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Introduction

About the Urban Watershed Stewardship Grant Program

The San Francisco Community Challenge Grant Program (CCG) partners with the San Francisco Public Utilities Commission (SFPUC) to offer grants that support projects implementing Green Stormwater Infrastructure (GSI) in San Francisco communities. The Urban Watershed Stewardship Grant (WSG) is based on the idea that small individual actions by San Francisco watershed stewards add up to large benefits for San Francisco's watersheds and sewer infrastructure.

The Guidelines presented below define the eligibility requirements, policies, and general operations of the Watershed Stewardship Grant Program (WSG). The Guidelines are not an application or a summary of the application process.

General Cycle Timeline

The WSG offers grants through one annual cycle in the fall. The grant cycle is open for six weeks to allow the completion and submission of applications. Announcements on cycle dates will be posted on the SFPUC website at sfpuc.org/programs/grants under the Urban Watershed Stewardship Grant tab. WSG awards are announced in the spring of the following year. Depending on the award amount and project scope, grantees may be under contract as soon as thirty days following the pre-contracting meeting.

General Eligibility Criteria

Applicant Organizations

Groups applying for the grant must be a 501(c)3 nonprofit organization or identify a 501(c)3 nonprofit organization to serve as their fiscal sponsor to be awarded a grant. The grant contractor must be an approved and compliant City supplier. For more information on becoming a supplier, please visit https://sfcitypartner.sfgov.org.

Eligible Projects

To receive WSG funding a project will:
- Implement green stormwater infrastructure such as rainwater harvesting cisterns, bioretention planters, permeable pavement, etc. AND/OR
- Remove impervious surfaces and replace with pervious surfaces
- Be publicly visible and/or accessible

Note: Projects involving planting should use drought tolerant, native plants whenever possible.

Application Requirements & Commitments

Applicants must develop, prepare and submit supporting documents with their applications; obtain insurance; install interpretive, signage; and meet a variety of contracting and project execution requirements to be eligible for a grant, including:

- Develop a detailed work plan in the specified format.
- Provide a detailed budget in the specified format.
- Have a 5-year maintenance plan for ongoing maintenance after completion. Please identify an individual or entity responsible for maintenance and a source of funds to support proposed maintenance plan.
- Emphasize involving neighborhood residents in the planning and implementation of the project.
- Identify key vendors prior to the contracting process, including obtaining quotes; and provide service agreements with all vendors engaged in the project.
- Provide the insurance required to complete your project, as determined by the City's Risk Management Division. These requirements are subject to change.
- Include design and installation of interpretive signage explaining the stormwater function and watershed benefit of the project. The signage must also name the project partners and funders and include the SFPUC and CCG logos. Costs associated with such signage must be included in the design portion of the grant budget request and not exceed $2,000. Final reimbursements will not be issued until signage is approved and installed. Any project funded in whole or part by the WSG is required to meet signage requirements.
- Attend a pre-contracting meeting with the CCG & WSG Program Directors to review all requirements of the contracting, grant administration, reporting, reimbursement, and closeout processes.
- Hold at least three site visits with grant administrators, at time award, midway point and at project completion. Interpretive signage must be installed at time of final site visit.

Permits & Approvals

It is the responsibility of the applicant to engage permit-issuing agencies (Department of Public Works, Departments of Building Inspection, etc.) in advance of applying for the WSG in order to understand which permits will be required. The applicant must discuss the process and timeline required to obtain necessary permits, and how permitting will affect implementation of your project, in the design section of the proposal narrative and project work plan.

For all projects on *property owned by the City & County of San Francisco*:
Before a project is approved for implementation, the applicant must obtain the required permits, approvals, and/or authorization from all City departments with regulatory jurisdiction over the project area. This includes resolution of all issues regarding City acceptance of the project (if it will become a City-owned resource), future maintenance, and liability of the project improvements must be addressed to the satisfaction of all City departments with jurisdiction over the project area.

For all projects on *property owned by the City & County of San Francisco School District*:

Proposed projects on any City & County of San Francisco School District property must receive approval from the District's Architect, Simon Reyes, in order to apply for the WSG. Additional requirements to obtain approval from the School District may be required. Please contact reyess@sfusd.edu for more information.

Program Restrictions
- Projects cannot duplicate or replace funding for an existing private or public program
- Projects cannot duplicate existing maintenance programs
- Projects cannot conflict with existing City policies, regulations or laws
- Applicants must be in good standing on current and/or previous WSG contracts

Awarded grants may be revoked if a grantee is identified as having violated the program restrictions.

Timeliness
Applicants must be prepared to enter into contract within three months of award announcement, including the timely submission of required contract documents, and proactively communicating with the CCG and SFPUC to resolve outstanding deliverables or other problems. If an applicant is unable to comply with timeliness requirements the grant may be revoked.

Application Review Process

Applications will first be screened by CCG and SFPUC staff for completeness, adherence to these guidelines, and to ensure that the proposed project meets WSG funding criteria. The SFPUC panel scores application using the evaluation criteria table (included below). Application scoring rubrics and funding recommendations are submitted to the City Administrator who then confirms final awards. Awarded applications may not always receive the full funding applied for and may require revisions to their proposed budget and work plan after award.

The Evaluation Criteria table is used to evaluate and score each WSG application and should be considered for application development:

Evaluation Criteria	Points
Project Concept & Design - Project goals clearly expressed in the narrative section of the application. - Application includes a well-developed conceptual plan of the project drawn to scale that shows an understanding of how stormwater moves on the site. - Applicant proposes to harvest and use rainwater (**5 points**). - Applicant proposes to install green stormwater management facilities (i.e. bioretention planters, permeable pavement, etc.) **(10 points).** - Applicant proposes to remove impervious surfaces and replace them with pervious surfaces or plantings. **(5 points).**	30

• Project pilots a new technology or idea not yet explored in San Francisco.	

Project Feasibility
• Proposed project is well-planned, complete, and ready for implementation at time of award.
   o Project must demonstrate an understanding of existing site conditions such as soil type, subsurface utility conflicts, proximity to building foundations, etc. and how the stormwater will flow safely into and out of the green infrastructure facilities.
   More information on siting green infrastructure facilities can be found in the [Stormwater Management Requirements and Design Guidelines Appendix A: BMP Fact Sheets](#)
   o Projects must enter into contract within three months of award notification.
   o Mid-scale projects must be complete within twelve months of entering into contract, while large-scale projects must be complete within 18 months of entering into contract.
• Proposed project has adequate design and engineering support for successful implementation.
   o With the exception of simple sidewalk landscaping, project teams must include a landscape architect or civil engineer capable of assessing stormwater flows on site and designing the proposed project to manage flows. Designs should meet SFPUC design standards for green infrastructure.
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Geographic Distribution / Public Access & Participation • Priority will be given to qualified applicants with high quality applications that meet our criteria who have not previously received funding from the CCG/WSG. • Priority will be given to projects within Environmental Justice and/or Disadvantaged neighborhoods. Use this [Map](#) to determine if your project is in an EJ and/or Disadvantaged neighborhood. • Project must demonstrate that the funded improvements are in areas physically and/or visually accessible to the public. • Project offers neighborhood residents the opportunity to participate in the planning, design, implementation, or maintenance phases of the project. Community involvement in all aspects of the project is preferred and encouraged.	**20**
Budget • Application includes a complete and detailed project budget using the fillable Budget Form and adhering to budget max percentages (see budget section of guidelines)	**15**

Maintenance:	10
• Application includes an adequate 5-year maintenance plan with identified maintenance staff and detailed activities.	

Match Requirements

The Watershed Stewardship Grant Program is designed to provide financial assistance that is complemented by a partially matched community contribution, including in-kind donations, volunteer labor, and other sources. The required match is based on the grant request. For every dollar requested the applicant must provide at least a **35%** match for mid-scale and **25%** match for large scale projects. Applicants must keep detailed records of all expended match.

The following are requirements for an eligible match:
- The amount and type of match must be appropriate to the needs of the project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the project.
- The match must be appropriately documented through service contracts, invoices, receipts, signed timesheets or attendance logs.
- Volunteer labor is valued at $25.00/hour, after a grant contract is executed. No volunteer contributions prior to the execution of the grant contract can be counted against the match requirement.
- Professional services and project management costs cannot be both a cash and in-kind match. They must either be provided fully in-kind or fully in-cash. Discounted rates do not count toward a project's match amount.
- Labor for ongoing maintenance after the project is completed may not be counted toward the required match.
- Eligible items described in the funding and reimbursement section are eligible as a match unless otherwise stated. Ineligible budget items cannot be used as a match.

Budgets, Financial Restrictions & Reimbursement Operations

Funding Levels

Funds are awarded for WSG projects at two levels:

Funding Level	Mid - Scale	Large Scale
Budget Size	$15,000 - $75,000	$75,001 - $150,000
Project Duration	12 months	18 months
Required Match	35%	25%

Eligible Expenses

All eligible expenses should fit within the budget categories in the table below. If you have expenses that you believe to be eligible but are unclear as to which budget category they belong, please contact the grant administrators for guidance (Kelly Teter - kteter@sfwater.org and Lanita Henriquez - lanita.henriquez@sfgov.org).

Expenses shall:

- Add up to 100% of the grant request.
- Not exceed the cap percentages for each budget category they belong.
- Construction & materials expenses must be no less than 40% and no greater than 65% of the total grant request.
- All expenses must be directly related to the stormwater management goals of the project.

Budget Categories	Budget Percentages
Project Management: • Project management expenses or nonprofit fees that relate to the management and delivery of project.	Not to exceed **15%** of the total grant requested
Design costs: • All material and labor costs related to the design of the project, including interpretive signage costs. o Ex: project design, charrettes, planting pallet design, engineering support, landscape architectural oversite, interpretive signage design, etc.	Not to exceed **20%** of the total grant request
Construction & Materials: • All construction and materials costs that result in the built project. o Ex: Concrete removal, soil & soil delivery, plant species & planting labor, machinery, permitting costs, signage instillation, etc.	To fall between **40%** - **65%** of total grant request
Outreach & Engagement: • All material and labor costs associated with outreach and engagement on the project	Not to exceed **15%** of the total grant request

o Ex: outreach materials, flyers, outreach staff time, community meetings, etc.	
Administrative Overhead/ Fiscal Sponsorship fee • All administrative costs associated with the project including administrative fees, or the fiscal sponsorship fee designated by fiscal sponsor if included.	Not to exceed **15%** of the total grant request

Ineligible Expenses

The following expenses are not eligible for grant funding through this program and will need to be covered by match funds or alternative grant funding.

- Decorative items that do not directly contribute to the stormwater management goals of the program such as benches and artwork.
- Food and beverages However, you can use food expenses or donations as match.
- Travel expenses
- Ongoing maintenance, education, or activation expenses
- Expenses incurred prior to the signing of the grant contract
- Previous financial commitments made as part of an organization's regular operation or as part of another program

Budget Form

When creating a project budget for the WSG please use the grant programs fillable Budget Form which can be found in the resources section of the Urban Watershed Stewardship Grant page at sfpuc.org/programs/grants. This form will assist the applicant in developing a budget that adheres to the budget caps and requirements.

Fiscal Sponsorship Fees

Fiscal Sponsors may receive a fee of no more than 15% of the requested grant award. This fee shall be included in the administrative category for the project budget.

Disbursement of Grant Funds on a Reimbursement Basis

The WSG is a reimbursement grant program. Funded entities must first expend dollars, document expenditures, and submit invoices to receive disbursement of grant funds. Awardees CANNOT begin projects or submit invoices for expenditures made prior to entering into the grant contract. To receive reimbursement awardees will be required to submit payment request forms with supporting documentation, including copies of receipts, invoices, cancelled checks, credit card statements, payroll

journals, and timesheets. All invoices will undergo review and auditing by the CCG before disbursement of reimbursements. Reimbursements must follow a monthly or quarterly submission cycle. Grantees may not submit more than one reimbursement per month. Prior to submission for reimbursement of any compensation or fees paid to a subcontractor, the grantee must provide a service contract, and any applicable insurance, approved by the CCG Program Director. Reimbursement requests may take up to 30 days to process upon approval.

Project Submittals & Reporting

Once a project is selected to receive grant funding and has entered into a contract, the following requirements are the responsibility of the grantee:

Project Submittals
- Submit project design drawings and construction documents (CDs) if applicable for CCG/WSG staff review.
  - For Large-scale projects, professionally developed construction documents (CDs) must be submitted at 30%, 60%, and 90% completion for review, comment, and approval by the SFPUC prior to construction.
  - For Mid-scale projects, the conceptual plan submitted with the application must be finalized, submitted, and approved by the SFPUC prior to construction as documentation of the work that will be completed.

- Notify both CCG and SFPUC staff of key milestones in the construction of the project so grant administration staff can conduct site visits to observe and document the progress of the project.
- Submit interpretive signage proposals for CCG/WSG staff review.
  - **ALL projects must finalize their proposed interpretive signage and submit for review, comment, and approval no later than three months prior to the end of the grant contract**. CCG/WSG staff must confirm installation of signage prior to grant closeout. The proposed signage must be fabricated and installed one month prior to the conclusion of the project
  - Final grant billings will be rejected if signage requirements are not met prior to the submission of the billing and remaining grant balances may be forfeited.

- Calculate and record the estimated stormwater benefit of the project and document this in final report. Depending on project complexity, this may include calculating the square footage of impervious area removed, the gallons of stormwater stored and used annually for rainwater harvesting projects or the amount of stormwater detained or infiltrated in green stormwater infrastructure facilities.

Quarterly Reporting Requirements

- Electronically submit detailed quarterly reports to Lanita Henriquez (lanita.henriquez@sfgov.org) and Kelly Teter (kteter@sfwater.org) with photo record of each phase of the project.
- Develop and submit a final report after project completion to Lanita Henriquez (lanita.henriquez@sfgov.org) and Kelly Teter (kteter@sfwater.org) with photo record of each phase of the project and stormwater benefits calculations included.

Note: Quarterly and Final Report deadlines are based on the date the grantee enters into contract and are therefore project specific. Custom Quarterly and Final Report templates will be provided to the grantee within the finalized grant contract.