



CITY OF FALLS CHURCH

Falls Church Rain Smart Grant Guidelines

Through the Rain Smart Grant Program the City of Falls Church partners with non-profit organizations to provide residents and business owners with funding to install small-scale best management practices. These practices reduce the quantity of stormwater runoff and treat stormwater carrying pollutants such as oil, bacteria from pet waste, and sediment and lawn chemicals before they enter our local streams.

Each year the City grants funding to non-profit organizations that then distribute the money through a secondary grant program. These guidelines are provided to layout the framework of the program.

Goals of the grant program

Grant funds will be awarded to programs that achieve the following goals:

- Protect and/or improve our natural water resources;
- Provide funds for implementation of stormwater practices to Falls Church residents;
- Reduce stormwater runoff and associated pollutants;
- Promote the education of smart stormwater management.

Grant eligibility

Applicants must be a 501(c)(3) organization or be sponsored by a 501(c)(3) non-profit organization. Only grants for non-profits organizations or activities that are consistent with program goals will be considered for approval by the City.

Grant award amount

It is the City's intent to award a grant annually in a cumulative amount not to exceed the annual revenue available for this purpose. The City reserves the right to reduce or eliminate grant funding at any time it deems necessary.

Grant application process

Grant applications are due by June 1 of each year. The City will announce the grant award within 30 days of the deadline. An applicant is required to submit an application letter and supplemental information to the City no later than the date specified above to be considered. An application must include the following information:

- A **cover page** with the sponsoring organization name, application title, date, and contact information for follow-up by the City;
- The **501(c)(3) information/certification**;

- A **narrative summary** of the program and the amount requested;
- A **description** of the proposed program and how it meets the City's requirements;
- A **description** of how grant funds will achieve one or more of the grant goals and how the applicant will measure its achievements in a post-grant report;
- **Background information** about the applicant organization and any partners and its capacity to undertake the program activities.

Grant evaluation

Grant recipients and award amounts will be evaluated and determined by the City's Environmental Sustainability Council on the basis of the following information:

- Completeness and thoroughness of the application package;
- How the grant supported activity will achieve the goals of the program;
- The capacity of the applicant to carry out the proposed program.

Grant recipient program requirements

Education and Outreach

Public education and outreach is an important part of a successful stormwater management program. The public needs to be aware of the adverse effects of urban stormwater runoff if they are to be persuaded to invest in smart stormwater management. A grant recipient will be required to provide education and outreach that targets City residents. Acceptable forms of communication would be promotion by website, newsletter, email, flyer, signs, and other City approved means. No more than 10% of the annual grant award can be used for education and outreach.

Funding for Best Management Practices (BMPs)

Grant recipients are required to disburse 90% of the annual grant award for projects. Projects must meet the following requirements to be considered eligible for funding:

- The project site must be located in the City of Falls Church;
- The project cannot be associated with a City development/redevelopment requirement;
- A project award has not been issued for this site within the last 5 years;
- The project must align with the goals of this grant program;
- Prior to construction the project must be reviewed by a professional that has experience in the design and construction of BMPs (e.g. landscape architect, engineer, contractor, grant staff);
- Proposed BMP types must be approved by the City in advance.

Development of an application process

Grant recipients are required to develop an application and approval process prior to grant approval by the City. This can be done after the application deadline but an outline should be provided with the application. The goals of the process are to identify and select eligible projects and ensure projects are the most effective solutions for their particular site.

Development of a follow-up / maintenance plan

Grant recipients are required to develop and implement a plan that will help ensure sites with completed projects are being adequately maintained. At a minimum, the plan must include contact (via phone or email) with the property owner on a

reasonable schedule and provide maintenance information specific to the project. Grant recipients must track projects for at least two years. Plan development can be done after the application deadline but an outline should be provided with the application.

Disbursement of funds

Each project award is limited to \$1,500 or no more than 50% of the total price of each project. Rain barrel can be reimbursed for \$50 with a maximum of two rain barrels per project. Grant recipients are required to track project costs and implementation for reporting purposes.

Grant Award MOU

The grant recipient(s) will be required to sign a Memorandum of Understanding (MOU) with the City before any disbursement of funds.

Reimbursement and reporting requirements

Grant funds will be paid on a reimbursement basis once a project is complete. Grant recipients must submit documentation to the City in the form of receipts and expenditure itemization consistent with the award amount. A lump-sum invoice from a contractor or installer will not be considered an itemized receipt.

Grant recipients must provide a project summary report with each request for reimbursement. The report must include, at a minimum, the following:

- A description of the project that includes the type(s) of BMPs used;
- Itemized documentation for the cost of installation;
- Photo documentation with date stamp of before and after installation of each BMP.

No funds will be reimbursed prior to project completion. No funds will be reimbursed without clear documentation and reporting.

Annual report

Grant recipients must submit an annual report by June 30 of each year. The report must, at a minimum, include the following:

- Cover page with title "RainSmart Annual Report for Fiscal Year xx" and date;
- Brief narrative about the grant recipients program (i.e. what it is and how it works);
- Program achievements and lessons learned;
- Summary of project awards and associated benefits;
- Summary of maintenance related activities performed.

No grant reimbursements will be issued for the current fiscal year until an annual report for the prior year is accepted by the City.