

## Scope of Work for Grant Agreement

**Project Name: “Parcel-level” green infrastructure solutions**

**Project Duration: September 11, 2019- June 30, 2020**

**Project Cost: \$70,000**

**CBF Program Manager: Lee Epstein; Project Coordinator: Gauri Gadgil**

### **Project Description:**

The City of Hampton will pilot a program to provide start-up/matching grants to households in two diverse neighborhoods in the Newmarket Creek watershed, to install small-scale green infrastructure stormwater practices on their properties. The project, an outgrowth of EIB Project visioning, will be a gateway mechanism to educate citizens about the City’s stormwater (water quality) issues and the Resilient Hampton initiative. It will directly improve how the two neighborhoods function to slow and absorb stormwater and reduce local flooding, as part of the broader City effort. It will also serve as a demonstration of the green practices chosen, and would help serve CBF’s Diversity, Equity, Inclusion and Justice (DEIJ) objectives, given the targeting of high-needs neighborhoods for this pilot.

The initiative will be modeled on an existing City program, “Curb Appeal,” that similarly awards small grants to residents. As a result, start-up can be advanced quickly, with implementation beginning, outreach and an initial solicitation of household interest, and the award of the first grants, within one year. To the maximum extent practicable, the City will promote and support one or two grants to commercial property owners, where adoption of green stormwater and resilience practices will be even more important to demonstrate. The third component of this project will be City support for training some of the City’s Master Gardeners, and possible utilizing other trained individuals, such as certified Chesapeake Bay Landscape Professionals, who are willing to volunteer and can serve to provide outreach and technical assistance to property owners in the neighborhoods.

### **Project Implementation & Capacity:**

**Current capacity & staffing:** Resilient Hampton internal team, including Hampton’s Resiliency Officer, will oversee this program with additional interdepartmental team support as necessary.

**Demographic criteria:** The City is will work through the selection process for pilot neighborhoods with CBF. The final decision for the pilot neighborhood(s) will be made by Hampton City Council, understanding that it is the intention of this grant to be used in at least one low to moderate income or otherwise disadvantaged neighborhood.

**Funding requirements for launching pilot:** The City has not yet determined a maximum grant per parcel. The target total budget for the pilot of this program is \$200,000 total. Hampton is also exploring the idea of some type of match requirement for this parcel program, whether real dollars, time, or “sweat-equity.”

**Commercial Property:** As noted above, as part of this grant, CBF is making up to \$20,000 available in grant funds that are to be used specifically by the City to work with at least one commercial partner to deploy a green infrastructure stormwater/resilience project.

**Estimated timeline:** The City anticipates pushing applications out to the public in January 2020 with spring 2020 awards. Hampton intends to use lessons learned from other grant programs as resources to inform the development of this program.

#### **Project Activities & Deliverables:**

##### **1. Implementation Strategy (Fall 2019/Winter 2020)**

- City will identify pilot neighborhoods and seek council approval
- City will develop program parameters, application process for parcel-level grants, and timeline for awards
- City will develop outreach strategy for promoting grant program
- CBF is available to provide assistance as requested

##### **2. Master Gardener Trainings (Fall 2019)**

- City is exploring possible collaborations with Chesapeake Bay Landscape Professionals to train Master Gardeners and participate in neighborhood and individual parcel outreach. The model is similar to Karen Duhring and Living Shoreline consultations provided to homeowners. CBF will discuss alternative if this approach proves infeasible.
- Training will consist of a workshop or workshops
- CBF may be available to provide assistance as requested

##### **3. Parcel Grant Award & Disbursement (Winter/Spring 2020)**

- The City will select recipients of all parcel-level awards, including at least one commercial landowner
- City will provide CBF with a summary report on grant awards disbursed, and will use the pilot program to guide a broader parcel level green infrastructure assistance program in the future, to the extent agreed to by City Council

#### **Reporting Requirements:**

- Narrative Progress reports: The City will provide a final report summarizing activities under this grant and total type and number of parcel-level grants awarded, description of how funds were spent, and relevant demographic data and information on BMPs installed.
- Report period and due dates:
  - Reporting Period: September 2019-May 2020
  - Report Due: June 30th, 2020
- Submit all reports to: Lee Epstein: [lepstein@cbf.org](mailto:lepstein@cbf.org) & Gauri Gadgil: [ggadgil@cbf.org](mailto:ggadgil@cbf.org)

**Grant Timeline:**

- Frequency: Grant funds will be disbursed in three installments.
  1. Payment 1: \$20,000, upon formalizing agreement between City of Hampton and CBF (September 2019)
  2. Payment 2: \$25,000, upon completing project Activities 1 & 2 above (by January 31, 2020)
  3. Payment 3: \$25,000, upon the completion of Activity 3 (by June 30, 2020)
- Submit all reports to: Lee Epstein: [lepstein@cbf.org](mailto:lepstein@cbf.org) & Gauri Gadgil: [ggadgil@cbf.org](mailto:ggadgil@cbf.org)