



AGREEMENT BETWEEN
the LAKE COUNTY STORMWATER MANAGEMENT COMMISSION
And the CENTER FOR NEIGHBORHOOD TECHNOLOGY
And the CITY OF NORTH CHICAGO

This Agreement is made and entered into by and between the following parties:

1. The Center for Neighborhood Technology, a not-for-profit entity and corporate of the State of Illinois, (hereinafter referred to as "CNT"), 17 North State Street #1400, Chicago, IL, 60602;
2. The Lake County Stormwater Management Commission, a body politic and corporate of the State of Illinois (hereinafter referred to as "SMC"), 500 W. Winchester, Suite 201, Libertyville, IL 60048; and
3. The City of North Chicago, a body politic and corporate, of the State of Illinois, 1850 Lewis Avenue, North Chicago, IL 60064.

I. PURPOSE

City of North Chicago proposes to work with the CNT to pilot an overall flood prevention effort focused on reducing the burden on the municipal sewer system through residential stormwater infiltration and decreasing homeowner property damage. This pilot program, entitled RainReady North Chicago Pilot Program, is intended to increase flood-risk awareness and mitigate property flood damages to homeowners in the Lake Michigan and North Branch of the Chicago River watersheds. RainReady North Chicago Pilot Program will also provide public education to the watershed community encouraging landscape practices that reduce phosphorus. CNT will offer this pilot through its RainReady services, which support community coalition building and bring multi-benefit solutions.

The contract and program will begin January 1, 2019 and be completed by December 31, 2019.

The pilot program will offer a suite of educational options to mitigate flooding to determine the most cost-effective solutions, seek acceptance for an expanded program and preferred program offerings, and educate residents on the best approaches to address flooding. Options include public and private landowner education about best management practices to mitigate flooding, and sustainable landscape practices through interactive outreach and education events, including:

1. Ten RainReady Socials – Interactive in-home educational sessions designed to help homeowners and their neighbors manage stormwater. Homeowners hosting a social will be offered an abbreviated home inspection (see item No. 5 for a detailed description.)
2. One Community Meeting – Highly interactive educational meeting with the City of North Chicago community about flood mitigation and sustainable land use practices.
3. One Neighborhood Meeting – Interactive educational meeting with targeted neighborhood about flood mobilization techniques and flood mitigation and sustainable land use practices.
4. Social Media Outreach – Marketing using CNT's newsletter and social media to raise awareness.

5. Ten home assessments in the community to be delivered to participants hosting a RainReady Social. Each will include an abbreviated visual inspection of the property owner's building exterior and yard. CNT will use the user-guided MyRainReady Home Online Tool to produce a report of potential solutions and costs.
6. One field assessment of the exterior of the home to identify potential green infrastructure opportunities and flood mitigation recommendations and landscaping solutions. Includes a comprehensive inspection of the building's exterior and yard, and a resulting customized report by CNT's RainReady professional with identified potential green infrastructure solutions, flood mitigation recommendations, and landscaping solutions. The homeowner is not required to host a Social for this offering.

The tasks and scope of work to accomplish the PURPOSE is attached as Exhibit B (hereinafter referred to as the "PROJECT"). See Exhibit A for the limits of the PROJECT location. This agreement will establish a framework for cooperation and coordination between the CNT, SMC and City of North Chicago.

II. BACKGROUND

The CNT is supported through the generosity of charitable foundations, corporations and individuals. CNT also works in partnership with other institutions to promote their mission to build more livable and sustainable urban communities. CNT fulfills this mission by delivering game-changing research, data tools and solutions, and on-the-ground demonstrations to address environmental and social challenges in neighborhoods across the country.

The SMC is a countywide organized and operated governmental agency created by state law and county ordinance with stated goals which include the reduction of flood damage. To accomplish this, the SMC works cooperatively with individuals, groups and units of government.

The City of North Chicago is a home rule municipality governed by a Mayor and City Council comprised of seven Aldermen. The Mayor and Aldermen are elected to four-year terms and may be elected for an indefinite number of terms. Aldermen represent specific Wards in the City. This legislative body determines the strategic mission and vision, formulates policy, approves the annual budget, and determines the property tax rate. The Mayor operates as chief administrative officer of the City and is responsible for direction and supervision of the day-to-day affairs, activities and services of the City.

III. RESPONSIBILITIES

A. The CNT agrees to:

1. Wherever appropriate, include the City of North Chicago and SMC throughout the project process.
2. Manage the entire Scope of Work in Exhibit B and coordination efforts for RainReady North Chicago Pilot Program from beginning planning to implementation.
3. Include the City of North Chicago in the decision-making process throughout the project.
4. Invite the City of North Chicago and SMC to relevant planning or other meetings.
5. Report the status of the project quarterly via brief program reports with any information relevant to the interests of the City of North Chicago and SMC.
6. CNT will include in any publications for external general circulation (including brochures, newsletters and presentation materials) the following phrase: "Funding for this project was provided in part by Lake County Stormwater Management Commission".

B. The SMC agrees to:

1. Reimburse CNT for pilot program personnel costs and direct costs (meeting supplies, copies, postage, travel) not-to-exceed \$12,000 as detailed in Exhibit B. Payments will be made quarterly after receipt of the brief quarterly report and invoice for project-related costs incurred during that quarter have been received. Brief reports will be connected to the quarterly deliverables:

Quarter	Task
Winter (Dec to Feb)	Program Design Develop Participation Selection Criteria Social Media Outreach (advertise launch of project using CNT newsletter and social media Work with the City to Plan for Community Meeting in NC Design an Invitation to the Community Event and Participant Application
Spring (March to May)	Community Meeting in NC Social Media Outreach (tweet about meeting) 5 RainReady Socials and Associated Home Assessment 1 Full home Assessment
Summer (June to Aug)	Neighborhood Meeting (tweet about meeting) Social Media Outreach 5 RainReady Socials and Associated Home Assessment
Fall (Sept to Dec)	Program Evaluation Evaluation Memo Final meeting with NC regarding findings

C. City of North Chicago agrees to:

1. Partner with CNT to implement the RainReady North Chicago Pilot Program as detailed in Exhibit B, including assisting with outreach to assure adequate participation for RainReady Socials, the home assessment, and the program as a whole.

D. The CNT, the SMC and the City of North Chicago mutually agree:

1. To cooperate in the design and implementation of RainReady North Chicago Pilot Program.
2. That this agreement shall become effective on the date of the last signature affixed hereto. This agreement may be modified or terminated at any time by mutual consent of the parties hereto.
3. That any problem with or suggested modification to this agreement will be brought to the attention of the appropriate responsible official for solving through existing policy and procedure of the specific parties to this agreement. Modifications or amendments to this agreement shall not be effective unless they are in writing and signed or initialed by authorized representatives of all the Parties hereto.
4. Each of the parties acknowledges the working nature of this agreement. Each party agrees to cooperate and consult with the other parties in an effort to speedily and amicably resolve any unforeseen difficulties or problems not covered by this agreement.

IV. ADOPTION

The foregoing agreement has been adopted by resolution of each of the parties thereto, duly recorded in the official proceedings of each, and as attested by the signatures affixed below.

Center for Neighborhood Technology

SIGNATURE



NAME, TITLE

Robert Dean, CEO

DATE

December 13, 2018

Lake County Stormwater Management Commission

SIGNATURE

NAME, TITLE

Michael Warner, Executive Director

DATE

City of North Chicago

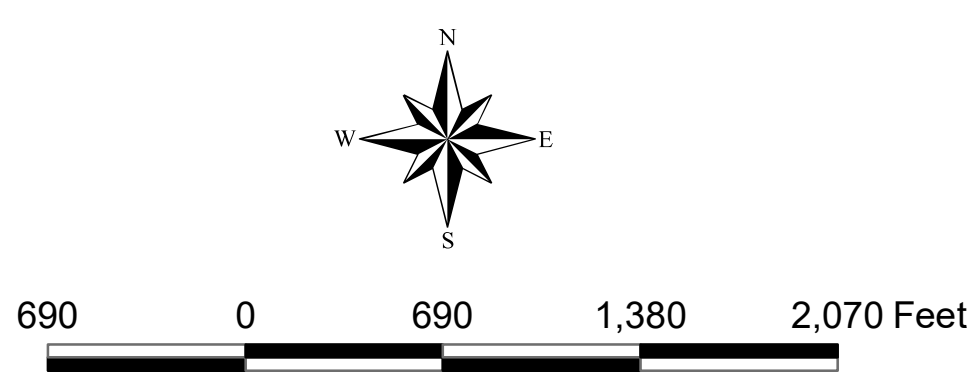
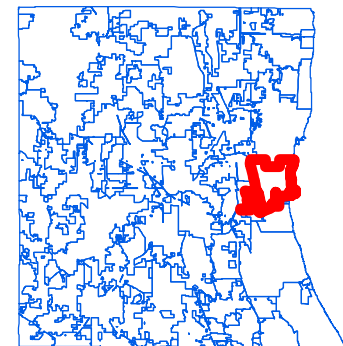
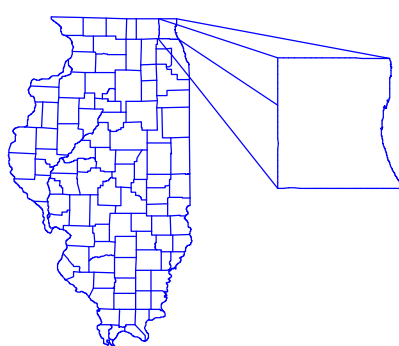
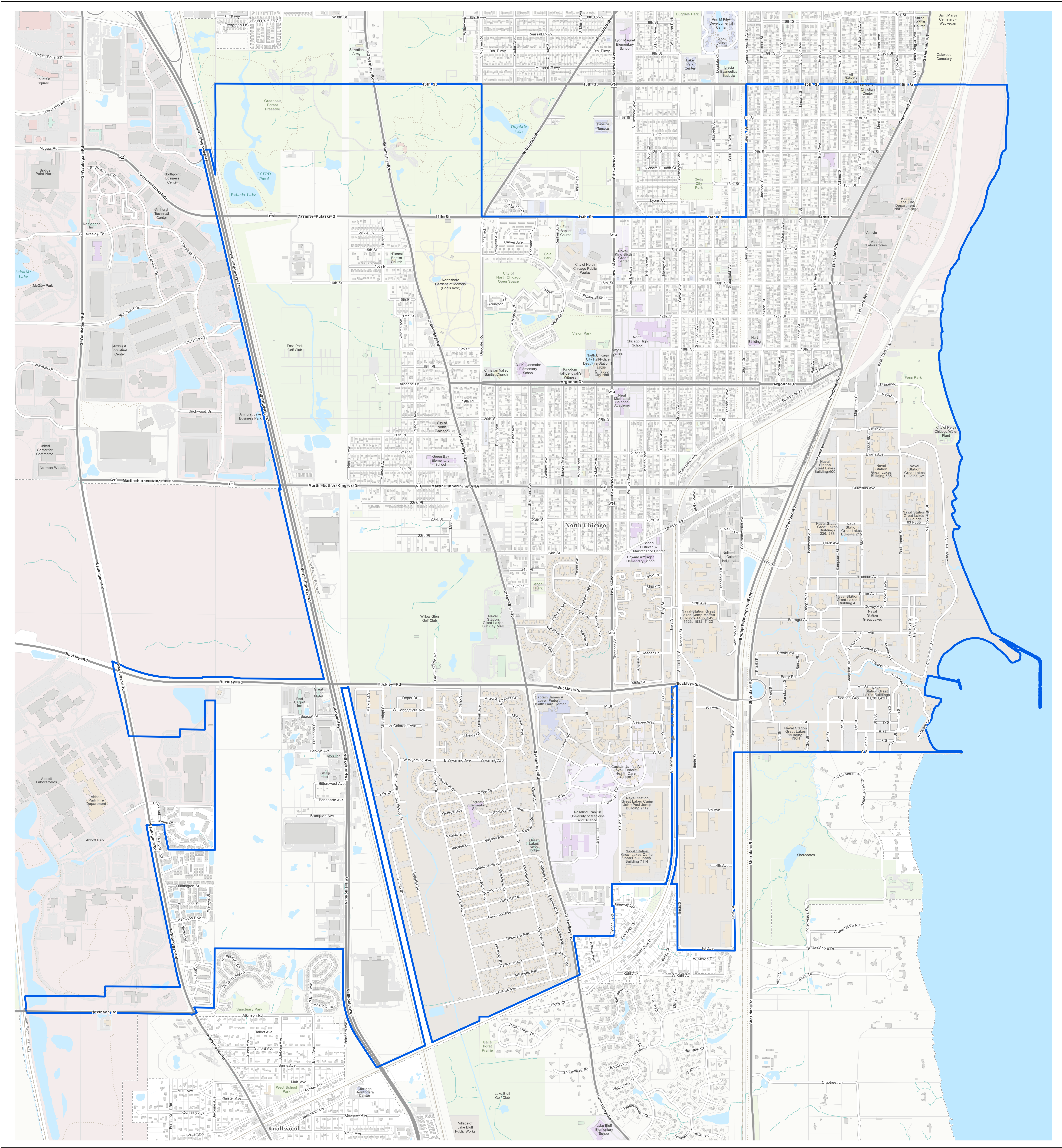
SIGNATURE

NAME, TITLE

Leon Rockingham, Jr., Mayor

DATE

City of North Chicago



Revised:
2017



Landmark Classification		
	Agriculture, Food, and Livestock	 District Boundary
	Banking and Finance, Commercial and Retail	 Tax Parcels
	Emergency Response and Law Enforcement	 Railroad
	Education	 Trails and Paths
	Health and Medical	
	Industry; Mail and Shipping	
	Public Attractions	
	Parks and Forest Preserves	
	Water	
	Cemetery	
	Golf Course	

Exhibit B

**Center for Neighborhood Technology
City of North Chicago
Proposal to the Lake County Stormwater Management Commission
RainReady North Chicago
Detailed Project Description**



Project Understanding

The City of North Chicago proposes to work with the Center for Neighborhood Technology (CNT) to pilot an overall flood prevention effort focused on reducing the burden on the municipal sewer system through residential stormwater infiltration and decreasing homeowner property damage. The pilot is intended to increase flood-risk awareness and mitigate property flood damages to homeowners in the Lake Michigan and North Branch of the Chicago River Watersheds. The pilot project, entitled RainReady North Chicago, will also provide public education to the watershed community encouraging landscape practices that reduce phosphorus. CNT will offer this pilot through its [RainReady](#) services, which support community coalition building and bring multi-benefit solutions.

This pilot project will focus on the City's east side and west side boundary near Skokie Highway. The pilot study will offer a suite of educational options to mitigate flooding to determine the most cost-effective solutions, seek acceptance for an expanded program and preferred program offerings, and educate residents on the best approaches to address flooding. Options include public and private landowner education about best management practices to mitigate flooding, and sustainable landscape practices through interactive outreach and education events, including:

- Ten [RainReady Socials](#) – Interactive in-home educational sessions designed to help homeowners and their neighbors manage stormwater, Homeowners hosting a social will be offered an abbreviated home inspection (See below for a detailed description)
- One Community Meeting – Highly interactive educational meeting with the North Chicago community about flood mitigation and sustainable land use practices.
- One Neighborhood Meeting – Interactive educational meeting with targeted neighborhood about flood mobilization techniques and flood mitigation and sustainable land use practices.
- Social Media Outreach – Marketing using CNT's website and Twitter to raise awareness of the pilot.
- Ten home assessments in the community to be delivered to participants hosting a RainReady Social. Each will include an inspection of the property owner's building exterior and yard, and a resultant [MyRainReady](#) home assessment report with suggested flood mitigation recommendations.
- One field assessment of the exterior of the home to identify potential green infrastructure opportunities and flood mitigation recommendations and landscaping solutions. Includes a comprehensive inspection of the building's exterior and yard, and a resulting customized report by CNT's RainReady professional with identified potential green infrastructure solutions, flood mitigation recommendations, and landscaping solutions. The homeowner is not required to host a Social for this offering.

Primary Objectives

- Raise awareness of nature-based solutions to mitigate flooding and of sustainable landscape practices.
- Use a grassroots approach to partner with the City to engage residents in the watershed to identify priority areas and take measures to protect their property.
- Collect data to inform the expansion of the program as a long-term offering to residents.
- Position the City to seek external funding for stormwater management.

Project Approach

In partnership with the City and with the involvement of local community groups, CNT will:

- Design program participation selection and enrollment criteria.
- Deliver one community meeting targeting homeowners in the City's preferred location to explain the program, solicit applications and identify flood-risk areas through a community risk-mapping exercise to inform future program expansion.
- Through the pilot, enroll ten homes to receive a home inspection accompanied by a RainReady Social, with a waiting list for a future program expansion pending funding. This initial approach models the [RainReady Oak Park](#) pilot program.
- One home inspection for a program participant without the requirement of hosting a RainReady Social.
- Screen applicants for suitability, assess the building and provide a report with suitable landscape practices.
- Prepare educational materials and conduct RainReady Socials, interactive educational sessions for residents on options to manage stormwater and sustainable landscape practices, including the use of non-phosphorus fertilizers.
- Deliver one neighborhood meeting targeting program participants and homeowners in the City's preferred location to conduct educational sessions on neighborhood mobilization strategies to address urban flooding, understanding flood insurance, and sustainable landscape practices,
- Survey program participants and submit a program recommendation report to inform program expansion.

Project Tasks

Task 1: Program Design

CNT will design a pilot program in coordination with City staff. CNT will deliver a pilot workplan with recommendations for:

1. Application selection criteria and process for a home inspection (e.g., flooding history, interest in green infrastructure, income characteristics).
2. Evaluation metrics and performance indicators.

Task 2: Participation Selection and Enrollment

In cooperation with City staff, CNT will

1. Develop participant selection criteria for the preferred neighborhood and criteria for homes eligible to receive a home assessment.
2. Create, in cooperation with North Chicago, a program application for the pilot. CNT will incorporate any eligibility requirements requested by the City.
3. Support City receipt and screening of applications. If the number of participants exceeds the number of homes to be selected, CNT will recommend to the City which applicants to select based on the criteria.

4. Facilitate the enrollment process for each selected homeowner, screen the applications to identify a suitable home that will receive the most cost-effective impact, and be the point of contact for questions about program requirements.

Task 3: Education and Outreach

Using a grassroots approach, CNT will:

1. Liaise with the City and community leaders to host one community meeting inviting residents to participate in the pilot program. Applicants will have the option of enrolling at the event. CNT will present information about the program, provide educational content about residential flooding prevention and sustainable landscape practices, and educate residents about measures to protect their home. CNT will engage residents in a flood risk-map exercise to identify priority areas to inform future program rollout. Residents will also learn about sustainable landscape practices with resources provided by [Conserve Lake County](#).
2. Conduct one neighborhood meeting in the City's targeted neighborhood to educate homeowners about and formalizing [resident-led action groups](#) to address flooding, sustainable landscape practices and flood insurance.
3. Conduct ten RainReady Socials, interactive events within the select neighborhood that teaches homeowners and their neighbors about sound approaches for managing stormwater using [MyRainReady Home](#), a tool designed to offer homeowners step-by-step guidance to help them evaluate their flooding risks and find the best means of prevention. Educational content will include sustainable land use practices (e.g. phosphorus-free fertilizer). Each participant will receive a home inspection and resultant MyRainReady Home report.
4. Conduct one field assessment of the exterior of the home to identify opportunities to mitigate flooding and educate the select homeowner about sustainable landscape solutions.
5. Promote the program through its newsletter and social media and other communications methods.

Task 4. RainReady Home Assessments

CNT will:

1. Interview the homeowner to determine their flooding history and concerns, interest in green infrastructure, priorities for flood mitigation, and other essential information about the property.
2. Conduct ten field assessments of the exterior of the home to identify potential green infrastructure opportunities and flood mitigation recommendations and landscaping solutions. CNT will provide additional flood risk education and encourage sustainable landscape practices to the program participant through the interview and assessment process. Recipients are required to host a RainReady Social.
3. Conduct one field assessment to identify opportunities to mitigate flooding and educate the homeowner about sustainable landscape practices. The resultant report will provide flood mitigation recommendations and landscaping solutions. This offering does not require a RainReady Social.

Task 5: Program Evaluation

CNT will evaluate the pilot program and document the findings, using qualitative and quantitative data.

Qualitative data will assess program design and process, such as outreach and education outcomes, number of targets that received information, and resident feedback. Quantitative data will evaluate social media metrics,

participant experience, and number of gallons captured. CNT will provide an evaluation memo to include recommendations for launching a RainReady North Chicago Program.

Based on feedback received, a recommendations memo to inform the development of a RainReady Program including budgetary estimates for program expansion, suggested flood prevention measures, and residential outcomes to inform community acceptance of the program to inform future capital improvements.

Estimated Project Schedule

CNT estimates the following schedule. Please note, this schedule is dependent on City approval.

Begin Date	Task and Description
Winter 2018	Task 1: Program Design Task 2. Participation Selection and Enrollment
Spring 2019	Task 2. Participation Selection and Enrollment Task 3. Education Outreach Task 4. RainReady Home Assessments
Summer 2019	Task 3. Education Outreach Task 4. RainReady Home Assessments
Fall 2019	Task 5. Program Evaluation and Evaluation Memo

Total Project Cost Estimate

The Total Project Cost Estimate totals \$12,000, to be funded with the Lake County Watershed Management Assistance Grant.

Project Staff & Roles

Name	Title	Role
Dawn Walker, CNT	Director	Project Manager, Facilitate City/CNT Correspondence, Develop Selection Criteria and Follow-up Surveys, Final Program Evaluation Memo.
Marcella Bondie Keenan, CNT	Director	Project Manager, Home Inspection Final Evaluation
Bryan Nelson, CNT	Field Inspector	Home Assessment, RR Social
Rebecca Raines, CNT	Manager of Outreach and Public Engagement	Educational Workshop, RR Social, Community Mapping, Develop Educational Materials.
CNT Leadership (Bob Dean and TBD)	CEO / Managing Director of Water Program	Oversight and quality control
Nimrod Warda, City of North Chicago	Senior Planner	Host informational meeting, design participation selection criteria, provide contacts for community engagement, receive and select applications.

Center for Neighborhood Technology
City of North Chicago
Proposal to the Lake County Stormwater Management Commission
RainReady North Chicago



Preliminary Budget

<i>Personnel</i>		
	CNT Staffing	\$ 10,720
<i>Direct Costs</i>		
	Meeting supplies, copies, postage, travel	\$ 1,280
	<i>Total Program Cost</i>	\$ 12,000