

Soak It Up Adoption



**PHILADELPHIA
WATER**

Frequently Asked Questions

Thank you for your interest in Soak It Up Adoption! This document outlines some of the most frequently asked questions about the program. Please take a moment to review the information below before completing an application.

What Is Soak It Up Adoption?

Soak It Up Adoption is an innovative grant program from Philadelphia Water. Join us as we continue to work with communities across our city to help implement, maintain and share knowledge about green stormwater infrastructure (GSI).

Soak It Up Adoption grants are available on an annual basis up to \$5,000. The amount awarded is contingent on the number of sites adopted as well as the level of public engagement proposed.

Adoptees assume responsibility for the care of one or more green stormwater infrastructure sites. Responsibilities include helping to make sure that the site is litter free and that the surface of inlets and other components are free of leaves and other debris. Beyond helping with monitoring and aesthetic maintenance, participants are charged with helping PWD engage their community about their adopted infrastructure.

Who Can Participate in this Program?

The Soak It Up Adoption Program is open to Philadelphia based nonprofits representing a specific community. To participate organizations must meet the following criteria:

- 501c3 status required, organizations with an (EIN) Employer Identification Number preferred.
- Minimum of 1 full time paid staff member or equivalent (Exceptions are subject to PWD approval).
- Must comply with all insurance requirements as stipulated by the City of Philadelphia.
- Must host regular community meetings and/or have another system in place for regular community updates and member notification.

Additionally, all organizations applying to the program must have PWD constructed green stormwater infrastructure (GSI) within the boundaries of their represented area. ***Please note that privately owned green stormwater infrastructure is ineligible. Private GSI includes those systems constructed to meet compliance with the city's stormwater regulations.***

What Exactly Is My Organization Adopting?

Green Stormwater Infrastructure (GSI) is the centerpiece of Philadelphia's *Green City, Clean Waters* program, but what exactly is it? Green means that we use plants, trees and stone to filter and manage rain water more effectively. These tools are unique because they are very efficient and cost effective. Unlike traditional stormwater systems, green infrastructure is adaptable enough to be installed in numerous communities throughout our city. PWD uses a number of different types of GSI. Examples include: rain gardens, stormwater planters, stormwater bumpouts, stormwater tree trenches & porous pavers.

Because of their unique ability to be built into neighborhoods, many people don't realize what green infrastructure is or how it benefits their communities. This is why we need you! By adopting one or more green stormwater sites you are not only helping us maintain these systems, you are serving as a model for your community.

Learn more about green stormwater infrastructure at: <http://www.phillywatersheds.org/greencitycleanwaters>

What Do You Mean By Maintain?

Even after your organization adopts its green infrastructure, PWD has the primary responsibility to maintain the functionality of all green stormwater infrastructure we install. What we need help with is the smaller day to day maintenance of these tools, such as trash removal and keeping inlets free from debris.

- Once a week all adoptees are required to visit their adoption sites to perform maintenance and report back to PWD on what they found and the condition of the site(s).

The chart below details the responsibilities associated with maintaining a green infrastructure site.

Green Stormwater Infrastructure Care & Maintenance Task	PWD Employee or Contractor Duty	Adoptee Duty
Remove trash and debris	✓	✓
Pull weeds as necessary	✓	✓
Monitor plant health and water during extended periods of dry weather	✓	✓
Check for Erosion	✓	✓
Maintain and Repair site infrastructure (i.e., inside the stormwater planter)	✓	✗
Add soil, fertilizer, or other growing medium	✓	✗
Install or remove vegetation	✓	✗
Look for structural damage to the facility	✓	✓
Repair structural damage to the facility	✓	✗
Monitor water ponding in the facility for more than 72 hours following major rain storms	✓	✓

How do I report back to PWD about my community’s green infrastructure?

There are two options for reporting your weekly maintenance visits to the Water Department. The first is an electronic webform available via Google Forms. The other is a PDF version of the webform. The Water Department recommends that all organizations utilize the electronic version of the reporting form. This will allow us to more accurately track conditions at a particular site. Additionally, if your organization is utilizing volunteers to perform the maintenance, we can share our data with you to ensure that your volunteers are where they need to be. Both versions of the form will be provided to you during your training session.

- A reporting form should be submitted for **each site** adopted by your organization following your weekly maintenance visits. Available at <http://www.phillywatersheds.org/maintain>
- A photo of **each site** should also be submitted quarterly. This will allow PWD to ensure the health of plant life during each season. Submit your photos at <http://www.phillywatersheds.org/maintain>



Program Reporting Form

Please submit the following information about your green stormwater project. PWD relies on our partnerships with communities to help us keep green stormwater sites clean, beautiful and functional, we can't do it without you! Your hard work is greatly appreciated. Together we can make Philadelphia a beautiful and sustainable city!

Questions marked with an * are required

Exit Survey

First Name * :

Last Name * :

Email Address * :

Date of site visit:
 Month Day Year
 Apr 30 2015

Total time on site (in minutes):

Electronic Reporting Form

How does my organization receive its grant?

Philadelphia Water (PWD) has contracted with the Philadelphia Industrial Development Corporation (PIDC) to administer the disbursement of the Soak It Up Adoption grants. Once your application to join the program has been approved, PWD will inform PIDC that you've been accepted and send you some additional forms to complete. To comply with City financial requirements PIDC must ensure that all organizations receiving grants are properly insured and up to date on all tax obligations owed to the City of Philadelphia. Organizations unable to meet these requirements will be ineligible to receive a Soak It Up Adoption grant.

Organizations receiving grants from the City of Philadelphia are required to maintain the following insurance:

1. Workers' Compensation and Employers' Liability
 - a. Workers' Compensation: Statutory Limits.
 - b. Employers' Liability: \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury by Disease
 - c. Other states' insurance including Pennsylvania
2. General Liability Insurance
 - a. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$2,000,000 advertising injury; \$2,000,000 general aggregate and \$1,000,000 aggregate for products and completed operations. The City may require higher limits of liability if, in the City's sole discretion, the potential risk warrants.
 - b. Coverage: Premises operation; blanket contractual liability; personal injury liability; products and completed operations; independent contractors, employees and volunteers as additional insureds; cross liability and broad form property damage (including completed operations).
3. Automobile Liability Insurance
 - a. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
 - b. Coverage: Owned, non-owned and hired vehicles.

How will my grant funds be disbursed?

Grant funds will be awarded in two segments as participants move forward through the program.

To obtain up to 75% of Project Funding:

1. Complete all required paperwork and execute a sub-grant agreement with the Philadelphia Industrial Development Corporation
2. Adoptees must attend an initial training session and site tour with PWD & the Pennsylvania Environmental Council.

To obtain final 25% of Project Funding:

1. Adoptees must reliably perform site checks and clean up responsibilities.
2. Adoptees must submit weekly site reports for a period of six months in accordance with the grant program requirements.
3. Adoptees must complete an audit of expenses with a representative of Philadelphia Industrial Development Corporation
4. Adoptees must have attended a debriefing meeting in addition to the initial training meeting with PWD & the Pennsylvania Environmental Council.

Adoptees applying for a renewal of an existing grant through the Soak It Up Adoption program must perform the following prior to the release of any funding:

To obtain up to 75% of Project Funding:

1. Adoptees must formally request a renewal of their grant and provide an updated insurance certificate and annual budget.
2. Adoptees must attend an annual review meeting with representatives from PWD and the Pennsylvania Environmental Council.

To obtain final 25% of Project Funding:

1. Adoptees must reliably perform site checks and clean up responsibilities.
2. Adoptees must submit weekly site reports for a period of six months in accordance with the grant program requirements.
3. Adoptees must complete an audit of expenses with a representative of Philadelphia Industrial Development Corporation
4. Adoptees must have attended a debriefing meeting in addition to the initial training meeting with PWD & the Pennsylvania Environmental Council.

Am I required to submit invoices for program materials?

During your initial training and site visit, PWD will provide you with a budget reporting form that can be used to provide details on how your organization is utilizing the grant funding. In the future, PWD hopes to use this information to better understand the expenses associated with the program and how we might further be able to help.

What do you mean by Public Engagement?

Every day thousands of Philadelphians interact with green stormwater infrastructure. However, like many public projects, it's not always easy to see the impact it has on our communities. Green infrastructure often looks like what we're used to seeing – typical street trees, gardens and sidewalks. As adoption partners you play a key role in uncovering that green for your friends, family and neighbors to enjoy.

How can I engage my community?

- Share with your friends and neighbors about what you're doing during weekly site visits.
- Write an article for your local neighborhood paper or civic association newsletter.
- Present about the Adoption program and your hard work at a community meeting.
- Host a table at a block party or community event. *
- Lead community members on a tour of your adoption sites. *
- Host a community event at one of your adoption sites. *
- Lead a trip to the Fairmount Water Works*
- Help PWD partner with a local school to educate students on stormwater and green infrastructure. *

** PWD has resources available to help make these events a success!*

Summary of Responsibilities:

To participate in the Soak It Up Adoption Program, all adoptees are required to do the following:

1. Attend a training session with representatives from PWD & PEC to learn about each of your adoption sites.
2. Visit each of your adopted green infrastructure sites a minimum of once a week to perform maintenance.
3. Submit a weekly reporting form, detailing the condition of the green infrastructure at each of your adopted sites.
 - a. Forms are available at <http://www.phillywatersheds.org/maintain>
4. Submit quarterly photos of each of your adopted green infrastructure sites.
5. Report any and all structural damage or missing components to PWD immediately upon discovery.
 - a. Please email Alex Warwood, PWD GSI Maintenance at Alex.Warwood@phila.gov
6. Provide and maintain safe storage for any equipment purchased with Soak It Up Grant funding.
7. Engage with your community about the adopted green infrastructure.
8. Assist PWD with *Green City, Clean Waters* outreach and education in your community.
9. Communicate regularly with staff from Philadelphia Water and the Pennsylvania Environmental Council.
10. Assist PWD in creating awareness and educational opportunities for your green stormwater infrastructure.

Have additional questions? Please contact us: Chris Anderson, PWD Program Manager, at Christopher.Anderson@phila.gov or Paul Racette, PA Environmental Council, at pracette@pecpa.org