



# Large Landscape Grant Program Application Packet

## Project Information

Project Name:		
Name and Location of Proposed Project Area(s):		
Approximate Age of Irrigation System:		
Size of Proposed Landscape Retrofit Project Area (in sq.ft.):	Anticipated Project Start Date:	Anticipated Project Completion Date:
Description of Proposed Project (Please be brief. Additional space provided on next page for detailed project description):		

## Applicant Information

SFPUC Water Account Number(s) (list all that serve the project area noted above):	
Water Account Holder Name:	Phone #:
Mailing Address:	
E-mail:	Is the Applicant the Property Owner? _____
Contact Person Name:	Relation to Account Holder?:
Mailing Address:	
Phone #:	E-Mail:

## Total Grant Funds Requested – Landscape Water Efficiency Projects Only

Project's Total square footage: <input type="text"/> X \$4.00/SQ.FT.	<i>Requested Grant Amount</i>
Your Organization's Funding Contribution (at minimum, matches total requested grant amount; note that Landscape Water Efficiency projects must provide a 50% match to be eligible):	
<b>Total Project Cost:</b>	

### Water Use and Savings

Current 3-year average annual landscape water use for the proposed project area (gallons):

Water account numbers used for the basis of this average:

Years used for determining the 3-year average:

Does the site currently have a dedicated irrigation water meter to track irrigation water use? (If not, one will need to be installed as part of the project to be eligible)    YES    NO

Will the activity result in a direct SFPUC offset of potable water within two years of installation?    YES    NO

What is the estimated annual potable water savings of your proposed project (gallons or CCF)?

Describe how water savings will be achieved through your project:

### Detailed Project Description

Provide a description of the proposed grant project including: type of irrigation-related retrofits needed, estimated potable water savings, calculation methodology used to determine estimated water savings, any actions taken to date to vet the project with the public or local stakeholders, and your training plan for staff/vendors that will maintain the funded project improvements. The project description should also include a monitoring and measuring plan that describes how water savings will be monitored following implementation of the proposed project details. If you need additional space, please attach supplemental pages with your grant application.

**Site Map**

Provide an aerial image of the site, with markings and a legend showing the area(s) of the proposed project that are currently being watered by the irrigation system along with any relevant facilities. Please attach the project’s site map (PDF or JPG) with your grant application and include the final square foot measurement of your proposed Project Area.

**Water Budget**

A Maximum Applied Water Allowance (MAWA), or water budget, sets the maximum amount of water to be applied to the landscape on an annual basis. The proposed project's water budget will be calculated based on the size of the Project Area. To complete this calculation, you will need the total landscape area (in square feet) for the proposed project and the total square feet of any Special Landscape Area (SLA). SLA is considered an area of the landscape that is dedicated solely to edible plants, areas irrigated with non-potable water, water features using only rainwater, and areas dedicated to active play such as parks, sports fields, golf courses and where turf provides a playing surface.

**Non-Residential Projects - MAWA**

Total Landscape Area (sqft)	Special Landscape Area (sqft)	Annual Water Budget (MAWA)

**Residential Projects - MAWA**

Total Landscape Area (sqft)	Special Landscape Area (sqft)	Annual Water Budget (MAWA)

**Permits and Permissions**

List any planned permits that must be secured for the proposed project, along with its approving entity (e.g. building and plumbing permits, CEQA compliance, etc.).

Type of Approval Required	Approving Agency	Anticipated Approval Date

**Work Plan and Project Schedule**

List specific tasks in the table below that you will undertake to complete the proposed project. Provide as much description in each task as possible. You may use additional sheets as necessary. Next to each task, identify who will be responsible for implementing each task and estimate the date that each task will be completed (month and year). Also include any required or planned public notification or outreach tasks.

Task Number, Name, and Brief Description	<b>Responsible Person/Group</b> <i>(Note if work will be performed by in-house staff or through a contractor; indicate the name of contractors to be used if already known; note that prevailing wage and LBE requirements apply for all contractors used)</i>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>

### Project Budget

If you have more budget line items than the grid below provides for, please use another sheet of paper. Include a budget corresponding with the work plan tasks and list all staff, vendors, and/or contractors assigned by task. Please attach details for staff named here, including designations of individuals proposed, hourly rates, fringe benefits, and overhead information as documented through their payroll register, paycheck or other means. Copies of employee paychecks do not have to be included; however, they must be auditable.

Attach any estimates from vendors, suppliers or contractors for labor and/or materials. Additionally, include budget items that you are paying for as part of this project and your required grant match. Please note that the total budget you include in this grant application is final. Scope changes or cost overruns shall be covered by the Grantee. Grant disbursements will be made on a reimbursable basis. If you have a need for any portion of the funds to be provided up-front, please include a proposed payment schedule and explanation for your request. Your request will be reviewed as part of your application.

Task Number and Name	Funding Requested from SFPUC	Funding Provided by Applicant	Specify Staff or Contractor	Task Subtotal Budget
			<b>Total Budget:</b>	

**Please review and check each box below, acknowledging you have read and understood key processes and policies that must be followed in order to participate in the Large Landscape Grant Program. Non-compliance with any of these is grounds for application rejection and repayment of any grant funds issued.**

- Project sites with multiple water meters providing irrigation to the project’s landscape areas will require a SFPUC pre-inspection to confirm the areas being irrigated are included in the proposed project area.
  
- Applicants that receive SFPUC Large Landscape Grants must comply with state prevailing wage requirements and San Francisco Administrative Code Chapter 21c as applicable to your proposed project.
  
- City of San Francisco’s Local Business Enterprise requirements as set by the City’s Contract Monitoring Division apply to your LLGP project.

**Applicant Signature**

By signing or typing below, the signatory acknowledges that s/he is authorized to sign on behalf of the Applicant and represents the SFPUC Water Account Holder for the proposed site, and that the information enclosed in the SFPUC’s Large Landscape Grant Program Application that follows represents the goals, scope, budget and details of the proposed project, and assures that any funds received as a result of the application will be used only for purposes set forth herein. Signatory also acknowledges that s/he has read and understands the eligibility criteria and program rules as outlined in the Large Landscape Grant Program Rules document.

---

**Name (print)**

**Signature**

**Date**