Percent for Green Application Form

Complete this application only after the grant coordinator has notified you that your pre-application was accepted.
This form must be completed in full and submitted with all required supporting documentation. Find details at [portland.gov/bes/percent-green.](https://www.portland.gov/bes/grants-incentives/percent-green) For questions or assistance, contact the Percent for Green Grant Coordinator at 503-865-6589 or percentforgreen@portlandoregon.gov

# Section A. Applicant Information

## Section I: Project Coordinator

Name:

Organization:

Mailing Address:

Phone Number:

E-mail:

## Section II: Fiscal Agent (if different from project coordinator)

Fiscal Agent Contact Person:

Fiscal Agent Organization:

Mailing Address:

Phone:

E-mail:

# Section B. Project Information

Project Name:

Project Location (address or closest street and cross street):

Estimated Percent for Green request: $

Estimated Total Project Cost:

Estimated project start date and duration:

Impervious Area Managed (square feet):

Impervious Area Removed (square feet):

|  |  |  |
| --- | --- | --- |
| Watershed[ ]  Columbia Slough[ ]  Willamette River[ ]  Columbia River[ ]  Johnson Creek[ ]  Tryon Creek[ ]  Fanno Creek[ ]  Unsure | Stormwater System[ ]  Combined Sewer/Stormwater System[ ]  Separated Storm System (MS4)[ ]  Underground Injection or Sump System[ ]  No System [ ]  Unsure | Location[ ]  Private Property[ ]  Public Property (such as on park or school district property)[ ]  Right-of-way[ ]  Unsure |
| Project Type:Under which program categories does your program fit?(Select all that apply)[ ]  Rain Gardens [ ]  Stormwater Planters[ ]  Ecoroofs[ ]  Pavement Removal and Revegetation[ ]  Green Street (right-of-way vegetated stormwater management)[ ]  Pervious Paving[ ]  Drainage Improvements and changes to get stormwater to a new location, such as swales and gutters[ ]  Tree Planting [ ]  Other: | Important Considerations!Private PropertyDepending on the scope, projects on private property may be required to record an Operations and Maintenance Agreement with the County.Right-of-WayGreen Street projects and other projects in the street have unique engineering, permitting, construction, and maintenance requirements. If you are considering a project in the right-of-way contact the P4G program coordinator to discuss in more detail. |

B1. Briefly describe your organization.

B2. Describe the specific project you wish to undertake with Percent for Green funds.

B3. Describe what, if anything, has been done on the project since submitting the pre-application materials.

B4. Describe the current and proposed role of the project manager/coordinator(s).

B5. Describe your plan for continued community involvement and long-term maintenance, if applicable. Who will be responsible for monitoring/maintaining the project site or assessing the needs of the project after the funding period has ended, if applicable?

# Section C. Project Benefits

Based on grant selection criteria – [See Selection Criteria](https://www.portland.gov/bes/grants-incentives/percent-green/selection-criteria)

## Section I: Watershed Benefits

C1. Describe the watershed health benefits expected from this project.

C2. Describe the educational elements of this proposal, including what people involved will learn about stormwater management and watershed health.

## Section II: Community Involvement and Partnerships ([See Selection Criteria](https://www.portland.gov/bes/grants-incentives/percent-green/selection-criteria))

C3. Describe the community benefits expected from this project. How will the neighborhood, community, and individuals involved in the project benefit from the project?

C4. List the groups that have committed to working on your project and describe how they will be involved (volunteer labor, in-kind donations, etc.). Be sure to provide letters of support from these groups and account for their contributions in the project budget.

## Section III: Equity ([See Selection Criteria](https://www.portland.gov/bes/grants-incentives/percent-green/selection-criteria))

C5. Explain how your project helps the Percent for Green grant program meet its goal of promoting equity and the leadership of underrepresented communities.

**Section IV: Equity in Construction Contracting (**[**See Selection Criteria**](https://www.portland.gov/bes/grants-incentives/percent-green/selection-criteria)**)**

C6. Explain diverse employment, job training, and/or education opportunities in project design or construction.

C7. List contractors, subcontractors, and consultants with D/M/W/ES/SDVB certification (or other relevant information) that will help the project meet the 100 Percent D/M/W/ES/SDVB participation goal. See [See Selection Criteria](https://www.portland.gov/bes/grants-incentives/percent-green/selection-criteria) for more information.

# Section D. Project Timeline

Fill in the project timeline provided. Include project tasks such as applying for permits, work parties, outreach activities, major project phases, and estimated completion date.

|  |  |  |
| --- | --- | --- |
| Month/Year | Tasks to be Completed | Parties Responsible |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |

# Section E. Project Budget

|  |
| --- |
| Project Name:       |
| Activity/ Expense | Percent for Funds | In-kind donations and other funding | Source of Match | Comments | Totals |
| Staff/Professional Services |  |
| Project Coordinator/Manager | $ | $ |  |  | $ |
| Youth Compensation | $ | $ |  |  | $ |
| Site Survey | $ | $ |  |  | $ |
| Environmental Testing | $ | $ |  |  | $ |
| Infiltration Testing | $ | $ |  |  | $ |
| Contracted Design Services | $ | $ |  |  | $ |
| Community Engagement | $ | $ |  |  | $ |
| Administrative Fees | $ | $ |  |  | $ |
| Insurance | $ | $ |  |  | $ |
| Permits and Fees | $ | $ |  |  | $ |
| Bonds | $ | $ |  |  | $ |
| Other (specify) | $ | $ |  |  | $ |
| Other (specify) | $ | $ |  |  | $ |
| Subtotal |  |  |  |  |  |
| Construction Services, Materials, and Supplies | These items may be bid out to a construction contractor or performed by volunteers depending on the nature of the project. |
| Erosion Control | $ | $ |  |  | $ |
| Traffic Control | $ | $ |  |  | $ |
| Dropbox Rental/Disposal | $  | $  |  |  | $  |
| Excavation | $ | $ |  |  | $ |
| Concrete Work | $ | $ |  |  | $ |
| Pipe Work | $ | $ |  |  | $ |
| Soil, Stormwater Blended Soil, Aggregate | $ | $ |  |  | $ |
| Plants  | $  | $  |  |  | $  |
| Trees | $ | $ |  |  | $ |
| Mulch  | $  | $  |  |  | $  |
| Rentals  | $  | $  |  |  | $  |
| Tools  | $  | $  |  |  | $  |
| Other (specify)  | $  | $  |  |  | $  |
| Other (specify)  | $  | $  |  |  | $  |
| Other (specify)  | $  | $  |  |  | $  |
| Other (specify)  | $  | $  |  |  | $  |
| **Subtotal** |  |  |  |  |  |
| Volunteer Labor  |   |  Hours (estimate) | Estimated Value Per Hour |  Comments |   |
| Student Volunteers | $ |  $ | $9 |  | $  |
| Adult Volunteers | $ |  $ | $21 |  | $  |
| Professional Volunteers | $ |  $ | $25 |  | $  |
| Volunteer Project Coordinator | $ |  $ | $25 |  | $ |
| Subtotal |  |  |  |  |  |
| Refreshments ($500 max)  |  |  |  |  |  |
| Work Party Snacks  | $  | $  |  |  | $  |
| Contingency | 10% – 25% of the Staff/Professional Services and Construction Services, Materials, and Supplies Combined Total |
| Contingency |  |  |  |  |  |
| Total for Project | Percent for Green Total | Matching Total |  |  | Project Total |
|  | $  | $  |   |   | $ |
|  |  |  |  |  |  |

Notes:

* Suggested line items are provided here. These may be amended for your project, but please retain the blue category labels.
* An Excel file is available.
* Minimum wage is required for any paid time or labor.
* Percent for Green recipients may be required to pay prevailing wages if the entire project cost is over $50,000. If applicable, pay rates for the project must correspond to the rates in the [Oregon Bureau of Labor and Industries](https://www.oregon.gov/boli/pages/index.aspx) publication titled “Prevailing Wage Rates for Public Works Contracts in Oregon.”