CITY OF PEORIA

STORMWATER UTILITY

CREDIT MANUAL and GRANT PROGRAM

TABLE OF CONTENTS

1. A CITY GOING GREEN

Now is a time for solutions. Peoria's use of a stormwater utility marks the start of a more sustainable, more responsible and more beautiful city. We're facing pollution head-on and examining how our behaviors impact the environment around us. We're making better choices for today and tomorrow.

Our goal is to have this citywide investment result in:

- Healthier streams, wildlife and Illinois River
- Less damage from flooding
- Proactive upkeep of underground pipes
- Positive economic impact
- Employment opportunities
- Informed citizens making a collective difference
- Peaceful green spaces
- National recognition for our use of green infrastructure

Please use this manual to discover how the changes you make on your property can positively impact the city and our environment (and lower your overall stormwater utility rate).

1.1 THE GREEN DOMINO EFFECT

Imagine if every property-owner in Peoria committed to improving stormwater management on their land. We'd see rain gardens pop up, rain barrels be installed, pervious pavements and green roofs sprout on top of buildings. Every action makes a difference, and the cumulative effect will forever change the way our city functions — for the better.

2. LEARN THE ISSUES

Peoria's bright future depends on how we handle rainy days.
Eroding and polluted streams. Untreated wastewater spilling into the river. Pavement that collapses into sinkholes. These problems are the result of stormwater runoff from hard surfaces in our city.

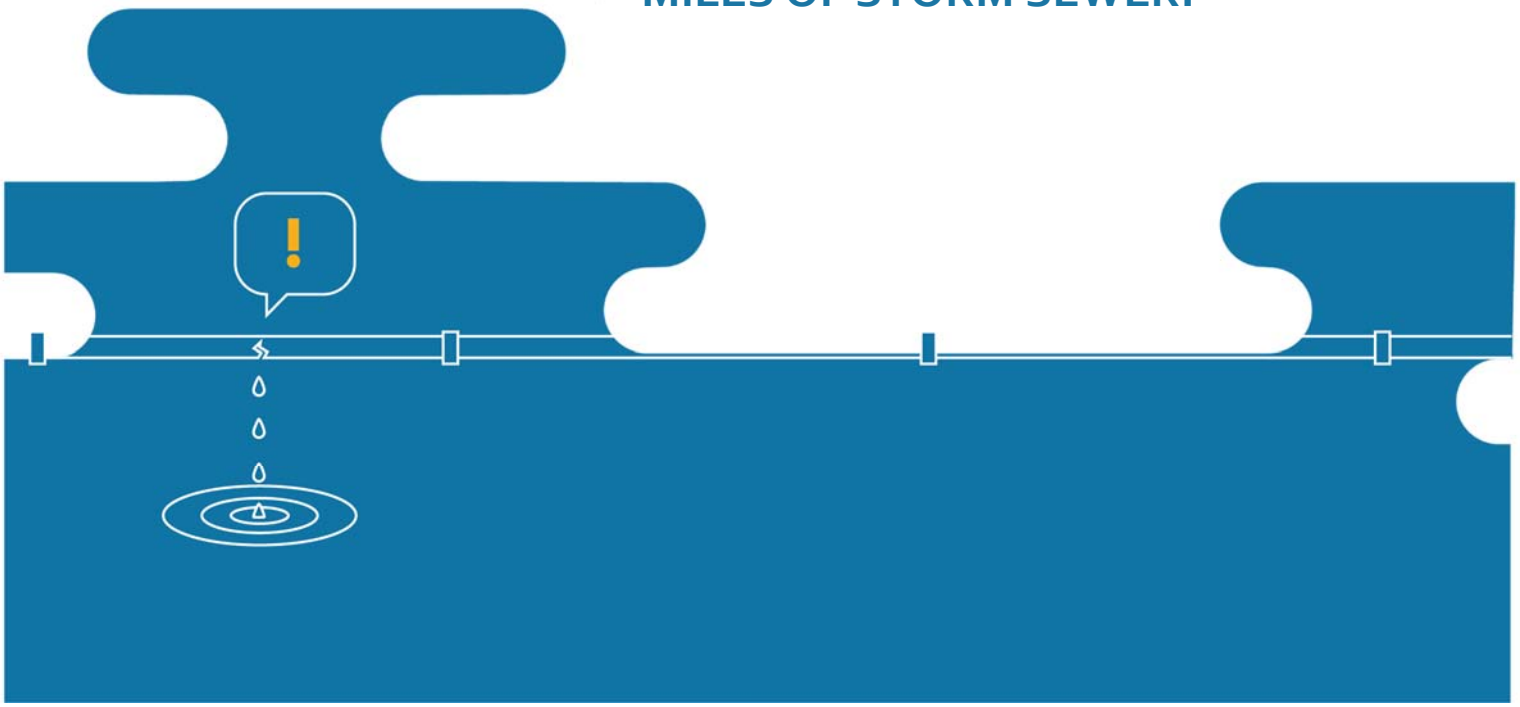
The streams and creeks within our city have been adapting to the constantly changing conditions ever since the first roads and buildings were built in Peoria more than a century ago. Our city now contains hundreds of miles of underground storm sewer pipes that form a complex system built as our city grew. The oldest of those pipes were installed more than 80 years ago. These pipes and streams require inspection, maintenance, repairs and replacement.

In recent years, Peoria has been replacing approximately 1 mile of aging storm sewers each year. Just to keep pace with deterioration, we should be replacing or repairing at least 2 miles of storm sewer per year. That deficit adds to the project backlog each year.

Protecting a system we all use
You may not think about it often but, you use the stormwater system. We all do. Stormwater infrastructure captures excess runoff from rainfall that does not soak into the ground. The stormwater utility will help us maintain the system.

- Swales & ditches
- Ravines & creeks
- Pipes & culverts
- Curbs & gutters
- Inlets & manholes
- Wetlands
- Rain gardens
- Bioswales

PEORIA HAS HUNDREDS OF MILES OF STORM SEWER!



DID YOU KNOW?

Pipes have a lifecycle and typically need to be replaced after 80 years. Maintenance helps us get longer use out of our existing infrastructure.

"Ok, so these elements make up the system but how do I use them?"

Every property generates what is known as stormwater runoff. It's when stormwater runs off surfaces like parking lots, roofs, patios and driveways. These surfaces are known as impervious surfaces and they block water from soaking into the ground naturally. Instead, they force water to sheet off them, picking up pollutants on the way. Think of the water that runs off your property into the street or into a public waterway, like a stream or creek. Runoff is collected in our stormwater system.

2.1 SUPPORT FOR THE CSO FIX

We are federally mandated to significantly reduce combined sewer overflows (CSOs). Peoria is proud to be the first city in the country with the intent to use 100% green solutions to end this major form of pollution in our river. The stormwater utility may be used to fund maintenance and some construction of green solutions, especially in the combined sewer system area. While the utility will help, it will only be part of the solution. Additional funds will be needed.

What is green infrastructure?

Green infrastructure uses proven techniques to mimic natural processes to infiltrate stormwater instead of allowing it to enter combined sewers in the first place. This approach attempts to capture rainfall where it falls instead of allowing it to wash down paved streets, into manmade drains, then into massive pipes.

3. UNDERSTANDING THE STORMWATER UTILITY

On December 5, 2017, the Peoria City Council created a stormwater utility to help our city properly handle wet weather and create innovative solutions for our future.

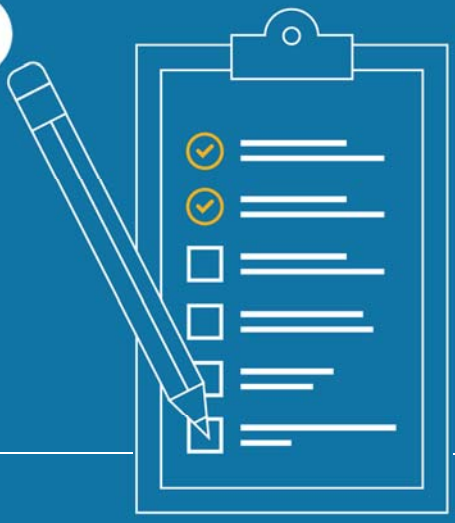
We have a lot to achieve with this funding

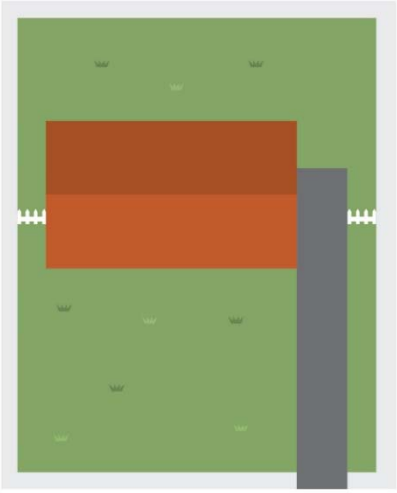
The money can only go to stormwater issues. The utility pays for the management, education, planning, inspection, enforcement, protection, control, regulation, use, construction, maintenance and enhancement of the stormwater system.

The go-to way of funding wet weather needs

Over 1,500 stormwater utilities are known to exist in the United States, including 22 within the State of Illinois.* These numbers have been steadily increasing since the first stormwater utility was created in 1974. Why so popular? A stormwater utility is considered a fair and equitable approach to generate funds, as it is based on the amount of stormwater runoff each property contributes to the stormwater system. **Based on data collected in 2017 by Western Kentucky University*

THIS IS THE 1ST TIME OUR CITY HAS HAD DEDICATED FUNDING TO ADDRESS STORMWATER PROBLEMS





+ = 2,600 SF Impervious

= 2.6 Billing Units x $3 per Billing Unit

= $8 per Month (Average Home)

Calculating the Stormwater Utility Fee

The stormwater utility fee is based on stormwater runoff. Because the amount of runoff is directly related to the area of impervious surface, each property owner is billed based on the amount of impervious surface on property.

- One billing unit equals one thousand (1,000) square feet of impervious area.
- The initial Stormwater fee in (2018) is $3/billing unit.
- Fractions are rounded to the nearest tenth (0.1) of a billing unit (100 square feet).
- The minimum stormwater utility fee is one half (0.50) of a billing unit.
- Fees may be adjusted based on qualifying credits.

4. DO YOUR PART: BEST MANAGEMENT PRACTICES OVERVIEW

Install one of these best management practices (BPMs) — which are also types of green infrastructure — on your property and see how you could save with a grant or credit.

4.1 Rain Barrel

Ideal for both residential properties and smaller businesses.

- Eligible only for the rain barrel grant
- Application fee: $0
- See page 16 for more details.

Rain barrels collect water from a roof and store it for later use on gardens or lawns. It is a good way to conserve water and reduce stormwater runoff. Rain barrels can be purchased at local home improvement stores.

4.2 Rain Garden

Ideal for both residential and commercial properties.

- Eligible for the Green Infrastructure Grant and may qualify for the volume reduction credit
- Application fee: $20
- See page 17, 18 & 29 for more details.

Rain gardens are shallow beds planted with perennial plants that collect rain water. Rain gardens can reduce flooding, absorb pollutants and sustain wildlife. Any size rain garden, even a small one, will make a difference.

4.3 Detention basins

Ideal for subdivisions and large developments

- Eligible for rate reduction
- Application fee: depends on size of project; starts at $1,500
- See page 27 for more details.

Detention ponds are designed to capture, retain and slow the release of stormwater runoff from impervious areas. Think of a bathtub that is filling and has the drain open. As water comes in, a smaller amount is going out. Once the water stops coming in the tub drains completely. Detention practices require design help from a civil engineer. Detention basins are generally used for flood control and are dry between storms.

4.4 Permeable Pavement

Ideal for both residential and commercial properties

- Eligible for the Green Infrastructure grant and may qualify for the volume reduction credit
- Application fee: $20
- See page 17 & 29 for more details.

Permeable pavement allows stormwater to seep into the pavement. This BMP can either help with detention (holds water for a short period of time) or retention (holds water for longer), depending on how the pavement is designed and its surrounding soils. Detention practices require design help from a civil engineer.

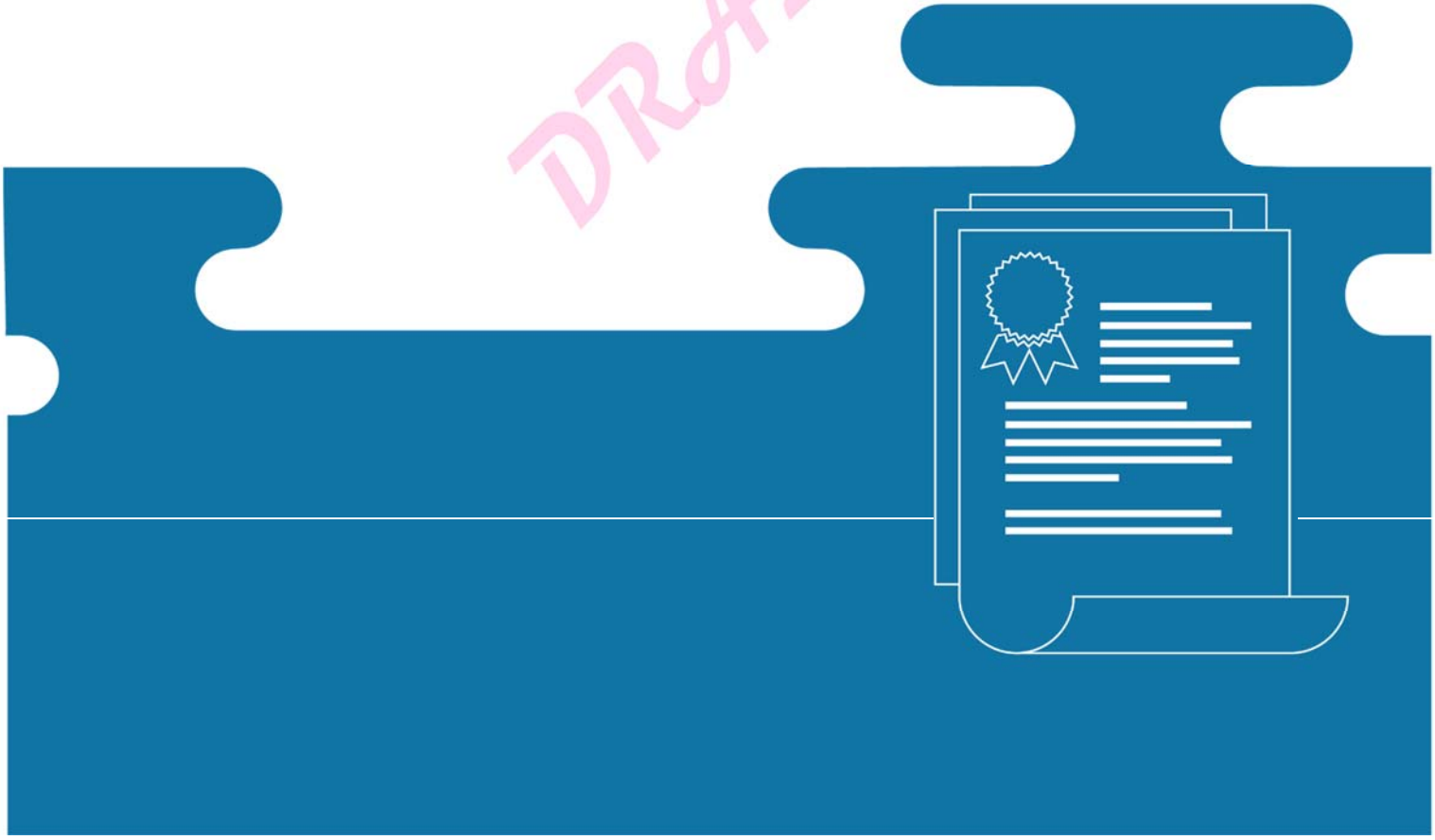
5. CREDIT AND GRANT POLICIES

Stormwater management is a community-wide responsibility. The credits and grants reward property owners for managing stormwater and maintaining stormwater infrastructure on properties not owned by the City.

While serving similar purposes, credits and grants have fundamental differences:

- Credits are recurring discounts against stormwater utility fees
- Grants are typically one-time payments for actions that result in benefits to the stormwater system.

Grants and credits are offered because the ratepayer meets stormwater management criteria specifically identified as reducing costs to the City's stormwater management program or to compensate a property owner for partnering with the City to achieve a stormwater management objective.



5.1 ELIGIBILITY FOR CREDITS AND GRANTS

The following policies apply to eligibility for participation in the City of Peoria grants and credit programs:

a) The grant and credit programs are available for any property in the City of Peoria that receives a stormwater utility bill, with the account in good standing (meaning all bills have been paid in full).

b) The properties where best management practices are being installed and maintained must located in the City of Peoria.

c) Applications for grants and credits, as well as inspection reports must use forms provided by the City of Peoria and must be accompanied by supporting materials and fees as identified in this manual.

d) Multiple BMPs can be used to meet the required design standards. All the BMPs used to meet the requirements must be maintained in good working order to be eligible for the credit.

e) Grants and credits will only be applied to the impervious areas that drain to or are incorporated into the design of the BMP.

f) If the BMP is required to meet a City ordinance, it is not eligible for the grant programs but may be eligible for a credit.

g) Grants may not be combined. Only one grant will be allowed per project and per year.

5.2 GRANT/CREDIT DETERMINATION

It is the intent of the City to process applications within thirty (30) working days of a complete and correct application package. Billing adjustments for credits shall be applied retroactively to the date the customer's complete application was received. A pending application for credit is not a valid reason for non-payment of the customer's current stormwater utility fee. If an application is denied, a letter explaining reason(s) for the denial will be provided to the applicant. The applicant has the right to appeal this decision in accordance with the procedures outlined in Article IV of Chapter 31 of the City of Peoria Code of Ordinances.

5.3 PREVAILING WAGE REQUIREMENTS FOR GRANTS

Any project receiving City funds, including grants, must comply with the Prevailing Wage Act, and city ordinances related to prevailing wages. The Prevailing Wage Act requires contractors and subcontractors to pay labors, workers and mechanics no less than the general prevailing wage in that county. For more information visit the Illinois Department of Labor https://www.illinois.gov/idol/ or call the IDOL Prevailing Wage Information number: (217) 782-1710.

5.4 PROFESSIONAL ENGINEERING REQUIRED

Some of the grants and credits require the help of a professional engineer licensed in Illinois to provide the required technical information, or other licensed professionals such as landscape architects, surveyors etc. to provide

information required. Renewal applications for some grants and credits may also require the help of a professional engineer licensed in Illinois or other licensed professionals (land surveyor, landscape architect, etc.).

5.5 INDEMNIFICATION

By applying for permission to construct, install or modify a stormwater management facility or BMP, and by the nature of applying for a stormwater utility fee credit, the applicant is hereby acknowledging and agreeing to the following:

a) After completion of the construction, modification or installation by the owners and approval by the City, the stormwater management facility or BMP: shall remain a privately owned and maintained stormwater management facility/BMP, shall not be regarded as owned by the City and shall not become a part of the maintenance program of the City. All maintenance responsibility and liability shall be, and remain in the future, with the Owners, their personal representatives, heirs, grantees, successors and assigns.

b) Owners, their personal representatives, heirs, grantees, successors and assigns shall indemnify and hold harmless the City, its officers, agents and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs and expenses (including attorney's fees) arising out of or resulting from the construction, modification, installation, maintenance, or operation of the stormwater management facility/BMP.

c) Owners, their personal representatives, heirs, grantees, successors and assigns acknowledge that credits are not perpetual and that both maintenance of stormwater management facilities and annual reporting of maintenance activities are required to maintain approved credits.

d) Participation in the credit or grant program grants the City and its representatives right of entry to inspect and/or monitor the performance of stormwater management facilities at the City's discretion.

e) Once approved, credit shall continue to be applied to the parcel(s), in the event of the transfer of ownership, under the same terms and conditions of inspection and continued maintenance of the BMP.

f) This indemnification may be waived in cases where the applicant does not have legal authority to indemnify the city (e.g. a homeowners' association may not have this authority on behalf of its members).

5.6 INSPECTIONS

City staff or City representatives may inspect the BMPs at any time, ask for proof of maintenance or notify the owner that they are not in compliance. The property owner will have 30 days to provide proof of maintenance or perform the work needed to come into compliance. Proof of maintenance may require documentation of maintenance activities completed, as-built survey showing BMP capacity or other activities as required to verify that the BMP is functioning as approved. If proof of maintenance is not provided, the credit will be terminated. If proof of maintenance shows deficiencies, the property owner will have 30 days to correct the deficiencies. If additional time is needed to bring the BMP into compliance, the credit will be suspended until that time. The maximum suspension will be three months; after that time, the credit will be terminated

5.7 MAINTENANCE REQUIRED

All stormwater management facilities require maintenance to perform as designed. A maintenance plan must be submitted and approved with the credit and or grant application. Stormwater detention facilities are required to be maintained as prescribed in Article II, Section 9.5-101, City of Peoria Code of Ordinances. Failure to maintain stormwater management facilities will result in the loss of stormwater utility fee credits. A self-reporting system will be used for the annual reports.

5.8 ANNUAL REPORTING

Annual reports are due to Public Works on July 1 each year. If the annual report is not submitted by July 1, the credit will be terminated. The annual report shall be submitted on forms provided by the City.

5.9 GRANTS AND CREDIT ELIGIBILITY

Projects constructed with City of Peoria grant funds are not eligible for credits for twelve months after the award of the grant.

5.10 TERMS OF CREDIT

Each awarded credit has a term of four (4) years, at which time the credit expires. The credit can be renewed by having a qualified professional complete an inspection and certification and submit the credit renewal application form appropriate materials and fee. The renewal form will be provided by Public Works. Failure to renew or maintain stormwater management facilities will result in the loss of stormwater utility fee credits. Survey or other measurement may be required to demonstrate that the approved volume of the BMPs is still provided.

5.11 TERMINATED CREDITS

Once a credit is terminated, it will be applied to the initial date the owner was notified of the deficiency that was not corrected or the date the annual report was due. A new application including fee (not a renewal form) must be submitted and approved to restore the credit.

5.12 APPLICATION FEES

To view the application fees for the grant programs and credits, please see Table 1. When a credit is in good standing at the end of four years, the fee to re-apply is discounted (secondary application fee). If a credit has been terminated, the full fee must be paid to renew the credit. Credit renewal fees shall be 50% of the original application fee.

Table 1. Grant and Credit Application Fees

Rain Barrel Grants	$0
Green Infrastructure Grants and initial credit application	$40
Private Property Drainage Assistance Grant	$0
Stormwater Infrastructure Investment Grant	$1,500
Credits (Initial Application)	$250
Credits (Secondary Applications)	$125
Green Infrastructure Credits (secondary application)	$20

5.13 CREDIT AND GRANT APPLICATION PROCESS

The following process should be followed to apply for stormwater management credits or grants:

a) Prepare the appropriate application forms. You may download these forms from the City website, or pick up a hardcopy at Public Works, 3505 N Dries Lane.

b) Submit forms, fees and attachments to the Public Works Department.

c) City will check to ensure the submittal is complete and notify applicant of deficiencies.

d) City will review application within 30 working days and notify applicant of credit or grant determination, including identification of deficiencies if the application is not approved.

e) If the credit or grant is denied, the applicant may address identified deficiencies and resubmit a revised application.

f) If a credit or grant is denied, the applicant may appeal the determination following guidelines in Article IV of Chapter 31 of the City of Peoria Code of Ordinances.

6. GRANT CRITERIA

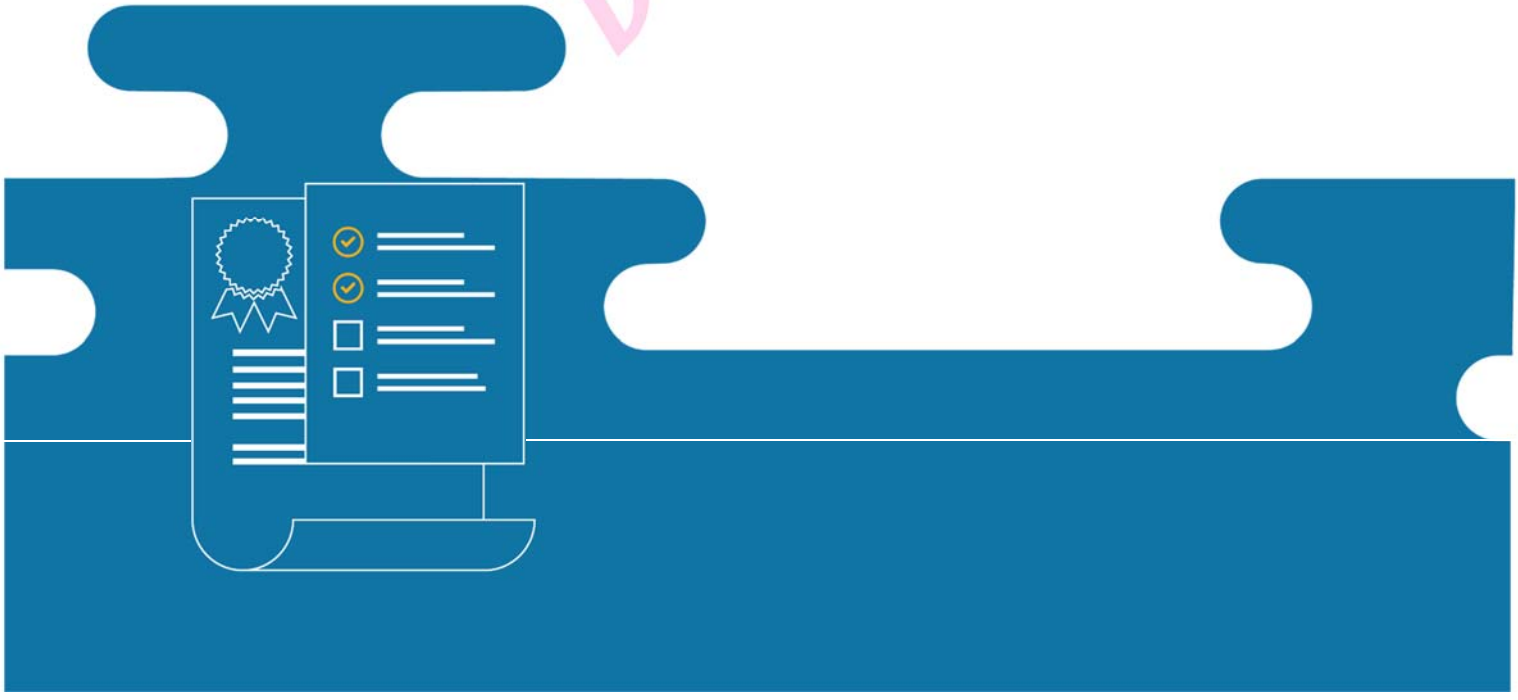
Grants are available for properties in the City of Peoria that install specific types of sustainable stormwater management features. Table 2 summarizes the types of stormwater management activities that qualify for grants and the maximum grant amounts available.

Table 2. Available Stormwater Management Grants

Grant Type	*Grant Amount*
Rain Barrel [1]	$50 each up to $100 max
Green Infrastructure 1-inch storm[1,2]	$1.50/square feet up to $1,500 max
Green Infrastructure 2.61-inch storm[1,2]	$3.50/square feet up to $3,500 max
Private Property Drainage Assistance[1]	75% of Project Cost up to $7,500 max
Stormwater Infrastructure Investment Grant [1]	75% of Project Cost up to $100,000 max

Notes:
1) BMP must remain in service for at least four years *2) Grant amount varies based on storm event captured*

Grants are available for installing specific types of sustainable stormwater management features. The following sections describe the requirements for participation in the City of Peoria's Stormwater Management Grant Program.



6.1 RAIN BARRELS

The City will subsidize the purchase of 50 gallon or larger rain barrels at a rate of not more than $50 per barrel. The maximum number of rain barrel grants allowed per property is two (2). Property owners receiving this grant must use the rain barrels for at least four years. The rain barrels must be connected to downspouts or use other methods to collect runoff. The rain barrel must be drained within 72 hours after a storm event. Receipts are required to be submitted with the application, along with a description of how much roof or other impervious area is draining to each rain barrel. Rain barrels purchased prior to the effective date of the stormwater utility fee are eligible for this grant if proof of use can be provided. Rain barrels are not eligible for any additional credits.

6.2 GREEN INFRASTRUCTURE GRANT

The City encourages properly designed and constructed green infrastructure (see page X) that captures runoff from at least 500 square feet of impervious area not owned by the City. The amount of the grant will be based on the size of the impervious area and volume of rainfall being captured.

There are two levels of green infrastructure grants: the 1-inch storm and the 2.61-inch storm (This is the design storm the EPA is requiring we manage in order to reduce CSO events):

a) 1-inch storm
    a. Grant is $1.50 per square foot of impervious area that drains into green infrastructure.
    b. Maximum grant is $1,500.

b) 2.61-inch storm
    a. Grant is $3.50 per square foot of impervious area that drains into green infrastructure.
    b. Maximum grant is 3,500.

Requirements:

a) If the green infrastructure is being constructed to meet an ordinance requirement, it is not eligible for the grant but would be eligible for the credit.

b) All green infrastructure must be designed with an overland overflow path for larger storm events.

c) The green infrastructure should be designed to drain within 48-72 hours after a storm event.

d) The property owner will need to determine whether soil amendments are necessary to modify the soils.

e) Green infrastructures should be located a minimum distance of 10 feet from the foundation of structures.

f) The application must be submitted and approved in advance of the construction of the green infrastructure. The grant will be issued to the property owner after construction has been completed and

the green infrastructure has been reviewed and approved by the City.

g) Green infrastructures built prior to the stormwater utility ordinance are not eligible for the grant but may be eligible for a volume reduction credit.

h) Projects constructed with this grant are not eligible for a credit twelve months following award of the grant.

Application Information:

The application requires a drawing that shows the size and location of the green infrastructure(s), the size and location of the impervious surfaces that drain to the green infrastructure, the property lines, the location of any structures (buildings, house, garages, etc.), downspouts, sidewalks, driveways, utility lines, trees, and other items that impact the size and location of the green infrastructure.

If plants are used, a planting plan must be submitted that identifies the location and type of plants to be incorporated into the green infrastructure. Deep-rooted native plants are preferred but not required. If permeable pavement is chosen, the applicant must identify the surface type, material supplier/manufacture, thickness and type of rock used, how the system will drain and any other information requested by the City.

Green Infrastructure Examples:

a) **Rain Garden**
If a rain garden is constructed for the Green Infrastructure Grant, the rain gardens must be 4 inches to 8 inches deep, unless otherwise approved in advance by the City.

b) **Permeable Pavement**
Permeable pavers, permeable asphalt or permeable concrete are eligible surfaces for this grant. Other surface options may be reviewed by the City on a case-by-case basis. In general, existing brick areas and gravel surfaces do not qualify because they are not designed to store runoff.

The permeable surface must be constructed on an open-graded aggregate layer (CA7 or equivalent) not less than 12 inches thick. The City will create a small permeable pavement project calculator that can be used to size a small retrofit permeable pavement project. Larger projects or new projects will need professional engineering help.

c) Calculator
The City will create pavement green infrastructure calculator that can be used to size a small residential type or small retrofit project. Larger projects or new projects will need professional engineering help

Calculation Example:

To calculate the volume of the green infrastructure, use the following method:

Storage Volume Required = Area of impervious surface x rainfall depth

For the 1inch rainfall and 500 square foot impervious area, the storage volume is:
(500 square feet) x (1") x (1'/12") = 41.7 cubic feet

6.3 PRIVATE PROPERTY DRAINAGE ASSISTANCE PROGRAM GRANT

If a project is small, individual in nature and totally contained on private (not city-owned) property, it may qualify for a 75 percent reimbursement of costs (maximum reimbursement of $7,500 per property). Typical projects include erosion control on steep slopes, grading away from a house, creating a swale (small drainage channel) and installing yard drains and pipes.

Grant Rules and Eligibility Requirements:

a) Once the program is used, it cannot be used for 10 years. The property owner is responsible for maintenance of the BMP during the 10-year period.

b) The program cannot be used in subdivisions less than 10 years old and on properties with structures that are less than 10 years old. The developer should be making improvements at their cost to the stormwater system at the time of the development.

c) Most newer subdivisions (± 10 years) are excluded (on the plat) from this program. The city will work on changing that requirement to allow properties with structures over 10 years old to be eligible for the program.

d) The project may address damage caused by flooding, erosion, slope failures or the project can be for preventative or routine maintenance.

e) The damage must be caused by offsite stormwater, meaning stormwater that is not within the applicants' control.

f) The proposed repair must correct the damage and/or prevent future damage or the project can be for preventative or routine maintenance.

g) The project must be accepted into the program BEFORE any work is done.

h) The application must be approved and signed by the City of Peoria representative before starting construction, or the City cannot participate in the cost of the improvement.

i) The applicant agrees that any contractor performing work on this project will pay the prevailing wage of Peoria County in accordance with State of the Illinois Statutes.

j) Applicants may choose to perform the work themselves. The applicant must submit a sketch of the proposed improvement and an accurate estimate of materials. Reimbursement will be for 75 percent of the material cost only (maximum reimbursement of $7,500).

k) The applicant/contractor are responsible for obtaining all permits. Typical permits include permits for work in the ROW and sidewalk/lane closures. Contact 309-494-8800 for more information.

l) The work must be done according to City, State and Federal laws, requirements and specifications.

m) Once accepted, the funding is reserved for 60 days. Construction must be completed within this timeframe or the funds will be made available to other projects.

n) The applicant is not required to select the lowest bidder; however, the City will only reimburse an amount based on the lowest qualifying bid.

o) If the cost of the work exceeds the amount on the application, the applicant is responsible for all the extra cost.

p) Projects constructed with this grant are not eligible for a credit for twelve months following the grant reimbursement.

Ineligible Projects

a) Sump pumps and downspout problems/repairs.

b) Basement waterproofing or other interior repairs.

c) Gutters or other repairs on a structure.

d) Repairs that violate local, state or federal laws, i.e., cannot block the upstream (by gravity) flow of runoff.

e) Work done BEFORE being accepted into the program.

Grant Sequence:

a) On an annual basis, the Public Works department will request a Private Property Drainage Assistance Program grant budget to be approved by City Council as part of the annual budgeting process.

b) Applications will be accepted beginning in January and will continue until the funds have been committed to projects.

c) To begin the application process, the applicant contacts the City Public Works Department at 309-494-8800 to discuss the project to determine if it may be eligible.

d) The City reviews the information and may perform a site visit if needed.

e) Once the City confirm project eligibility, the City sends an application and agreement to the owner.

f) The applicant and contractors determine the design.

g) The applicant gets three (3) bids from reputable contractors and completes the application paperwork.

h) The applicant submits the application, agreement, bids and before photos of the project area.

i) The City reviews the application to see if it fits the program requirements.

j) If accepted into the program, the applicant will receive an acceptance letter showing the reimbursement amount. The reimbursement amount is based on the lowest bid (75% up to $7,500). Construction must be completed within 60 days from the date on the acceptance letter or the funds could be assigned to another project. Requests for time extensions will be evaluated on a case-by-case basis.

k) Construction begins. The City may perform site visits during construction, but it is the applicant's responsibility to ensure that construction is being completed as described on the application.

l) Once the construction has been completed, the applicant pays the contractor the full amount.

m) Within 30 days following the completion of the construction, the applicant must submit a copy of the "paid in full" receipt, pictures of the finished project and the reimbursement request form

n) The reimbursement request is reviewed and processed. Typical reimbursement requests take 60-75 days.

6.4 STORMWATER INFRASTRUCTURE INVESTMENT GRANT

** Requires professional engineering*

Some projects may be large in nature, complicated and totally contained on private (not City-owned) property and may not fit well into the private property drainage assistance program. Typical examples could include a creek stabilization project or maintenance or replacement of storm sewer pipes or structures. This type of project requires professional engineering or other professional design and construction services. These larger projects may be eligible for the Stormwater Infrastructure Investment Grant. This grant is also a 75 percent reimbursement of costs, with the maximum reimbursement of $100,000 per project. Construction expenses and professional engineering or other professional services (landscape architect, surveyor, resident engineer, etc.) are eligible expenses. The professional engineering and professional services reimbursement will be capped at 10% of the construction cost. In- kind services are not eligible for grant participation.

Grant Rules and Eligibility Requirements:

a) Projects must address at least one of the stormwater management objectives:
    a. Maintain healthy and stable streams and/or ravines
    b. Reduce flooding damage to public and private property
    c. Maintain or replace failing stormwater infrastructure

b) Projects must satisfy all the following criteria:
    a. Are necessitated by runoff from upstream properties
    b. Address the cause of the problem
    c. Make improvements to facilities not owned by the City
    d. Provide benefits to the stormwater infrastructure system in Peoria

c) The project must be awarded the grant prior to the start of the project. Any expenses occurring prior to the grant are not eligible for reimbursement by the grant.

d) Estimated construction cost shall be greater than $25,000.

e) An applicant's grant request(s) shall not exceed 75% the applicant's annual stormwater utility bill.

f) An applicant owning one property may submit only one project application per year.

g) Applicants owning multiple properties may submit up to two project applications per year.

h) Applicant's maintenance plan must demonstrate an understanding of the maintenance requirements and an ability to perform and fund the maintenance activities.

i) Projects can impact single or multiple properties and owners. Multi-property projects must be adjacent to each other; they cannot be spread all over the City. A multi-property or multi-owner project must include an application and signatures from all impacted property owners and clearly identify the financial and maintenance responsibilities of each party.

j) The property owner agrees that any contractor performing work on this project will pay the prevailing wage of Peoria County in accordance with State of the Illinois Statutes.

k) The work must be done according to City, State and Federal laws, requirements and specifications.

l) The property owner/contractor is responsible for obtaining all permits. Typical permits include permits for work in the right of way and sidewalk/lane closures. Contact 309-494-8800 for more information.

m) Construction must be completed within the time frame specified in the award letter. Typically, it will be January through December the year immediately following the award. Time extension requests will be evaluated on a case-by-case basis. Construction must be completed within the specified timeframe or the funds will be made available to other projects.

n) If the stormwater infrastructure improvements or maintenance actives are part of a larger project, only the stormwater improvements or maintenance are eligible for the grant.

o) Projects constructed with this grant are not eligible for a credit for twelve months following the grant reimbursement.

Ineligible Projects

a) Sump pumps and downspout problems/repairs

b) Basement waterproofing or other interior repairs

c) Gutters or other repairs on a structure

d) Repairs that violate local, state, or federal laws, i.e. cannot block the upstream (by gravity) flow of runoff.

e) Work done BEFORE being accepted into the program.

f) The applicant is not required to select the lowest bidder; however the City will only reimburse an amount based on the lowest qualifying bid.

Grant Sequence:

a) On an annual basis, the Public Works Department will request a Stormwater Infrastructure Investment Grant budget to be approved by City Council as part of the annual budgeting process.

b) Applications will be accepted during an application period beginning August 1st and ending September 31st for the approaching calendar year. The initial application must include a project description that states the problem, identifies the underlying cause of the problem and the proposed solution to the problem. Photographs of the area, a location map, a sketch or concept plan of the project and an estimate of project costs must also be submitted.

c) The City reviews the applications to see if it fits the program requirement and selects the project that best fit the program goals. Applications shall be evaluated and selected based on the program objectives, improvement criteria and annual grant budget.

d) Applicants will be notified by November 30th if their application is approved. Once the initial application is approved, the applicant may proceed with the plan development and bidding process.

e) Applicant shall be responsible for retaining an Illinois Professional Engineer or other professional staff capable of producing detailed construction plans and specifications.

f) The City may request plans and specifications for review. It is the applicants' responsibility to design and construct the project.

g) The applicant shall be responsible for the bidding process. A minimum of three (3) bids from reputable contractors is required. The applicant will then submit these documents, a construction schedule and an annual maintenance plan to the City for review after the project has gone out to bid.

h) The City reviews the application to see if it fits the program requirements and is consistent with the initial application.

i) If accepted into the program, an acceptance letter is sent to the applicant showing the reimbursement amount. The reimbursement amount is 75% up to $100,000 maximum. Projects shall be constructed in the calendar year immediately following the grant award or the funds could be assigned to another project. Requests for time extensions will be evaluated on a case-by-case basis.

j) Construction begins. The City may perform site visits during construction, but it is the applicant's responsibility to ensure that construction is being completed as described

on the application.

k) Once the project has been completed, the applicant shall submit the signed request for reimbursement form and the project report. The project report shall include at a minimum construction and product completion photos, detailed pay estimates showing the stormwater related charges and the total of the final stormwater costs, a copy of the maintenance plan and a signed maintenance agreement.

l) The City must be notified within 30 days of the completion of construction.

m) The reimbursement request and project report must be submitted within 60 days of the completion of construction.

n) The City will review and process the reimbursement request. The City will review within 30 days and notify the applicant of any deficiencies. Once the project has been approved for reimbursement, the reimbursement process may take 60-75 days.

Applications shall be evaluated and selected based on the program objectives, improvement criteria, project cost, effectiveness and annual grant budget.

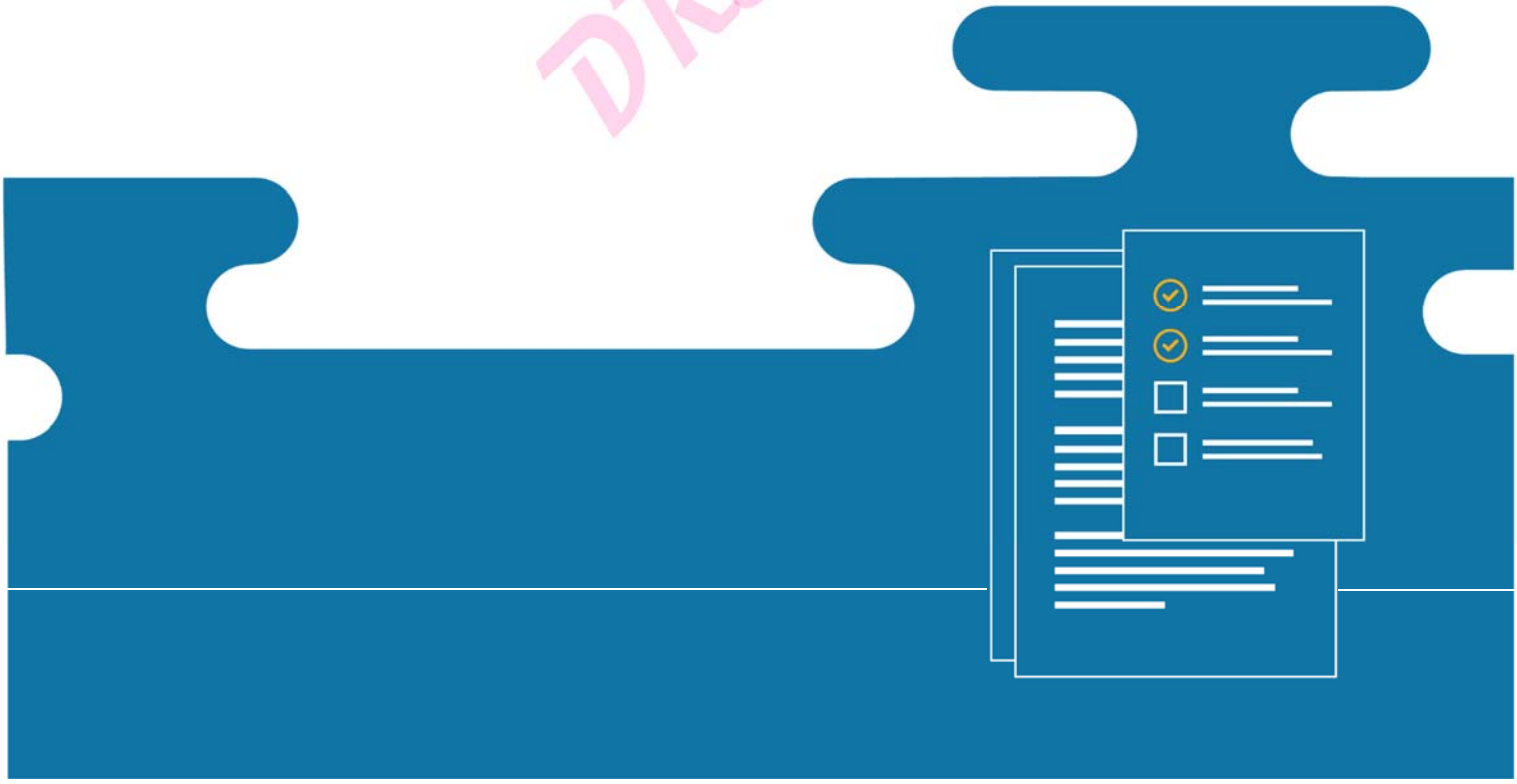
7. CREDIT CRITERIA

The City of Peoria has adopted a credit program policy that includes eight categories of credits. These categories include: 1) Grant-approved BMPs, 2) rate reduction, 3) volume reduction, 4) water quality, 5) direct discharge, 6) education, 7) Natural Area Management and 8) Innovation. Table 3 summarizes the credit categories and the credit limit(s) for each.

Table 3. Stormwater Utility Fee Credits

Credit Type	*Credit Limits*
Rate Reduction	25%
Volume Reduction	25%
Water Quality	15%
Direct Discharge	90%
Education	$5 / student
Natural Area Management	up to 50%
Innovation	25%

The credits, except for the direct discharge credit, can be combined to a limit of 50% credit. The direct discharge credit cannot be combined with any other credit.



7.1 GREEN INFRASTRUCTURE GRANT CONSTRUCTED BMP

Grant applications approved by the City for green infrastructure shall also qualify for a credit one year after the grant reimbursement. The credit will be applied to the total impervious area that is managed by the BMP. A 5% credit will be given for managing the 1-inch storm and a 15% credit will be given for meeting the 2.61-inch storm.

An initial credit application form is required for these grant-approved installations and can be submitted with the grant application or later. The credit will not be added to the account for one year after the grant reimbursement. A credit application renewal form is required after the four-year credit period has expired.

7.2 RATE REDUCTION CREDIT

**Requires professional engineering*

To qualify for the Rate Reduction Credit, the property owner(s) must submit the rate reduction application, calculations and other information as required to the City for review and approval.

Multiple BMPs can be used to meet the design standards. Common rate reduction BMPs are detention basins or the rock storage under permeable pavement constructed with an outlet. All BMPs must be maintained in good working order to be eligible for the credit. Inspection ports for all underground BMPs must be provided. Inspection ports must be accessible to City staff or representative.

To be eligible for up to 10 percent credit, property owners that discharge a portion or all of their impervious area runoff to a rate reduction BMP that was: 1) built to the City's current stormwater management standards found in the city ordinance Article II, Section 9.5 (25 year/24 hour and 2 year/24 hour rainfall events) and; 2) maintained to the City's stormwater management standards Article II, Section 9.5.

For subdivisions and other phased construction, both fully built and all phased conditions must be considered for the entire contributing areas in the design and calculations

If the rate reduction BMP is also designed to the 100-year/24-hour storm (6.92 inches) rainfall event, the BMP is eligible for a 25percent credit. The credit will be applied to the total impervious area that flows to, or is accounted for in the design of, the BMP.

Properties that are in the tributary area of a qualifying rate reduction BMP and that contribute to the maintenance expense of the BMP are eligible to apply for this credit. For BMPs that accept the direct runoff from subdivision developments that include individual single family residential or duplex properties, the credit must be applied for by an owner association on behalf of its members. Individual single family residential or duplex properties may not apply, unless there is no owner association or other representative group. Upstream properties may not receive credit unless the BMP was designed specifically to provide control for their runoff and unless they participate in the maintenance expense.

To confirm that this criterion was met for an existing detention basin, calculations, based on the criteria in Article III, Section 21-42, Part C (6) of the Peoria Subdivision and Land Development Code, must be provided.

Partial credit is not available if the BMP was not designed and constructed to meet the requirements, or if the BMP has not been properly maintained. Maintenance deficiencies, if not corrected, will result in termination of the credit.

Detention basins and other BMPs that were constructed three years prior to the credit application must have a survey or other measurements acceptable to the City demonstrating that the original design capacity is still provided by the BMP.

Required Rate Reduction Credit Application Attachment and Submittals

The property owner's rate reduction plan, calculations and attachments must be prepared and certified by a professional engineer registered in the State of Illinois with experience in stormwater management.

To receive this credit, the applicant must provide the following additional information:

a) The site drainage plan with lots and addresses, showing drainage areas and impervious areas tributary to the BMP, including offsite flow.

b) Technical calculations as required by the City code including, but not limited to, showing the design capacity of the BMP, including the amount of storage available, the amount of runoff captured and others as required to determine credit eligibility.

c) BMP modeling output for the appropriate runoff volumes, outlet discharge rates and retention times.

d) Design drawings, including design details, dimensions, size, and location of the BMP; the dimensions, size and location of the impervious surfaces that drain to the BMP; the property lines; and the location of any structures (house, garages, etc.).

e) A copy of the most recent maintenance report as required in Section 9.5-101 of the City's Code of Ordinances.

f) Maintenance plan detailing the required maintenance tasks, maintenance schedule, responsible party and funding sources must be submitted as part of the credit application. For existing BMPs, the maintenance submittal must list the dates and maintenance performed for the past three years.

g) Detention basins and other BMPs that were constructed three years prior to the credit application must have a survey or other measurements acceptable to the City demonstrating that the original design capacity is still provided by the BMP.

7.3 VOLUME REDUCTION CREDIT

**Requires professional engineering*

Volume reduction credits are available for activities that reduce the total volume of runoff from a property. A volume reduction credit requires the implementation of a stormwater infiltration or reuse practice. Common volume reduction BMPs include infiltration basins, bioswales, rain gardens and green roofs. Deep-rooted native plants are preferred but not required. The City is willing to consider other techniques not listed here for Volume Reduction Credits.

A 10 percent credit will be issued to all volume reduction BMPs that capture and store the 1-inch storm. A 25 percent credit will be issued to all volume reduction BMPs that capture and store the CSO design storm event of 2.61 inches (0.22 ft) of rain. The credit will be applied to the total impervious area that is managed by the BMP

Stormwater controls that are constructed with underdrains must follow the Peoria Code of Ordinances. It references the Metropolitan Water Reclamation District of Greater Chicago's calculations used to calculate the storage provided when underdrains are used.

Stormwater BMPs must be drained within 72 hours to qualify for a Volume Reduction Credit. Inspection ports are required on all belowground BMPs to verify that the BMP is drained within 72 hours. Inspection ports must be accessible to City staff or representative.

BMPs constructed using the green infrastructure grant shall qualify for a credit twelve months after the grant reimbursement. An initial credit application form is required for these grant-approved installations and can be submitted with the grant application or later. The credit will not be added to the account for one year after the grant reimbursement. A credit application renewal form is required after the four-year credit period has expired.

Volume Reduction Credit Application Attachment and Submittals

To qualify for the Volume Reduction Credit**,** the property owner shall submit a volume reduction plan to the City for review and approval. The property owner's plan must be prepared and certified by a professional engineer registered in the State of Illinois with experience in stormwater management. The City will apply the credit after the approved volume reduction BMP has been constructed and reviewed by the City.

To receive this credit, the applicant must provide the following additional information:

a) A copy of the site drainage plan with lots and addresses, showing drainage areas tributary to the volume reduction control(s) including off-site flow.

b) Technical calculations as required by the City code including, but not limited to, showing the design capacity of the BMP, including the amount of storage available and infiltration rates, the amount of runoff captured, the impervious areas draining to the BMP and other information as required to determine credit eligibility.

c) Design drawings including design details, dimensions, size and location of the BMP; the dimensions, size and location of the impervious surfaces that drain to the BMP; location of inspection ports; the property lines; and the location of any structures (house, garages, etc.).

d) Infiltration test at the site of the proposed BMP to prove that the soils will drain the retained volume in 72 hours or less.

e) Maintenance plan detailing the required maintenance tasks, maintenance schedule, responsible party and funding sources must be also submitted as part of the credit application.

f) A copy of the most recent maintenance report.

7.4 WATER QUALITY CREDIT

**Requires professional engineering*

Properties that provide measures to improve the quality of stormwater runoff may be eligible for a Water Quality Credit. A 15 percent water quality credit will be granted if the applicant can demonstrate that the BMPs are designed to provide a minimum of 75 percent reduction in total suspended solids (TSS) in the stormwater runoff, as measured on an annual basis.

Engineering calculations, independent research data or software such as WinSLAMM and others can verify that requirements are met. Vendor specifications for manufactured BMPs shall be submitted including TSS removal efficiency but shall not be the only source to demonstrate that the BMP meets the eligibility requirements. The City will determine if the documentation has proven the TSS removal efficiency adequately. Monitoring may be required by the City.

To qualify for the Water Quality Credit, the property owner is required to submit a water quality management plan to the City for review and approval. The property owner's plan must be prepared and certified by a professional engineer registered in the State of Illinois with stormwater management experience. The City will apply the credit after the approved water quality plan has been constructed and inspected by the City.

The following sections define a variety of BMPs that qualify for Water Quality Credits. The City is willing to consider other techniques that are not listed if the applicant can demonstrate that the device can achieve 75 percent TSS removal from the runoff.

a) **Water Quality Detention Basins.** Water quality detention basins are efficient at sediment removal and for that reason their design often includes a pretreatment area (forebay) or device that promotes sediment removal in an area of the detention basin that can easily be cleaned. The water quality storage volume is typically computed based on the volume of runoff generated by the "first flush" depth of runoff, assumed to be 1.0 inches in Peoria. The water quality, or first flush volume can be computed by the following equation:

$$Vff = 3{,}630 \times C \times A$$

Where:
Vff = First flush volume, post-development (in cubic feet)
C = Post-development runoff coefficient
A = Drainage area tributary to detention basin (in acres)

To qualify for the maximum 10 percent credit, water quality detention basins must be designed to the Vff volume for the entire drainage area and must demonstrate a 75 percent removal of TSS.

b) **Bioswales.** The water's flow path, along with the vegetation in the wide and shallow ditch, shall be designed to maximize the time water spends in the swale, which aids the trapping of pollutants and silt. Biological factors also contribute to the breakdown of certain pollutants. A common application of vegetated swales is around parking lots, where substantial automotive pollution is collected by the paving and then flushed by rain. The bioswale, or other type of biofilter, wraps around the parking lot and treats the runoff before releasing it to the city's storm drainage system or other water body.

To qualify for the maximum 10 percent credit, bioswales must be designed to collect and treat a 1-inch rainfall from all of the impervious area on a property. Partial credits are available based on the fraction of total impervious area on the property served by the bioswales.

c) **Manufactured BMPs.** Some of these devices are considered hydrodynamic separation units; others use micro-screening techniques, and others provide biofiltration in a closed environment. Manufactured BMPs qualify for the Water Quality Credit if properly sized to remove 75 percent TSS from all of the impervious area on a property. Partial credits are available based on the fraction of total impervious area on the property served by the manufactured BMP.

To qualify for the maximum 10 percent credit, a manufactured BMP must be designed to the manufacturer's specifications for 75% TSS removal from all impervious area on a property. Partial credits are available based on the fraction of total impervious area on the property served by the manufactured BMP.

Water Quality Credit Application Attachment and Submittals

To qualify for the Water Quality Credit, the property owner shall submit a water quality plan to the City for review and approval. The property owner's plan must be prepared and certified by a professional engineer registered in the State of Illinois with experience in stormwater management. The City would apply the credit after the approved water quality BMP has been constructed and reviewed by the City. Monitoring may be required by the City.

To receive this credit the applicant must provide the following additional information:

a) A copy of the site drainage plan with lots and addresses, showing drainage areas tributary to the volume reduction control(s) including off-site flow

b) Technical calculations, including but not limited to showing the sizing and design capacity of the BMP, the amount of runoff captured, the impervious areas draining to the BMP and other information as required to determine credit eligibility

c) Design drawings including design details, dimensions, size and location of the BMP; the dimensions, size and location of the impervious surfaces that drain to the BMP; the property lines; and the location of any structures (house, garages, etc.)

d) A copy of the site drainage plan, showing drainage areas tributary to the BMP

e) A maintenance plan detailing the required maintenance tasks, maintenance schedule, responsible party and funding sources must be also submitted as part of the credit application

f) Copies of detention basin modeling output for the appropriate runoff volumes and retention times for water quality detention basins

g) Design drawings if retrofit or new construction

7.5 EDUCATIONAL CREDITS ($5/STUDENT)

This credit is only applicable to local K-12 education institutions. National studies have shown that programs targeted at these students can be very effective at spreading key messages throughout a household.

The City will provide a credit to educational institutions on an annual basis at a rate of $5.00 per student for providing instruction in accordance with an approved curriculum. The curriculum shall be based on the age of the students. One grade per institution per year is eligible to receive the credit. Eligible grades are 3rd, 6th and 9th. Other grades may be eligible if requested by the educational institution and approved in advance by the City. Education credits are based on the number of students participating in the education curriculum in a school year.

There are numerous water quality-based education programs that may be adopted by local school systems. The curricula for which credit applications are to be submitted must be approved by the City, whether it is a nationally accepted program or a program written by the institution. Examples of qualifying curricula are available at the websites of the United States Environmental Protection Agency (USEPA) and American Cities Foundation.

To remain eligible for this credit, the applicant shall, on an annual basis, provide a copy of the lesson plans, demonstrate that the lesson plans are consistent with the educational content deemed appropriate by the USEPA for stormwater education and provide documentation of the number of students taught that year. This credit is limited to the number of children enrolled in the applicant's school and in the target audience grade at the time of the application.

At least half of the school year must be completed before an application can be submitted. Applications may be submitted no earlier than January for the school year ending in June.

Educational Credit Application Attachment and Submittals
To receive this credit the applicant must provide the following additional information:

a) A copy of the proposed curriculum and identification of the target audience (i.e. 3rd graders)

b) Documentation of the number of students taught. Students must be present for a minimum of 75% of the year.

c) The applicant shall provide a list of the dates, times, classrooms and schools where the lessons are taught.

7.6 DIRECT DISCHARGE CREDIT

** Requires professional engineering*
Properties that discharge directly to the Illinois River and do not cross another property line exert a lower demand for service on the City's stormwater system than do properties whose runoff must be accommodated by drainage system capacity, planning and floodplain management. In recognition of that reduction in demand, the City will provide up to a 90 percent credit to those qualifying properties. A 100% credit is not given because the cost to administer the wet weather program is shared by all developed properties, and all properties benefit from well-maintained wet weather infrastructure.

Credit amounts are based on the amount of area that does not directly discharge into City stormwater infrastructure or systems. For properties that partially drain into City infrastructure, a prorated credit amount will be determined based the area that does not directly discharge into City stormwater infrastructure.

To receive this credit, the applicant must submit site plans for the property demonstrating which portion(s) of the parcel qualify for this credit and the credit will be prorated accordingly. Only properties that abut and discharge stormwater directly to the Illinois River qualify for this credit.

To receive this credit, the applicant must provide the following information:

a) A completed general credit application form

b) A completed direct discharge credit application form

c) The appropriate credit application fee

d) A copy of the site drainage plan and impervious area calculations performed by a licensed professional engineer. The site drainage plan must show delineated drainage areas, sizes of the drainage areas, details of the storm sewer or other stormwater infrastructure (detention facilities) within the drainage area, delineated impervious areas and pervious areas in each drainage area and identify if the drainage area discharges directly to the Illinois River or not.

e) A copy of calculations of the impervious areas of the entire property and of the non-contributing drainage area

7.7 NATURAL AREA MANAGEMENT

Natural areas such as native prairies, original forest land and maintained bluffs, when actively managed and maintained to a high quality, provide rate reduction, volume reduction and water quality benefits. To be eligible for this credit, both the impervious area (minimum of 1,000 square feet which must drain to the natural area) and the natural area (minimum of 0.5 acre) must be contained on the same parcel.

The credit will be based on the percentage of the total impervious area on the parcel that drains through the natural area. The credit shall not exceed 50% of the stormwater utility bill for the parcel and may not be combined with other credits and incentives. The property owner must protect the natural area from damage caused by the built environment. If the natural area is being damaged by runoff, the credit will be suspended immediately, and the property owner shall take corrective actions to protect the natural area. To maintain the credit, the property owner will be responsible for submitting detailed documentation including the locations, dates, maintenance tasks, labor, equipment, materials and costs associated with the active management of the natural area on an annual basis.

7.8 INNOVATION CREDITS

Properties in the City may apply for the innovation credit if they can demonstrate an innovative way to manage or improve the water quality of stormwater runoff on their property. The amount of the credit will be determined based upon how much impervious area is treated and the reduction in stormwater runoff rate, volume, or water quality improvements that are achieved.

8. FORMS

Under development