**Enter information directly into the expandable** gray text **areas in the form and attach other information as appendices as indicated. All information is required for your report to be accepted.**

**Project Information**

Project Name: Project Name

Project Number: Project Number

**Contact Information**

Contact: Contact Name

Phone: Phone Number

Email: Email Address

**Description of the GI installed:** Background Information along with motivation for project

1. **A site drawing showing the completed green infrastructure annotated with the area/amount of GI and capacity for each feature**

Attach as Appendix- A

1. **A map showing all parcel(s) where the green infrastructure is located and the surrounding streets**

Attach as Appendix- B

1. **A legal description of all parcels where the green infrastructure is located and the parcel identification (tax key) numbers**

Property Address(es): Street, City, Zip code

 Legal Description(s): Description

1. **Easement signatory information**

 Signatory Name: Signatory Name

Signatory Title: Signatory Title

1. **Provide verification that the easement signatory has authority to execute the easement by attaching a letter, corporate by-laws, operating agreements, or another form of verification. Documentation must specifically convey that the signatory has the authority to sign the document on behalf of the landowner.**

Attach as Appendix- E

1. **Design specifications, dimensions, and costs for all green infrastructure, including rainwater capture capacity (maximum per storm) and other information regarding runoff rate reduction or pollutant capture. Please attach your calculations as Appendix F and fill in the table below for the types of GI that were used on the property. Unless grayed out, ALL fields within applicable rows MUST be filled out correctly.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Green Infrastructure Type** | **Size/Area (ft2)** | **Rainwater Capture Capacity (Gallons)** | **Total Project Cost for GI** | **MMSD Cost** |
| Constructed Wetlands | Size | Gallons | Total Cost | MMSD Cost |
| Native Landscaping | Size | Gallons | Total Cost | MMSD Cost |
| Porous Pavement | Size | Gallons | Total Cost | MMSD Cost |
| Rain Barrels |  | Gallons | Total Cost | MMSD Cost |
| Cisterns |  | Gallons | Total Cost | MMSD Cost |
| Stormwater Trees | Count | Gallons | Total Cost | MMSD Cost |
| Bioswales | Size | Gallons | Total Cost | MMSD Cost |
| Rain Gardens | Size | Gallons | Total Cost | MMSD Cost |
| Green Roof | Size | Gallons | Total Cost | MMSD Cost |
| Soil Amendments  | Size | Gallons | Total Cost | MMSD Cost |
| Pavement Removal  | Size | Gallons | Total Cost | MMSD Cost |
| Enter GI type if not listed above  | Size | Gallons | Total Cost | MMSD Cost |

1. **Photographs of the completed Project**

Attach as Appendix G as part of report. Please also email original high-resolution photos separately. These may be used for promotional purposes; therefore, higher quality files are required.

1. **Maintenance plan**

Attach as Appendix- H

1. **A table listing all invoices associated with the project and copies of all paid invoices listed in the table**

Attach as Appendix- I

1. **A W-9 Tax Identification Number form**

Attach as Appendix- J

1. **A Small, Women’s, and Minority Business Enterprise Report (MMSD Spreadsheet)**

1. **An Economic Impact Report, showing the total number of people and the estimated number of hours worked on design and construction of the Project by contractors, consultants, volunteers, and municipal staff if appropriate (MMSD Spreadsheet)**
2. **Lessons Learned**

Insert Lessons Learned

1. **Projects that followed public procurement procedures or were bid out must supply a tabulation of the bids received, including bidder name and price.**

Attach as Appendix-N