

Application Instructions

To apply for funding from the Green Infrastructure Grant Program, please download the **Application** [📎] and **Guidebook** [📎] from our website: sfpuc.org/gigrants. Applicants must complete each tab of the Excel workbook application. Applications should be submitted in PDF format and must include the completed application, existing conditions and concept design, site photos, and property owner letter of support (if the applicant/grantee is not the property owner). Applications should be condensed to a total file size of less than **10 MB**. If the compressed file size is still larger than 10 MB, please email gigrants@sfgwater.org for a link to upload your application.

Complete applications for the **Green Infrastructure Grant Program** must be sent via e-mail to gigrants@sfgwater.org and received by the application deadline. Applicants will receive a confirmation e-mail with the date and time of your application. If you do not receive a confirmation e-mail within 5 business days, please e-mail the **SFPUC Grant Administrator** at gigrants@sfgwater.org or call 415-934-5709.

Please review the Application section of the Grant Program Guidebook and the application checklist on the following page prior to submitting your application.



Completed GI Grant Project at Lafayette Elementary School

Application Checklist


- I have read the Project Visioning and Application sections of Green Infrastructure Grant Program Guidebook.
- I have confirmed on the online web map that my project is within an SFPUC-owned and operated sewer system service area.
- I have completed each section of the application and my completed application demonstrates:
 - My grant team has prior experience delivering a green infrastructure project of similar size and complexity, and my grant team is in good standing with all currently active Green Infrastructure Grant Program projects.
 - My project budget is equal to or less than \$930,000 per impervious acre managed and under \$2M total.
 - My project budget accurately reflects my concept design and is reasonable for the technologies I have proposed.
 - My project manages at least 0.5 acres of impervious surface.
 - My project manages the 90th percentile storm (0.75”).
 - My project provides at least 2 co-benefits defined in the Pre-Application section of the Program Guidebook.
 - My project schedule proposes starting construction within 2 years of my anticipated grant award.
- My project maintenance plan lists all maintenance tasks required for each proposed Best Management Practice (BMP) type consistent with the BMP Fact Sheets and manufacturer guidance.
- My project communications plan identifies key stakeholders, includes a schedule, and describes my project communication process.
- I have developed a concept design consistent with the requirements in the Project Visioning section of the Program Guidebook.
- My project narrative and concept design accurately demonstrate a feasible stormwater management concept.
- I have attached my concept design and site photos with my complete application.
- I have attached my Property Owner Letter of Support (for projects where the grantee is not the property owner)
- I have condensed my application to a total file size of less than **10 MB**. If the compressed file size is still larger than 10 MB, please email gigrants@sfgov.org for a link to upload your application.
- I have submitted my complete application with attachments to gigrants@sfgov.org.

Application Review and Award Process

The SFPUC will determine whether the application meets all minimum program eligibility requirements found in the Application Screening section below. Applications that do not satisfy each of the Application Screening Criteria will not be evaluated further and will not be eligible to receive grant funding. Applications that satisfy the Application Screening Criteria will be evaluated and ranked based on the Application Evaluation Criteria below.

Following the application review period, SFPUC will notify applicants of whether their application was selected for a grant award during the current application cycle. SFPUC may provide partial award of requested grant funds based on review of the project’s proposed concept, budget, and eligible cost items. If an application is not selected for a grant award, the applicant may reapply during the next application cycle. The SFPUC reserves the right to cancel this Solicitation or reject all Proposals, at any time prior to execution of a Grant Agreement, and may in its discretion republish the notice of Solicitation. The SFPUC may further amend any Solicitation prior to the date that Proposals become due; provided, that any such amendment shall be republished and provide additional time to all potential Proposers, as determined by the SFPUC, to respond to the Solicitation as amended.

Application Screening Criteria

| CATEGORY | SCREENING CRITERIA | |
|----------------------------------|---|-----------------------|
| Application Completeness | Each tab of the Excel application template is complete, concept design and site photos are provided. | Y/N |
| Property Owner Letter of Support | For projects where the grantee is not the property owner, applications include a letter of support from the property owner stating property owner’s intent to sign the 20-year ongoing maintenance agreement, if the project is awarded. | Y/N or Not applicable |
| Project Size | Concept design shows at least 0.5 acres of impervious area managed. The “Performance” tab of the application shows a green check for managing a minimum of 0.5 acres (21,780 square feet) of impervious area. | Y/N |
| Project Location | The proposed project site is connected to a SFPUC-owned and operated sewer system service area. Verify project location on Program web map. [ | Y/N |
| Performance | Project manages the 90th percentile storm (0.75-inch). The “Performance” tab of the application shows a green check for meeting the performance requirement. | Y/N |

| CATEGORY | SCREENING CRITERIA | |
|------------------------------|---|-----|
| Grant Team Experience | The grant team includes the property owner, an identified grant or project manager, and a licensed engineer or landscape architect registered in the State of California. | Y/N |
| Good Standing | Project team is in good standing in all currently active Green Infrastructure Grant Program projects. Active projects in good standing are on-schedule, regularly submit deliverables on-time, and are not delinquent on grant requirements. | Y/N |
| Concept Design | An existing conditions and proposed concept design are provided. Best management practice (BMP) performance table included. | Y/N |
| Minimum Co-Benefits | Two or more co-benefits are selected and the minimum criteria are met for those co-benefits. | Y/N |
| Project Costs | The total project cost is ≤\$930,000 per impervious acre managed and ≤\$2M total cost. The cost of design, administration, and other non-construction activities is ≤30% of the total project cost. A green check is shown for total project cost. (Cost per impervious acre = Total cost / impervious area managed) | Y/N |
| Schedule | The “Schedule” tab in the application shows construction starting no later than September 2025. | Y/N |

Application Evaluation Criteria



Application Scoring Distribution:

Stormwater Management **15 points**

Co-Benefits **30 points**

Proposed Concept Design & Budget **35 points**

Project Implementation Plan **20 points**

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**Total
100 points**

Stormwater Management

| CATEGORY | EVALUATION CRITERIA | POINTS |
|-----------------------|---|-----------|
| Project Drainage Area | <p>Projects will be evaluated based on the size of the project's Drainage Management Area (DMA) and the total annual volume of stormwater captured by the project. Projects will receive points based on the proposed impervious area managed by green infrastructure, as follows:</p> <p>0.5-1.0 ACRES: 5 POINTS</p> <p>>1.0-1.5 ACRES: 9 POINTS</p> <p>>1.5-2.0 ACRES: 12 POINTS</p> <p>> 2.0 ACRES: 15 POINTS</p> | 15 |

Co-Benefits

| CATEGORY | EVALUATION CRITERIA | POINTS |
|--|--|---|
| <p>New Grantee / Diversity and Inclusion Points</p> | <p>Projects located on properties whose property ownership has not previously received a Green Infrastructure Grant, or on properties located in neighborhoods that have not previously received a grant, will receive an additional 5 points. Please visit the Program Map for neighborhoods and locations of awarded grant projects.</p> | <p>5</p> |
| <p>Community and Environmental Benefits</p> | <p>Projects will be evaluated based on the proposed community and environmental benefits, how well the application narrative articulates the intended co-benefit outcomes and proposed process for delivering co-benefit outcomes, and to what extent the outcomes go above and beyond the minimum criteria for each co-benefit to integrate social and environmental benefits into the project design. Each selected co-benefit will be scored individually and applicants may receive partial points for any co-benefits selected. The evaluation criteria and available points for each individual co-benefit are provided below.</p> | <p>25 TOTAL (SEE INDIVIDUAL CO-BENEFIT POINTS BELOW)</p> |



Completed GI Grant Project at Bessie Carmichael Middle School

COMMUNITY BENEFITS:

| | | |
|--|---|----------|
| Environmental Justice | <p>Projects will be evaluated based on the location and community served by the project, a demonstration of an understanding of historic or current environmental burdens, and the extent to which the project engages the community in addressing environmental injustices.</p> <p>Applicants must provide: (1) a definition of the environmental justice community served by the project [1 point], and (2) a narrative description of how the project intends to address environmental justice [2 points]. Projects located in High Priority Environmental Justice Communities will receive an additional 1 point (i.e., red areas on the Program map).</p> <p>The definition of the environmental justice community may include whether the project is located in a high priority environmental justice area or serves an environmental justice community, historically underserved community, low-income community, or community of color, as defined by the Applicant. Applicants should provide information on relevant demographics, population characteristics, and environmental burdens or sources of pollution to the extent possible. The Environmental Justice Communities (SF Planning) shown on the Program map is one resource that may be used to define environmental justice communities.</p> <p>Applicants must also provide a narrative description of how the project intends to engage with the community throughout the project, provide new environmental benefits to a historically underserved community, help to heal past environmental burdens, enable proactive and community-led solutions, or provide site-based programming that engages environmental justice communities. Applicants should identify existing community groups or organizations and a strategy for engaging these groups throughout the project.</p> | 4 |
| Public Access, Open Space, and Recreation | <p>Projects will be evaluated based on (1) the total number of hours the site is publicly accessible [1 point] and (2) how the project has integrated inviting public gathering spaces into the design [1 point]. Projects located on publicly accessible properties will be awarded an additional 1 point.</p> <p>Applicants must indicate the total number of hours open to public per day, proposed means of notifying the community of public access times, and a description of proposed public gathering spaces and design elements that enhance existing public spaces.</p> <p>Properties must be open for a minimum of 7 hours per weekend day or 3 hours per weekday. If a project site is only open to the public during specific times of the day (e.g., after school programs), the schedule must be included in signage and advertisements. Public schools that select this co-benefit must be enrolled or plan to be enrolled in the Shared Schoolyard Program.</p> | 3 |

COMMUNITY BENEFITS:

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|---|---|----------|
| Community Engagement, Collaboration, and Placemaking | <p>Projects will be evaluated based on (1) how the project team integrates community members or property stewards (such as care takers, maintenance staff, property managers, or community members with an interest in the property) [1 point], (2) how the project intends to engage the community during the design process to align community placemaking goals and green infrastructure improvements [2 points].</p> <p>Applicants must include a detailed community engagement strategy and schedule that prioritizes community members' input throughout the design process, including workshops, design charettes, or other outreach events that aim to integrate the community's vision and goals into the green infrastructure design.</p> | 3 |
| Education and Watershed Stewardship | <p>Projects will be evaluated based on how the project design and long-term project stewardship integrate education and learning opportunities.</p> <p>Applicants must describe educational and/or artful design elements that promote awareness of and education about the importance of stormwater management in San Francisco, and indicate locations of design elements on the proposed concept design [1 point]. Applicants may also describe long-term curriculum, lesson, interpretive, operations or maintenance plans that incorporate learning related to specific project elements [2 points].</p> | 3 |
| Green Infrastructure Job Training | <p>Project will be evaluated based on whether the projects provides long-term green infrastructure job training programs [2 points] or by serving as a training site for trainees learning about the design, construction, maintenance, or monitoring of green infrastructure [1 point].</p> <p>Applicants must describe a proposed job training program or provide a plan to make the project site open and accessible to trainees and their instructors for a minimum of 16 hours per year (during business hours).</p> | 3 |

ENVIRONMENTAL BENEFITS:

| | | |
|---------------------------|---|----------|
| Water Supply | <p>Projects will be evaluated based on whether the project design and operations and maintenance plan demonstrate an approach to capture and reuse rainwater or stormwater [1 point], and whether the project will satisfy a significant non-potable water demand by providing a minimum storage volume of 6,000 gallons [2 points].</p> <p>Applicants must provide the proposed capacity of rainwater or storage facilities, the proposed use of non-potable water, the estimated annual non-potable demand met by the project, and an operations and maintenance plan for the water reuse system.</p> | 3 |
| Climate Resilience | <p>Projects will be evaluated based on whether the project design increases resilience to urban heat and/or flooding. Applicants may choose to prioritize heat resilience or flood resilience, or to prioritize both up to a total of 3 points maximum. Projects located in high-priority heat or flood resilience areas as identified on the Program map will be awarded an additional 1 point.</p> <p>To support heat resilience, applicants must identify locations of increased vegetation and trees on the proposed concept design, provide a narrative of tree species selected and approach to maximizing cooling and shade, and provide an estimate of the future increase in tree canopy on the property (for example, future % tree canopy cover of property) [2 points individually, 1 point if combined with flood resilience].</p> <p>To support flood resilience, applicants must identify locations of flood-prone areas, provide storage for a larger volume of water than the minimum program eligibility criteria, and indicate the target design storm (for example, 1.25" storm) [2 points individually, 1 point if combined with heat resilience].</p> | 3 |
| Biodiversity | <p>Projects will be evaluated based on whether the project design provides a planting plan and plant palette that targets a specific native species [1 point] and the size and connectivity of the proposed native habitat [2 points].</p> <p>Applicants must identify the specific native wildlife that the project is designed for, provide a plant palette to attract that species, and indicate locations of native vegetation on the proposed concept plan.</p> | 3 |

Proposed Concept Design and Budget

| CATEGORY | EVALUATION CRITERIA | POINTS |
|------------------------------|---|------------------|
| <p>Concept Design</p> | <p>Projects will be evaluated based on whether the project concept design, narrative, and budget are consistent and demonstrate a feasible project. Please refer to the Program Guidebook and example concept designs on the program website for a full list of requirements for the concept design.</p> <p>Applicants' existing conditions site plan must demonstrate an understanding of existing site conditions such as soil type, subsurface utility conflicts, proximity to building foundations, ingress/egress, impervious areas, stormwater infrastructure, trees, flow directions (or contours), roads, scale, north arrow, property boundaries, current uses, utilities (if available), etc., and how stormwater currently flows through the site [5 points].</p> <p>Applicants' concept design must demonstrate an understanding of the proposed stormwater management and green infrastructure design, including project boundary, proposed locations of green infrastructure, green infrastructure type, drainage management areas, performance summary table, re-grading, new drainage facilities, connections to sewer, access and circulation, co-benefits and placemaking, and how stormwater will flow safely into and out of the green infrastructure facilities [15 points].</p> | <p>20</p> |
| <p>Project Budget</p> | <p>Projects will be evaluated based on whether the proposed project budget accurately reflects the concept design, whether the budget estimate and unit costs are reasonable for the technologies proposed, the level of detail provided in the budget estimate line items, and whether the project budget includes ineligible cost items [15 points].</p> | <p>15</p> |

Project Implementation Plan

| CATEGORY | EVALUATION CRITERIA | POINTS |
|---|--|------------------|
| <p>Project Implementation Plan</p> | <p>Applications will be evaluated based on the quality of the proposed project implementation plan, including the quality of the proposed community engagement strategy, feasibility of the proposed schedule, completeness of the maintenance plan, and overall project readiness.</p> <p>Applicants must provide a project “Narrative” that includes a summary of proposed project scope and project background, including drivers, opportunities, priorities, and goals within 500 words [4 points].</p> <p>Applicants must submit a proposed Communications Plan that identifies key stakeholders (including the property owner), proposes a schedule with milestones for stakeholder engagement (including meetings or activities prior to award), and describes a process for communicating with stakeholders throughout the project (including changes to project design) [6 points].</p> <p>Applicants must submit a proposed project schedule that demonstrates a good understanding of project milestones, and integrates community engagement and other project activities [4 points].</p> <p>Applicants must identify maintenance activities and schedule for each GI technology proposed, including proprietary technologies, and provide a narrative description of the proposed maintenance plan, including who will be responsible for maintaining the project [6 points].</p> | <p>20</p> |

Total Points = 100