

Grant Assistance for Floodwater Management

Grant Requirements and Terms

(December 2023)



Grant Assistance Overview

The San Francisco Public Utilities Commission’s (SFPUC) Floodwater Management Grant Program (“Grant Program”) is designed to encourage San Francisco property owners to make flood risk reduction modifications to their properties to minimize their risk of property damage due to rain-related flooding from the Combined Sewer System or City Right-of-Way. Grant Program projects can reduce flood risk through **Plumbing Modifications, Dry Flood Risk Reduction, or Wet Flood Risk Reduction modifications**. Some example project concepts are given below:

Example Plumbing Concepts		
<p>Backwater Valves: A device in the plumbing system used to maintain flow in one direction in a sewer pipeline</p>	<p>Improve Site Drainage: A trench drain can improve drainage at low points on property</p>	<p>Pumping: An improvement that allows for water to be moved away from the property</p>
Example Dry Flood Risk Reduction Concepts		
<p>Permanent Water Resistant Doorways/Seals: Modifications to prevent floodwaters from entering building</p>	<p>Temporary Flood Barriers: Deployable barriers to prevent flood waters from entering building</p>	<p>Permanent Flood Barriers: Permanent structures designed/constructed to prevent flood waters from entering building</p>
Example Wet Flood Risk Reduction Concepts		
<p>Elevate Utilities: Protects critical utilities and appliances</p>	<p>Cleanable Surfaces: Make flood-prone surfaces cleanable</p>	<p>Ceiling-Attached Sockets: Prevents damage to electrical outlets</p>

Projects that meet the SFPUC's grant eligibility requirements (see below) may be awarded a grant on a first-come-first-served basis. Future funding availability is contingent upon future SFPUC budget approvals.

SFPUC provides **administrative assistance throughout the grant process** to answer your questions and guide you through each step. Please email the Floodwater Grant Program Team at FloodwaterGrants@sfgov.org or call (415) 523 4412 with any questions.

Eligibility Criteria

Proposed projects must meet all the criteria set forth below to qualify for grant assistance. Projects that do not meet one or more of the criteria listed below will not be eligible to receive grant funding.

1. Properties that have experienced Prior Storm-Related backflow event where water from the sewer and stormwater combined collection system entered the property through plumbing fixtures AND/OR a storm-related flood event where flood waters entered the property from an adjacent right-of-way are eligible for grant funding.
2. The project will reduce the property owner's risk of damage/harm due to flooding caused by backflow events or overland flooding from the public right-of-way during rainstorms.
3. Property owners applying for funding must have an active SFPUC account for wastewater services for the San Francisco property where the project will be constructed or installed.
4. For condominiums, the project must be consistent with applicable homeowner's association rules and requirements.
5. The project will be constructed or installed on property owned by the person or persons applying for grant funding.
6. The proposed project will be implemented within the timeline outlined in the executed grant agreement. Project(s) built prior to the executed grant agreement are not eligible for grant funds.

Financial Hardship and Small Business or Nonprofit Upfront Payments

The Floodwater Management Grant Program allows property owners who have demonstrated they are experiencing financial hardship or small businesses and nonprofits with no more than 50 full-time employees to:

- Receive an up-front payment prior to the start of work to use for deposit or start of work payment to the contractor. The SFPUC will disburse up to 10% of total project costs or \$1,000, whichever is less.
- Receive all payments up to the full grant amount to be installment payments instead of reimbursements.

The Financial Hardship Eligibility Form and associate documentation must accompany a completed Grant Application. If you are not eligible for hardship support, you may still be eligible to participate in the Grant Program.

For owner-occupied residential property owners, in order to be approved for this program, the City must be able to determine your receipt of public benefits. (1) Applicants may provide the SFPUC with the option to look up their limited income eligibility in Human Services Agency (HSA) and give permission to HSA to share the applicant's income information or (2) they may provide proof of their hardship through their own supporting documentation. Supporting documentation includes proof that you receive public benefits from one of the following programs: Supplemental Security Income (SSI) and State Supplementary Payment (SSP); California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) Grant Program; Food Stamps or the California Food Assistance Program (CFAP); County Relief, General Relief (GR), or General Assistance (GA); Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI); In-Home Supportive Services (IHSS); or Medi-Cal.

Eligible Cost and Guidance

Property owners that qualify for the Grant Program and enter into a grant agreement with the SFPUC prior to starting a project may receive reimbursement of up to 100% of eligible costs. Costs eligible for payment with grant funds are limited to project work directly related to a project that reduces a property owner's risk of harm from flooding, including supplies/materials, permit fees, and engineer/contractor/surveyor work to design and implement projects and restore the immediate work area to pre-construction conditions. For any flood risk reduction project that is custom designed by a manufacturer, such as a doorway flood barrier, eligible costs are limited to product cost, shipping and/or installation costs based on the manufacturer's recommendations, and any costs associated with restoring the immediate work area to pre-construction conditions.

Prospective applicants for grant funding should also review the following guidance documents:

- [Grant Interest Form](#): Fillable form to indicate a property owner's interest in receiving a grant. This is the first step of the process and puts a homeowner in the queue for a site visit, if applicable.
- [Floodwater Grant Program – Example Concepts](#): Includes descriptions of eligible flood risk technology options that may address flood risk on different properties. Property owners are also permitted to include other appropriate technical options in discussions with SFPUC, and in an application submitted for funding consideration.
- [Floodwater Management Grant Program Contractor/Engineer Resources List](#): List of contractors and engineers with experience in flood-related projects on private properties in San Francisco.

Grant Process

The application process consists of **two-steps**, followed by project implementation.

- **APPLICATION STEP 1: Determine Grant Program Eligibility**
 - Submit a completed [Grant Interest Form](#) to floodwatergrants@sfgov.org. Please call (415) 523 4412 if assistance is needed in submitting an interest form.
 - A grant team member will contact you within five (5) business days to schedule a site visit with grant engineers to visit the property, observe flooding conditions, and determine if the property is eligible to apply for a floodwater grant. The team will send a Site Assessment package following the visit which will include site observations, eligibility determinations, and next steps.
 - SFPUC will evaluate expected flood elevation using the SFPUC's hydrologic and hydraulic model. This assessment, plus a staff site visit, enables Grant Program staff to understand the likely depth of flooding at a given site and determine whether a given property is eligible for grant funds.
- **APPLICATION STEP 2: Complete Grant Application**
 - Once eligibility is confirmed the property owner can submit a completed grant application, financial hardship eligibility form (if applicable), IRS W-9 form, and any documentation necessary to fully describe all elements of the proposed project, including detailed design drawings and at least two competitive construction cost quotes. Applications should be submitted as an attached PDF via email to floodwatergrants@sfgov.org
 - The SFPUC will evaluate your application and provide feedback on any technical changes that may need to be made to the project concept in order to be approved.

- If plumbing work is taking place, a Plumbing Survey may be required by the San Francisco Department of Building Inspection. The Floodwater Grant team will schedule the Plumbing Survey if necessary.
 - If application is approved, SFPUC will reserve funding, and prepare a grant agreement.
 - After receiving the grant agreement via DocuSign the applicant will review and sign the grant agreement. Once the grant agreement is fully signed by City staff the SFPUC will issue a copy of the fully executed agreement along with a funding approval letter for the project.
- **BUILD PROJECT**
 - Once the funding approval letter is received, the grantee may begin the project construction. Grantee will fill out and submit payment request(s) to receive reimbursements for cost incurred throughout the project. The SFPUC will review, and, if consistent with the requirements of the program and the approved project, approve the issuance of payment.
 - After completion of the project, a final Floodwater Grant site visit with grant team engineers shall take place prior to final reimbursement of grant funds. It is the property owner's responsibility to request this site visit prior to the submittal for final reimbursement. Final site visit request shall be made by emailing floodwatergrants@sfgwater.org. Once the final site visit has taken place confirming the project has been built in accordance with the approved scope of work, final reimbursement can be made.
 - Operation and maintenance of the project(s) is the responsibility of the Grantee, in accordance with the Grant Agreement, and shall be performed in accordance with the manufacturer's guidelines and recommendations.

Grant Reservation

You must sign the grant agreement within two (2) months of receiving. If the executed grant agreement and other documentation outlined above are not received by the SFPUC within that two (2) month period, a new application must be submitted and will be subject to the availability of funds. The project must be completed within six (6) months after the grant agreement is executed and a funding approval letter is issued by the SFPUC. A request for the final payment of grant funds must be submitted within two (2) months after project completion and final inspection(s).

A grant reservation extension, project completion extension, and/or reimbursement extension may be requested prior to the end of respective completion durations and may be granted at the discretion of SFPUC staff.

Payments

Grant payments will be made following the grantee's submittal of complete payment request for work performed and any other required documentation listed below. The grantee may request payment in multiple installments, depending on the grant amount, as shown in the table below. Total payment will not exceed \$100,000 per property.

Project Grant Amount	Number of Allowable Payments
Grants up to \$30,000	Eligible for up to two (2) payments
Grants from \$30,001 up to \$50,000	Eligible for up to three (3) payments
Grants from \$50,001 up to \$100,000	Eligible for up to five (5) payments

Payments for Hardship Grantees

Up-front Deposit Payment: For (1) owner-occupied residential properties who satisfy the financial hardship criteria by filling out the financial hardship eligibility form, and (2) small businesses or nonprofits with up to 50 full-time employees, SFPUC provides one up-front payment for contractor deposits to secure work. The SFPUC will disburse up to 10% of total project costs or \$1,000, whichever is less, solely for deposit or start of work payment to the contractor. This up-front payment will be provided to qualified applicants following Grant Agreement Execution and prior to the commencement of construction. This payment will not count toward the number of allowable installment payments for the project.

Installment Payments: The SFPUC allows all payments up to the full grant amount to be installment payments instead of reimbursement payments for applicants who meet the financial hardship or small business and nonprofit criteria. Grantees are required to show proof of payment and work completed 30 days following payment installment receipt.

Payment Documentation Requirements: the grantee must submit the following documents to request payments.

All Payment Requests:

- Documentation of applicable City permit(s)
- Documentation of project progress (photos and/or videos)
- Documentation of costs incurred verified as paid (e.g. receipts, invoices verified by contractor as paid with stamp and signature, permit fee invoices shown as paid, etc.)
- Proof of grantee payment (e.g. copy of credit card statement or check) for completed work

Final Payment Request:

- Documentation of final inspection and approval associated with any City permit(s)
- Completed Floodwater Grant final site visit at property approving project completion. To schedule a final site visit please email a request to floodwatergrants@sfwater.org or call (415) 523-4412

*Hardship Eligibility Exception: If you satisfy the financial hardship eligibility or are a small business or nonprofit with no more than 50 full-time employees, proof of payment and final site visit is not required before installment payments. Proof of payment and project progress documentation must be provided within 30 days of receipt of installment payments. Final site visit must take place within 30 days of final installment payment.

Taxes and Insurance

A grant may be considered income and may be taxable. The grantee is responsible for determining whether a tax liability exists. The grantee will receive a 1099-Misc tax form from the City in February of the calendar year following grant payment. The City is obligated by federal law to issue a 1099-Misc form. In order to issue a 1099-Misc, SFPUC requires each applicant to provide relevant tax information by submitting a W-9 form with the grant application.

The City requires evidence of insurance for all grant-funded activities. Prior to beginning work on a project, the grantee must submit proof of required insurance, including Workers' Compensation and Commercial General Liability. This proof of insurance is typically provided to the grantee by their contractor.

Permits

All activities must comply with applicable local, state, and federal permit requirements.

Applications

Please submit an electronic PDF copy of the complete grant application with all required documentation to floodwatergrants@sfgov.org or mail a hard copy to the address below. Please note that mailed hard copies will experience additional processing time.

San Francisco Public Utilities Commission
Attn: Floodwater Management Grant Assistance Program
525 Golden Gate Ave, 9th Floor
San Francisco, CA 94102

For questions about the Grant or if you require assistance in completing the application, please email the SFPUC Grant Administrator at FloodwaterGrants@sfgov.org or call (415) 523 4412

Grant Assistance for Floodwater Management

STEP 1: Grant Interest Form

Floodwater Management Grant Interest Form

The San Francisco Public Utilities Commission (SFPUC)'s Floodwater Management Grant Assistance Program ("Grant Program"), launched in 2013, helps property owners in San Francisco to minimize the risk of sewer backflow and overland flooding on their properties due to heavy rainstorms. We encourage you to take advantage of the Grant Program.

INTERESTED IN APPLYING? Please include your contact information and a detailed description of flooding event below. Attach this form and any photos of flooding to an email and send to FloodwaterGrants@sfgwater.org. A Grant team member will contact you to schedule a site visit or request further information.

(FILLABLE FORM BELOW)

FULL NAME	
EMAIL ADDRESS	
PHONE NUMBER	
PHYSICAL ADDRESS (of property for the grant)	
DETAILED DESCRIPTION OF FLOODING YOU HAVE EXPERIENCED. (What dates did you flood? From where did water enter your property? How much water? Please include any photos you may have as attachments in email submission)	

STEP 2: Grant Application for Plumbing Modifications

Internal Use:
Application Tracking #:

Approved Denied

Activity Information	
Project Type (check all that are applicable):	
<input type="checkbox"/> Sewer Backwater Valve	<input type="checkbox"/> Roof Drainage Separation
<input type="checkbox"/> Rain Barrel	<input type="checkbox"/> Sump Pump
<input type="checkbox"/> Toilet with Grinder Pump	
<input type="checkbox"/> Site Drainage Modifications (please clarify):	
<input type="checkbox"/> Other (please clarify):	
Installation Address:	
Brief Project Description (attach additional supporting documents, as needed)	

Applicant Contact Information			
Property Owner:			
Mailing Address:	Street:		
	City & State:	Zip Code:	
Day/Work Phone:		E-Mail Address:	
Primary Project Contact Person (if different):			
Day/Work Phone:		E-Mail Address:	

Project Costs	
Individually list each project type for which you are seeking funding with this application (e.g. "Toilet with grinder pump in first-floor bathroom")	Eligible Project Cost
1.	\$
3.	\$
4.	\$
5.	\$
Total Project Eligible Cost:	\$

*SFPUC will verify eligibility and determine total grant amount and maximum funding amount per property.

Applicant Signature
<p>The Applicant declares that the information provided represents the goals, scope, budget and details of the proposed activity, and assures that any funds received as a result of the application will be used only for purposes set forth herein.</p> <p>Name (print): _____ Signature: _____ Date: _____</p>

Required Documentation

Please check boxes to indicate that copies of the following required information as outlined in the guidelines are attached to the application:

Project Documentation

- If non-plumbing project work** is included beyond restoration of the immediate plumbing work area, Applicant must submit separate *Grant Application for Modifications Other than Plumbing*.
- Completed IRS W-9 form.**

Prior Storm-Related Flood Events Associated with Plumbing Fixtures:

- Written Description of Prior Storm-Related Backflow Events.** The Applicant shall provide documentation which illustrates a prior storm event when backflow water from the sewer and stormwater combined collection system entered the property through plumbing fixtures, including date(s) of occurrence.
- Photo Documentation (if available).**
- Claims for Property Damage (if available).**
- Other Relevant Information (if available).**

- ❑ **Detailed Design Drawings.** The Applicant shall submit drawing(s) of existing site plumbing arrangements, dimensions and layout of all proposed modifications and installations proposed work to be done, including project area restoration details showing access for maintenance. Contractors should assist in development of design drawings.

- ❑ **Competitive Plumbing Construction Quotes. The applicant shall provide at least two competitive construction cost quotes from appropriate contractors.** The construction quotes must be prepared by a California C-36 licensed plumber and shall include a labor breakdown, cost of plumbing modification device(s) and associated materials, and a time estimate for completion of work. Eligible construction costs are limited; see *Eligible Costs and Guidance*. The construction quotes shall correspond to the work scope shown in the design drawings submitted with the application. The accepted contractor’s quote must be within 10% of the lowest bid. The bids must be clearly marked with which would be accepted and which rejected.

- ❑ **Permits/Permission.** List any permits (i.e. building, plumbing, etc.) that will be secured for the proposed activity(ies). This information should be provided by the contractors.

Type of Approval Required	Approving Agency
Check all that apply:	
<input type="checkbox"/> <u>Plumbing Permit</u> <input type="checkbox"/> <u>Over-the-Counter Permit</u>	<u>DBI</u>
<input type="checkbox"/> <u>Other:</u> _____	_____

Grant Assistance for Floodwater Management

STEP 2: Grant Application for Modifications Other than Plumbing

Internal Use:
Application Tracking #:

Approved Denied

Activity Information

Project Type (check all that are applicable):

<input type="checkbox"/>	Flood Barrier	<input type="checkbox"/>	Garage Door Side and/or Floor Seal
<input type="checkbox"/>	Water-tight Door	<input type="checkbox"/>	Water-tight Window
<input type="checkbox"/>	Temporary Flood Barrier	<input type="checkbox"/>	Driveway Entry Bump
<input type="checkbox"/>	Flood Curb	<input type="checkbox"/>	Flood Wall
<input type="checkbox"/> Raise Electrical Outlets			
<input type="checkbox"/> Seal Openings (please clarify):			
<input type="checkbox"/> Raise Utilities or Appliances (please clarify):			
<input type="checkbox"/> Create cleanable surfaces (e.g. foundation footwall, exterior finishes) (please clarify):			
<input type="checkbox"/> Create floodable interior space (e.g. flood vents) (please clarify):			
<input type="checkbox"/> Other (please clarify):			

Installation Address:

Brief Project Description (attach additional supporting documents, as needed)

Applicant Contact Information

Property Owner:			
Mailing Address:	Street:		
	City & State:	Zip Code:	
Day/Work Phone:			E-Mail Address:
Primary Contact Person (if different):			
Day/Work Phone:			E-Mail Address:

Project Costs	
Individually list each project type for which you are seeking funding with this application (e.g. "Small Flood Barrier on side garage door")	Eligible Project Cost
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total Eligible Project Cost:	\$

*SFPUC will verify eligibility and determine total grant amount and maximum funding amount per property.

Applicant Signature
<p>The Applicant declares that the information provided represents the goals, scope, budget and details of the proposed activity, and assures that any funds received as a result of the application will be used only for purposes set forth herein.</p> <p>Name (print): _____ Signature: _____ Date: _____</p>

Required Documentation

Please check boxes to indicate that copies of the following required information as outlined in the guidelines are attached to the application:

Project Documentation

- If plumbing project work** is included, the applicant must submit separate *Grant Application for Plumbing Modifications*.
- Completed IRS W-9 form.**

Prior Storm-Related Flood Events Associated with Flood Water Entering from Overland Flooding:

- Written Description of Prior Storm-Related Flood Events.** The Applicant shall provide documentation which illustrates a prior storm event when flood waters entered the property from an adjacent right-of-way.
 - Photo Documentation (if available).**
 - Claims for Property Damage (if available).**
 - Other Relevant Information (if available).**
- Detailed Design Drawing.**

The applicant shall submit drawing(s) of existing site, dimensions and layout of all proposed modifications (*i.e.* raising utility, structurally strengthening exterior walls, etc.), details of

construction, and project area restoration details. Projects that alter an existing structure require inclusion of structural details prepared and stamped by a licensed California Professional Engineer.

For flood wall and flood curb projects, the applicant shall submit drawing(s) of existing site, dimensions and layout of proposed modification (*i.e.* wall, curb, etc.), and details of wall or curb and foundation design sufficient to demonstrate its strength to structurally withstand the pressure of standing or flowing floodwater on one side. Flood walls may not block a natural water flow path across a property line between two adjacent parcels; for example, you may not build a flood wall that would divert water to your neighbor's property. Note: Walls taller than three feet in height adjacent to the public right-of-way are subject to further review by City Planning.

For flood barrier projects, the applicant shall submit drawings provided by flood barrier manufacturer. The drawings shall include dimensions of opening(s) where the flood barrier will be utilized or deployed.

- Competitive Construction Quotes. The applicant shall provide at least two competitive construction cost quotes from appropriate contractors.** The construction quotes shall be prepared by at least one of the following California Contractor's licenses: General Engineering "A", General Building "B", Electrical (C-10), Earthwork and paving (C-12), and/or Landscaping (C-27). Construction quotes shall include a labor breakdown, cost of materials, and a time estimate for completion of work. Eligible Costs are limited; see *Eligible Costs and Guidance*. The accepted contractor's quote must be within 10% of the lowest bid. The bids must be clearly marked with which would be accepted and which rejected. No reimbursement/installment payment(s) will be given to the applicant for any modifications or enhancements that are not directly necessary to control floodwater.

- Permits/Permission.** List the permits (*i.e.* building, etc.) that will be secured for the proposed

Type of Approval Required

Approving Agency

Check all that apply:

Plumbing Permit Over-the-Counter Permit

DBI

Other: _____

For any technology that is custom designed by a manufacturer, such as a doorway flood barrier

- ❑ **Manufacturer’s Installation Requirements and Product Price Quote.** The applicant shall provide the manufacturer’s cost quotes for the costs of installing the project. The installation must be done by the manufacturer, their approved installer, or an independent contractor, as required by the manufacturer. Product price quote from the manufacturer for each custom designed piece of technology shall include appropriate taxes and shipping costs to the property where it will be installed.
- ❑ **Installation Price Quote.** The installation quote shall include a detailed breakdown for each custom designed technology, including labor breakdown, time estimate and acknowledgement of manufacturer’s installation requirements. The installer must follow the manufacturer’s requirements and have one of the following California Contractor’s licenses: General Engineering “A” or General Building “B”. Eligible installation costs are limited; see *Eligible Costs and Guidance*. Note that the product cost associated with the custom designed technology shall not be included in the installation quote, as it is provided separately in the product price quote.
- ❑ **Photos.** Electronic or print photos of full structure indicating any plans for externally visible permanent equipment such as flood barrier tracks.

Grant Assistance for Floodwater Management Optional Financial Hardship Eligibility Form

The Floodwater Management Grant Program allows property owners who have demonstrated they are experiencing financial hardship or small businesses and nonprofits with no more than 50 full-time employees to:

- Receive an up-front payment prior to the start of work to use for deposit or start of work payment to the contractor. The SFPUC will disburse up to 10% of total project costs or \$1,000, whichever is less.
- Receive all payments up to the full grant amount to be installment payments instead of reimbursement payments.

This Financial Hardship Eligibility Form and associate documentation must accompany a completed Grant Application. If you are not eligible to participate in this optional program, you may still be eligible to participate in the Grant Program.

Financial Hardship Eligibility Form

Applicant Name: _____ Date: _____

Business or Non-profit Name (if applicable): _____

Email: _____

Phone Number: (_____) _____ Circle: Home/Mobile/Work

Check which applies:

- I am applying as the property owner of an owner-occupied residential property experiencing financial hardship
- I am applying as non-profit or small business
 - I have no more than 50 full-time employees

Required Documentation

For owner-occupied residential property owners, in order to be approved for this program, the City must be able to determine your receipt of public benefits. (1) Applicants may provide the SFPUC with the option to look up their limited income eligibility in Human Services Agency (HSA) and give permission to HSA to share the applicant's income information or (2) they may provide proof of their hardship through their own supporting documentation.

Option 1:

- I give permission to HSA to share limited income information with SFPUC. My information shall be shared only as needed to determine whether I qualify for SFPUC's Floodwater Grant Hardship Payment Option. I understand that this database can only show my name, my address, and whether my household income falls within certain percentages of federal poverty guidelines based on information I have previously provided to HSA.

Option 2: Check one or all of the program(s) from which you receive public benefits. **Attach to this form supporting documentation** to prove that you receive public benefits from each program.

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP);
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a federal Tribal Temporary Assistance for Needy Families (Tribal TANF) Grant Program
- Food Stamps or the California Food Assistance Program (CFAP)
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal

All Applicant Affidavit/Signature:

I declare under penalty of perjury that the foregoing is true and correct. Entered on

_____ (DATE), at _____ (LOCATION)

_____ (SIGNATURE OF APPLICANT) _____ (DATE)