

## PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 18-0189

WHEREAS, Green infrastructure protects and enhances the function of the City and County of San Francisco's combined sewer system by reducing the volume and rate of stormwater run-off into the system; and

WHEREAS, The San Francisco Public Utilities Commission (SFPUC) has a multi-faceted program to maximize the detention and retention of stormwater, including through green infrastructure; and

WHEREAS, The SFPUC has determined that a Green Infrastructure Grant Program targeting properties in San Francisco containing large impervious surfaces will deliver cost-effective stormwater management performance for SFPUC's collection system; and

WHEREAS, The SFPUC has developed eligibility criteria for the Grant Program set forth in the attached Grant Program Guidelines, including a minimum project size of 0.5 acres of impervious surface in order to ensure that projects receiving grant funding will provide significant stormwater performance; and

WHEREAS, The Grant Program Guidelines also require that grant-funded projects must manage the first 0.75 inches in rainfall depth over the drainage area, consistent with SFPUC capital projects; and

WHEREAS, The SFPUC has allocated \$3,000,000 in Sewer System Improvement Program (SSIP) funding for the Fiscal Year ending June 30, 2019, and \$5,000,000 in SSIP funding for the Fiscal Year ending June 30, 2020 to launch the Green Infrastructure Grant Program; and

WHEREAS, This action does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) because the proposed Green Infrastructure Program creates a government funding mechanism which does not involve commitment to any specific project which may result in a physical change in the environment. Under the Green Infrastructure Grant Program Guidelines, approval of grant applications will be contingent on the proposed project's compliance with all applicable local, State, and federal permit requirements. Funds for construction will not be issued until the project has undergone environmental review in compliance with the California Environmental Quality Act (CEQA) and San Francisco Administrative Code Chapter 31; and

WHEREAS, The SFPUC has conducted stakeholder outreach to owners of parcels containing large impervious area and has found enthusiastic potential grant applicants interested in delivering these stormwater management benefits; now, therefore, be it

RESOLVED, The Commission hereby approves the attached Green Infrastructure Grant Program Guidelines, including the eligibility criteria set forth therein; and be it

FURTHER RESOLVED, The Commission delegates to the General Manager the authority to negotiate, award, and execute grant agreements, in substantially the same form as on file with the Commission Secretary, with a term of 20 years and a maximum grant amount of \$765,000 per impervious acre managed for up to a maximum grant amount of \$2,000,000 each, with grantees who meet the eligibility requirements under the Grant Program Guidelines, and recommends that the Board of Supervisors adopt an ordinance delegating its authority under Charter Section 9.118 to the SFPUC General Manager to execute such grant agreements for a term in excess of 10 years; and be it

FURTHER RESOLVED, That this Commission hereby authorizes the SFPUC General Manager to enter into any amendments or modifications to the grant agreements that the General Manager determines, in consultation with the City Attorney, are in the best interest of the City, do not materially decrease the City's rights or materially increase the obligations or liabilities of the City, are necessary or advisable to effectuate the purposes and intent of the grant agreements or this resolution, and are in compliance with all applicable laws, including the City Charter.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of November 13, 2018.*



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*Secretary, Public Utilities Commission*

# Green Infrastructure Grant Program

## Program Guidelines

(October 2018)



Services of the San Francisco Public Utilities Commission

### Grant Program Overview

The San Francisco Public Utilities Commission's (SFPUC) Green Infrastructure Grant Program (Grant Program) is designed to encourage San Francisco property owners to design, build, and maintain performance-based green stormwater infrastructure (Green Infrastructure or GI) projects, including but not limited to: permeable pavement, bioretention, rainwater harvesting, and rain gardens, and vegetated roofs. The goal of this program is to reduce the amount of stormwater runoff entering SFPUC's sewer system, thereby improving system performance.

To receive funding under the Grant Program, an applicant must satisfy the Grant Program's Eligibility Criteria, as set forth below.

The SFPUC will determine the dollar amount of each grant award by the amount of impervious acreage the proposed project can manage using green infrastructure (*i.e.*, the amount of impervious surface that drains stormwater runoff during storms to green infrastructure, or "impervious acres managed"). Individual grant awards are capped at a *maximum* of \$765,000 per impervious acre managed, up to a maximum of \$2,000,000 per grant.

The SFPUC will accept applications and award grants on a first come, first serve rolling basis. Grant applications will be reviewed in the order in which they are received, and will be awarded based on whether the applicant satisfies all of the eligibility criteria set forth in Step 1 below, subject to availability of funds and all City budgetary requirements.

Applicants that have been awarded grant funds (Grantees) will be required to enter into a 20-year Stormwater Management Agreement with the SFPUC. The Stormwater Management Agreement requires the Grantee/property owner to maintain the project for the 20-year term and authorizes the SFPUC to periodically inspect the project.

The purpose of the Grant Program is to fund stormwater retrofits (meaning, construction of GI projects on existing properties). Parcels undergoing new development and redevelopment that trigger<sup>1</sup> the [Stormwater Management Ordinance](#), San Francisco Public Works Code, Article 4.2, *et seq.*, are not eligible for grant funds. Participation in this grant program does not prohibit participation in other SFPUC programs.

The following resources are available on the SFPUC website to help support the development of a successful grant application:

- [Stormwater Management Requirements and Design Guidelines](#)
- [BMP Fact Sheets](#)
- [Green Infrastructure Typical Details and Specifications](#)

<sup>1</sup> New development and redevelopment projects that create and/or replace: (1)  $\geq 5,000$  square feet of impervious surface in separate and combined sewer areas; or (2)  $\geq 2,500$  square feet of impervious surface in separate sewer areas trigger the Stormwater Management Ordinance.



- [Vegetation Palette for Bioretention BMPs](#)
- [Green Infrastructure Construction Guidebook](#)
- [Green Infrastructure Maintenance Guidebook](#)
- [SFPUC Rainwater Harvesting Manual](#)

For additional information or assistance, please contact the SFPUC Grant Administrator at: [XXXXXXXXXX@sflower.org](mailto:XXXXXXXXXX@sflower.org) or call 415-XXX-XXXX.

## I. Eligibility Criteria

### Eligibility Criteria

Prior to applying to the Green Infrastructure Grant Program, you must determine whether your project is eligible for the Grant Program. Projects that meet all of the following six criteria are eligible for funding under the Grant Program:

1. **Project Size:** The proposed project must manage stormwater runoff from a minimum of 0.5 acres of impervious surface. The total area of impervious surfaces does not need to be contiguous and can be comprised of several smaller impervious drainage areas totaling 0.5 acres.
2. **Project Location:** The proposed project site must connect to a SFPUC-owned and operated sewer system service area. The project may be located in either the combined sewer system area or municipal separate storm sewer system area.
3. **Performance:** The project's proposed Green Infrastructure features must capture the 90<sup>th</sup> percentile 24-hour storm, equivalent to 0.75-inch depth. The 90<sup>th</sup> percentile 24-hour storm represents an amount of precipitation that 90% of all rainfall events for the historical period of record do not exceed.
4. **Grant Team Experience:** The grant team must include the property owner, an identified grant or project manager, and a licensed engineer or landscape architect registered in the State of California. The engineer or landscape architect that designed your project must be identified in the Project Application Form. Your proposed project team must collectively demonstrate a history of successful project implementation and have previous experience designing, constructing, and/or maintaining green infrastructure.
5. **Concept Design:** You must submit a conceptual design plan drawing approximately equivalent to a 10% level of design. As you are developing your concept design, use the Stormwater Performance Calculator in the application to demonstrate that your design meets the minimum performance criteria.

The concept design must identify the following information:

- Existing conditions
  - Property and easement boundaries
  - Road labels
  - Contours
  - Vicinity map including minor watershed(s)
  - Utilities, e.g., water lines, electric lines
  - North arrow and scale
  - Existing impervious areas, e.g., roof, pavement, driveway

- Existing stormwater infrastructure (including existing connections to the sewer system) and drainage management areas for those connections
- Existing trees (drip line and trunk diameter)
- Proposed Site Plan (at a scale no greater than 1"=20'-0")
  - Project boundary
  - Grading contours
  - Changes to land cover including impervious surfaces
  - Stormwater management practices (BMPs)
    - Facility type and sizing information, e.g., footprint (sf), depth, volume
    - Corresponding drainage management area to each BMP. Each DMA should include the portion of the project site that drains to a single BMP (or group of hydraulically connected BMPs) and the area of the BMP itself, or the portion of the project site that drains directly to the sewer system. Label the size of each DMA (square feet).
    - BMP conveyance items, e.g., overflow, underdrain, outlet control structures
    - Show each proposed pervious and impervious surface type (including stormwater BMPs) with a distinct hatching type. Label all BMPs with an ID number (e.g. for vegetated roof, VR-01, VR-02, etc.). Use the same BMP ID number in the Maintenance and Inspection Schedules.
  - Proposed conveyance (i.e., connections to BMPs and connections to existing conveyance systems or sewers) and site drainage features (e.g., drains, downspouts, and flow direction arrows)
    - Include within the site plan all necessary information to clearly demonstrate the stormwater path of travel. For example, include roof slope break lines, area and roof drains, and downspouts; pipes from drains to BMPs and from BMPs to sewer connections; underdrains and overflows associated with BMPs; and pipes from uncaptured areas to sewer connections. Provide flow direction arrows for sheet flow and pipe flow.

**6. At Least Two Co-Benefit Opportunities:** Applicants are required to demonstrate that the proposed project will have at least two (2) of the identified co-benefits listed below. GI projects provide a variety of co-benefit opportunities in addition to reducing the amount of stormwater runoff that enters the SFPUC's sewer system. The co-benefits of your project will depend on your priorities and your project design. Evaluating how your project can achieve some of the co-benefits listed below is an important step in the application process.

Co-Benefit	Definition
Location within or serving Environmental Justice Area or Disadvantaged Community	<p>The SFPUC is committed to the goals of environmental justice to lessen disproportionate environmental impacts on communities in all SFPUC service areas and to ensure that public benefits are shared across all communities. To help address social and environmental issues, the SFPUC has adopted <a href="#">Environmental Justice</a> and <a href="#">Community Benefits</a> policies.</p> <p>To qualify for this co-benefit, projects must meet one of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Projects that are located within an Environmental Justice Area (EJ) or Disadvantaged Community (DC) in San Francisco qualify for this co-benefit. To determine if your project falls in</li> </ol>



	<p>one of these areas, please refer to the following map: <a href="#">link to map</a></p> <p>2. Alternatively, facilities that serve Disadvantaged Communities or Environmental Justice Areas qualify for this co-benefit. Project sites not within a specified EJ or DC must:</p> <ul style="list-style-type: none"> <li>• Provide free or reduced lunch to greater than 50% of students/attendees.</li> <li>• Provide meaningful access to and engagement with the project to an organization that serves a specified community within an EJ or DC area.</li> </ul>
Public Access Opportunities	<p>Green infrastructure projects that are open to the public promote awareness of and education about the importance of stormwater management in San Francisco. They also provide community gathering spaces and support neighborhood beautification.</p> <p>To select this co-benefit as one of the two required for grant fund eligibility, the project site must be in a publicly accessible space. If a project site is only open to the public during specific times of the day (e.g., after school programs, etc.) it must be open for a minimum of 2 hours per day.</p>
Groundwater Recharge	<p>Groundwater recharge may be attained through the planned infiltration of stormwater in the Westside Groundwater Basin.</p> <p>To select this co-benefit as one of the two required for grant fund eligibility, the project must be located above the Westside Groundwater Basin (<a href="#">link to map</a>) and manage at least 0.25 acres of impervious surface with an infiltration-based BMP.</p>
Non-Potable Water Reuse	<p>Rainwater and stormwater can be collected, treated, and used to satisfy non-potable water demands. For example, a rainwater harvesting system can provide treated non-potable water for landscape irrigation and/or toilet flushing at your site.</p> <p>To select this co-benefit as one of the two required for grant fund eligibility, the project must design and implement an onsite non-potable water reuse system with a storage capacity of at least 6,000 gallons.</p>
Education and/or Curriculum Opportunities	<p>Projects that provide detailed educational signage and/or opportunities to integrate curriculum will qualify for this co-benefit. Integrated curriculum could include lesson plans that incorporate learning related to specific project elements, detailed signage that explains how Green Infrastructure works to reduce stormwater runoff into the sewer system, etc.</p> <p>To qualify for this co-benefit, projects must incorporate educational signage or curriculum relating to the function of green infrastructure assets and their impact on broader watershed and sewer systems.</p>
Job Training Opportunities	<p>Providing jobs and job training in the green stormwater infrastructure sector is an important part of successfully implementing green infrastructure in San Francisco. As part of the Community Benefits policy, the SFPUC is committed to providing</p>

	<p>workforce development opportunities for residents of San Francisco.</p> <p>To select this co-benefit as one of the two required for grant fund eligibility, projects must agree to serve as a training site for trainees learning about the design, construction, maintenance or monitoring of green infrastructure. To achieve this, the site must be open and accessible to trainees and their instructors for a minimum of 16 hours per year (during business hours).</p>
Increase Biodiversity/Native Habitat	<p>San Francisco has adopted citywide biodiversity goals to restore and maintain diverse native habitats in the city. Projects that prioritize creating habitat can qualify for this co-benefit. Biodiversity and wildlife habitat can be prioritized through the project's landscape planting plan and integrated into the design through features such as native pollinator gardens.</p> <p>To select this co-benefit as one of the two required for grant fund eligibility, projects must identify one (1) or more native species that the project is designed for, provide a plant palette selected to attract that species, and provides at least 500 square feet of vegetation using the proposed plant palette.</p>

## II. Application Process

### Step 1: Schedule a Pre-Application Meeting

Before submitting your application, the grant or project manager must schedule a pre-application meeting. The purpose of the pre-application meeting is to ensure that your project meets all of the minimum requirements before you submit an application and to discuss your project's proposed stormwater management concepts. We highly suggest that you download and review the grant application as well as the Stormwater Management Agreement prior to attending a pre-application meeting to help ensure that all of your questions can be answered!

To schedule a pre-application meeting, please contact the SFPUC Grant Program Administrator at [xxxxx@sfgwater.org](mailto:xxxxx@sfgwater.org).

*Who should attend the pre-application meeting?*

The grant project manager and lead designer(s) should attend the pre-application meeting.

*What should I bring to the pre-application meeting?*

Please bring the following items to the pre-application meeting:

Essential:

1. Confirmation that your property meets the minimum eligibility criteria
2. Visual or written summary of site stormwater opportunities (e.g., any previous soil data available, existing topography, existing vegetated areas) and constraints (e.g., known utilities, steep slopes, setbacks)
3. Photos of the site
4. Any questions you have for the SFPUC

Highly recommended:

5. Draft concept design



6. Draft project narrative
7. Draft project budget
8. Draft stormwater performance calculator
9. Draft co-benefits form
10. Draft project schedule

## Step 2: Complete Your Application

Once you have completed a pre-application meeting, you are ready to complete the grant application. The application is an Excel workbook available for download at [\(link\)](#). The workbook includes six (6) required forms that you must complete and print out (see the table below for sections of the application) in order to apply. All forms must be completed. The SFPUC will return incomplete applications to the applicant.

Application Template	Description
Project Application Form	This is where you provide general information about your proposed project including the location, proposed project team, and the total amount of funds that you are requesting. You must provide a project narrative that briefly describes the proposed project. This form also includes a checklist of the deliverables that you must include with your application.
Project Budget Template	The budget template is where you will describe how you propose to spend the grant funds. The budget template is divided into construction costs and non-construction costs. Your budget should be consistent with your proposed conceptual design and include contingencies that are consistent with a 10% level of design. These contingency multipliers can be reduced if your design is farther along than 10% but should not be increased without approval from the SFPUC Grant Program Administrator.
Stormwater Performance Calculator	<p>The stormwater performance calculator determines the performance of the proposed BMP(s) based on their size and the impervious area draining to them. This allows you to demonstrate that your concept design meets the minimum stormwater performance requirement of capturing the 90<sup>th</sup> percentile storm from the impervious drainage areas. The inputs in this calculator include the BMP type(s), BMP footprint size, and impervious drainage management area. For rainwater harvesting cisterns re-use rates are also required.</p> <p>You must also input the predominant hydraulic soil group (HSG) type at your site, which the SFPUC uses to determine the performance of infiltrating facilities. If you do not know the soil type at your site, you can view the soil map within the calculator and select the appropriate type based on your project location.</p> <p>You must enter the stormwater service type for your site as either combined sewer system (CSS) or municipal separated storm sewer system (MS4). You can view a map of MS4 areas <a href="#">here</a>.</p> <p>To use the stormwater performance calculator you should divide your proposed project site by BMP type and account for the</p>



	<p>impervious area draining to each type.</p> <p>The stormwater performance calculator will not show the performance output of your project until the data entered shows that you are using approved GI practices, managing at least 0.5 acres of impervious area, and capturing the 90<sup>th</sup> percentile storm from the proposed drainage areas.</p> <p>If you are having challenges completing the stormwater performance calculator, please contact the SFPUC Grant Program Administrator at <a href="mailto:xxxxx@sfgwater.org">xxxxx@sfgwater.org</a> for assistance.</p>
Co-benefits Form	<p>This form is for you to describe the co-benefits provided by your project. You must provide a description of how your project will deliver at least two (2) co-benefits from the identified list.</p> <p>Please describe how your project will provide co-benefits using specific, measurable, and achievable design goals.</p>
Project Schedule Template	<p>This template is where you will outline your proposed project schedule for major milestones. Your schedule should assume that SFPUC will take a maximum of 30-days to review each design deliverable.</p> <p>The schedule must propose starting construction of the project within 2 years after execution of the Stormwater Management Agreement.</p>
Maintenance Template	<p>This template is where you will outline the proposed maintenance activities for the proposed green infrastructure facilities. Please refer to the <a href="#">SFPUC BMP Fact Sheets</a> for recommended maintenance activities and frequencies for the proposed BMP types in your project.</p> <p>If you are proposing to use proprietary BMPs, you should refer to the manufacturer for typical inspection and maintenance activities or prepared maintenance guides.</p>

As part of your application, you must also submit the following two (2) attachments:

Application Attachments	Description
Grant Team Experience Narrative	The narrative should describe your project team's previous experience with delivering projects of similar scale and complexity, as specified in the Eligibility Criteria.
Conceptual Design	You must submit a conceptual design plan drawing with the elements outlined in the Eligibility Criteria.

Complete applications for the Green Infrastructure Grant Program must be sent via e-mail to [xxxxxxx@sfgwater.org](mailto:xxxxxxx@sfgwater.org). You 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 [XXXXXXXXXX@sfgwater.org](mailto:XXXXXXXXXX@sfgwater.org) or call 415-XXX-XXXX.

For questions about the Grant Program or if you require assistance in completing the application, please e-mail the SFPUC Grant Administrator at [XXXXXXXXXX@sfgwater.org](mailto:XXXXXXXXXX@sfgwater.org) or call 415-XXX-XXXX.

**Access our Technical Assistance Program to help!**

Feeling overwhelmed? Our technical support team is available to help you work through your project concepts, co-benefits, and application process. Please reach out to our Technical Assistance Program at [xxxx@sfgwater.org](mailto:xxxx@sfgwater.org).

### III. Important Information

#### Eligible and Ineligible Costs

**Eligible Costs:** Grant funds can be used to cover all project costs related to the construction of the proposed Green Infrastructure facility. Grant funds cannot be used to pay for non-green infrastructure project elements, such as play equipment or furnishings. No more than 20% of the grant amount (or 25% of the direct construction cost) may be used for non-construction activities.

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"> <li>• Construction elements of Green Infrastructure BMPs (surface and subsurface):               <ul style="list-style-type: none"> <li>- Soil</li> <li>- Plants</li> <li>- Concrete</li> <li>- Excavation</li> <li>- Grading</li> <li>- Underdrains</li> <li>- Irrigation</li> </ul> </li> <li>• Educational signage relating to stormwater</li> <li>• Replacement in-kind, if applicable</li> <li>• Regrading of surfaces draining to BMPs</li> <li>• Impervious surface removal</li> <li>• Non-construction activities (up to 25% of direct construction cost):               <ul style="list-style-type: none"> <li>- Project management</li> <li>- Planning</li> <li>- Design</li> <li>- Geotechnical investigations</li> <li>- Structural investigations</li> <li>- Engineering surveys</li> <li>- Construction management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• On-going maintenance (including any contractor maintenance period)</li> <li>• Non-green infrastructure components, including by not limited to:               <ul style="list-style-type: none"> <li>- Decorative items</li> <li>- Benches</li> <li>- Play equipment</li> <li>- Lighting</li> <li>- Public Amenities</li> </ul> </li> <li>• Monitoring or research</li> <li>• Land costs</li> </ul>



**Approved Green Stormwater Infrastructure Best Management Practices (BMPs):** There are a variety of green stormwater infrastructure best management practices (or stormwater BMPs) that can help



you meet your stormwater targets. The type of stormwater BMP that is best for your project will depend on many factors, including available space, drainage area, soil type, and land use.

The stormwater BMPs you select for your project must be located and sized appropriately to capture runoff from the impervious areas on your site. Use the Stormwater Performance Calculator instructions in Step 6 below to determine minimum BMP sizing based on your project's impervious drainage areas. The following examples show some common stormwater BMPs.

**Approved Green Stormwater Infrastructure BMPs:**

BMP	Example
<p><b>Bioretention/ Rain Garden:</b>  <i>Stormwater facilities that rely on vegetation and specially engineered soils to capture, infiltrate, transpire, and remove pollutants from runoff.</i></p>	<p><i>Downspout flowing into bioretention (1 Henry Adams, San Francisco)</i></p> 
	<p><i>Streetscape bioretention (Newcomb Ave, San Francisco)</i></p> 

**Permeable Pavement:**

*Any porous load-bearing surface that temporarily stores rainwater prior to infiltration or drainage to a controlled outlet.*

*Permeable pavers in plaza (1 Henry Adams, San Francisco)*



*Pervious concrete in parking lot (Presidio, San Francisco)*



*Downspout flowing into infiltration trench (RL Stevenson Elementary, San Francisco)*



**Infiltration Trench/Gallery:**

*An unvegetated, rock-filled trench that receives surface stormwater runoff and allows it to infiltrate.*



**Vegetated Roof:**  
*Roofs that are entirely or mostly covered with vegetation and soil.*

*Vegetated roof (Ortega Library, San Francisco)*



**Rainwater Harvesting:**  
*Cisterns that collect roof runoff and provide water for indoor or outdoor use.*

*Rainwater cistern (Van Ness Ave, San Francisco)*



## Grant Disbursement

Grant funds will be provided to the Grantee in three (3) disbursements:

- The SFPUC will disburse project non-construction costs upon the execution of the Grant Agreement and the Grantee's submission of all required funding documentation to the SFPUC (20% of total grant award).
- The SFPUC will disburse funding for construction upon the SFPUC's approval of 100% completed design and the Grantee's recording of the Declaration of Deed Restrictions (70% of total grant award).
- The SFPUC will disburse the final retention payment upon the SFPUC's final approval of the constructed project and the Grantee's submission of the Final Grant Report (10% of total grant award).

In order to receive any of the three (3) grant disbursements, the Grantee (or their designated subcontractor) must submit the following to the SFPUC:

- A completed W-9 IRS tax form from the designated payee.
- Insurance documentation described in the Grant Agreement.
- A City and County of San Francisco Bidder and Supplier Number. For more information on doing business with the City, please see the San Francisco Office of Contract Administration at [www.sfgsa.org](http://www.sfgsa.org).



## Taxes and Insurance

A grant counts as income and therefore may be taxable. It is the responsibility of the Grantee to determine whether a tax liability exists. The designated Grantee will receive a 1099-Misc tax form from the City in the February after award of the grant. By issuing a 1099-Misc, the City is fulfilling its legal obligation for tax-reporting. In order to issue a 1099-Misc, SFPUC will request relevant tax information from a designated Grantee through a W-9 IRS tax form, which must be completed and returned before a grant disbursement will be made.

The City requires evidence of insurance for all funded activities. Prior to beginning work on an activity, the Grantee must produce a Certificate of General Liability as well as proof of Worker's Compensation Insurance. The Grantee's insurance policy shall name the City and County of San Francisco, the San Francisco Public Utilities Commission, its board members and commissions, and all authorized agents and representatives, and members, directors, officers, trustees, agents and employees as additional insureds.

The Stormwater Management Agreement contains additional requirements related to taxes, insurance, and other matters.

## Permits and Environmental Review

All projects must comply with applicable local, state, and federal permit requirements. Funds for construction will not be issued until the project has undergone environmental review in compliance with the California Environmental Quality Act (CEQA) and San Francisco Administrative Code Chapter 31.

For information regarding permits required to construct green stormwater infrastructure, please see our [Green Infrastructure Permit Process Guidebook](#).

# IV. Application Evaluation and Award

## How Your Application is Evaluated

The SFPUC will determine whether the project meets all minimum eligibility requirements. Projects that do not meet the eligibility requirements will not receive grant funding.

## Issue Reservation Letter

Upon selection of an application, the SFPUC will issue the Grantee a Reservation Letter confirming the amount of grant funds reserved for the project. A Reservation Letter is provisional and subject to execution of the Stormwater Management Agreement and the Grantee's submission to the SFPUC of the documentation required for funding disbursements.

Specifically, the Grantee has three (3) months from the date of the Reservation Letter to execute the Stormwater Management Agreement, submit a W-9 tax form, provide a valid copy of insurance documentation, and become an approved Bidder and Supplier with the City and County of San Francisco.

If the Grantee does not complete the above requirements within three months, the SFPUC reserves the right to rescind the grant award. The Grantee may request an extension of the grant reservation. The SFPUC, in its sole discretion, may grant such a request for an extension. In order to be effective, any extension of a grant reservation by the SFPUC must be made in writing.



## Sign the Stormwater Management Agreement

The Stormwater Management Agreement has a term of twenty (20) years. The grant agreement will require the property owner to maintain the stormwater management function of the project for twenty years, which is considered the typical useful life of these assets.

In addition, property owners must record against the selected property a Declaration of Deed Restrictions notifying subsequent property owners of the obligation to maintain the project.

Templates for the Stormwater Management Agreement and the Declaration of Deed Restrictions can be found at [www.XXXXXX](http://www.XXXXXX).

## V. Implementation

### Design the Project

Grantees are required to submit documentation of successful completion of design milestones for review by the SFPUC via e-mail. Designs must be submitted at 35/65/95% completion (equivalent to 100% DD, 50% CD, 90% CD for architectural drawings) for review to ensure project performance. [Design Submittal Checklists](#) can be downloaded from the program website.

Final design documents (100% Construction Documents) must be submitted to the Grant Program Administrator via e-mail. The Grant Program Administrator will then issue final approval of the design to the Grantee. Once the Grant Program Administrator has issued final approval of the design, the Grantee may select a contractor.

### Find a Contractor/Bid the Project

The Grantee will be responsible for procuring a licensed contractor to complete the construction of the project. The Grantee shall ensure that all contractors and subcontractors will comply with City insurance requirements.

A list of contractors that completed SFPUC [green infrastructure training](#) is available on the SFPUC website. This resource list serves as an optional reference point for Grantees to identify experienced contractors and obtain bids for potential grant-funded projects on their private properties. Grantees may contact any contractor directly to discuss their properties, make appointments, and request references. Grantees are NOT required to work with a contractor on this list to participate in the Grant Program. Grantees may collaborate with their existing contractors. SFPUC does not endorse or otherwise recommend these particular contractors.

### Construct the Project

During construction the SFPUC reserves the right to enter the construction site and inspect the project at any time. The Grantee will be responsible for alerting the Grant Program Administrator of critical construction activities related to the installation of the stormwater management features.

Once construction is complete, the Grant Program Administrator will conduct a final walkthrough of the project to ensure that all stormwater management features were built to the plans and specifications. If the project is determined to be complete, the SFPUC Grant Program Administrator will issue a Project Completion Notification to the Grantee.

A Grantee may request to have the SFPUC amend its agreement to increase its Grant Award by up to an additional 10% of the amount of the original Grant Award to pay for unexpected costs that may

arise during bid or construction of the project. The SFPUC would approve or deny requests for such contingency funding at its sole discretion, and any such requests would be subject to the availability of funding.

### Submit the Final Report

Before receiving the final grant disbursement, Grantees will be required to submit a Final Report to the SFPUC documenting all final project information. The final report must include construction as-builts, stormwater performance calculations, final construction costs, and a final maintenance checklist. The Final Report is due within 30 days of the issued Project Completion Notification. The [Final Report template](#) can be found on the program website.

## VI. *Post-Construction*

### Ongoing Maintenance

The Grantee will be responsible for all operations and maintenance of the project for the entirety of the 20-year grant term. The Grantee will be responsible for submitting annual maintenance reports to the SFPUC for the entire duration of the project.

### Inspection

The SFPUC has the right to inspect the project at any time throughout the term of the Stormwater Management Agreement. If the stormwater management function of the project is found to be impaired, the SFPUC will issue a notice to perform in writing to the Grantee to complete all required maintenance activities.

### Removal of Declaration of Deed Restrictions (Year 20)

Upon satisfaction of the obligation to operate and maintain the Project for twenty (20) years after the Project Completion Date, as defined in the Grant Agreement, the SFPUC will, upon request, record a release of the Declaration of Deed Restrictions in the official records of the City and County of San Francisco's office of the Assessor-Recorder.