependent on factors such as notice to proceed, weather conditions, and resident and contractor availability.
- The Village will reimburse each program participant a maximum of \$1,300 for eligible construction; actual grant costs may be less depending on cost of the installations.
- CNT, Elevate Energy and their subconsultants will not be in breach of its obligations under this proposal or any subsequent agreement for the proposed work, or incur any liability to any other party for any losses or damages of any nature whatsoever incurred or suffered if and to the extent that CNT, Elevate Energy, or their subconsultants is prevented from carrying out its obligations, or losses or damages are caused, by a Force Majeure Event. A “Force Majeure Event” means any delay outside of the reasonable control of, or otherwise not caused by, CNT, Elevate Energy or their subconsultants or any other unforeseeable circumstances beyond the control of CNT, Elevate Energy, or their subconsultants including, but not limited to, inclement weather, unsafe conditions, and homeowner and contractor availability and/or unsuitable building conditions.