

About the Urban Watershed Stewardship Grant Program

The San Francisco Community Challenge Grant Program (CCG) has partnered with the San Francisco Public Utilities Commission (SFPUC) Utility Planning Division to offer grants to support projects implementing green infrastructure, also known as Low Impact Design (LID).



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 CCG and the SFPUC hope that this partnership will encourage groups to apply for funding to implement green infrastructure projects in their neighborhood.

About the Guidelines

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

General Cycle Timeline

Typically, the WSG offers grants through one annual cycle. In the Fall, grant applications are released for the cycle. The grant cycle allows four months for the completion and submission of applications. Awards are announced in June 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 (described below).

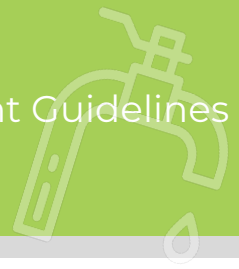
Eligibility

Nonprofit organizations, community groups, merchant associations, community benefit district organizations and schools are eligible to apply for funding. Schools or community must have a 501(c)(3) nonprofit organization to serve as their fiscal sponsor. The grant contractor must be an approved and compliant City supplier. For more information on becoming a supplier, please visit <https://sfcitypartner.sfgov.org>.

What Kind of Projects Are Funded?

To receive WSG funding, a project must:

- Harvest and use rainwater
- Remove impervious surfaces
- Implement green stormwater infrastructure (i.e. rain gardens, permeable pavement, bioretention planters, etc.) in a publicly visible and/or accessible space.
- Projects involving planting should use drought tolerant, native plants whenever possible.



Funding Levels

Funds are awarded for WSG projects at two levels:

Funding Level	Mid - Scale	Large Scale
Budget Size	\$15,000 - \$40,000	\$40,001 - \$100,000
Project Duration	12 months	18 months
Required Match	35%	25%

Grants are used to support the planning, design and construction of stormwater management projects.

Eligible projects should:

- Have a 5-year maintenance plan for the following:
 - Ongoing maintenance after completion (Please identify an individual or entity responsible for maintenance and a source of funds to support proposed maintenance plan)
- Emphasize self-help and should involve neighborhood residents in the planning and implementation of the project
- Include design installation of interpretive signs explaining the stormwater function of the project to the public and naming the project partners and funders, including their logos. The signage must also include the SFPUC and CCG logos. Costs associated with such signage may be included in your grant request, up to \$1,000.

Application Process

Applications will first be screened by CCG and SFPUC Wastewater Enterprise Utility Planning Department staff to ensure they meet WSG funding criteria. The CCG Advisory Committee (CCGAC), a seven-member committee comprised of individual community members and CCSF employees appointed by the City Administrator then reviews and scores applications submitting funding recommendations to the City Administrator who then decides on final awards.

Evaluation Criteria

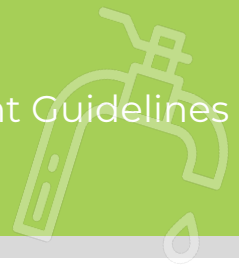
The following questions are used to evaluate and score (out of 100 points) each WSG application and should be considered for application development:

Project Application

- Are the project goals clearly expressed in the Narrative? **(10 points)**
- Does the application include a conceptual plan of the project drawn to scale? **(10 points)**
- Does the application include an adequate 5-year maintenance plan? **(10 points)**

Project Design

- Does the applicant propose to harvest and use rainwater? **(5 points)**
- Does the applicant propose to install green stormwater management facilities (i.e. bioretention planters, permeable pavement, etc.)? **(5 points)**



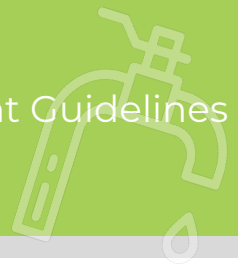
- Does the applicant propose to remove impervious surfaces and replace them with pervious surfaces or plantings? **(5 points)**
- Does the project pilot a new technology or idea not yet explored in San Francisco? **(5 points)**

Project Feasibility

- Is the proposed project a well-planned and complete project that is ready for implementation? **(10 points)**
 - Projects proposing infiltrative green infrastructure (i.e. permeable pavement, rain gardens, etc.) should 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, available online at www.sfwater.org/smr.
 - Projects must enter into a contract within three months of award notification.
 - 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.
- Does the proposed project have adequate design and engineering support for successful implementation? **(5 points)**
 - With the exception of projects that are implementing 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 and other CCSF design standards for green infrastructure.
- Does the project budget reliably represent the project's anticipated expenses and revenue? **(5 points)**
 - A realistic budget must be developed with adequate supporting documentation, preferably in the form of contractor and materials supplier estimates, quotes and/or bids.
- Would the funds either completely fund or contribute to the complete funding of a project? **(5 points)**
 - Applicants must show that the project is capable of securing complete funding and that no funding gaps exist that will delay project implementation.

Geographic Distribution, Demonstration, & Public Access/Participation

- Has the applicant received CCG/WSG funding in the past? 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. **(5 points)**
- Is the project located within an Environmental Justice (EJ) and/or Disadvantaged neighborhood? Priority will be given to projects within EJ and/or Disadvantaged neighborhoods, refer to the EJ map on [the SFPUC Watershed Stewardship Grant Website \(http://sfwater.org/index.aspx?page=104\)](http://sfwater.org/index.aspx?page=104) to determine if your project is in an EJ and/or Disadvantaged neighborhood. **(5 points)**



- Is there public access to the project? Project must demonstrate that the funded improvements are in areas physically and/or visually accessible to the public. **(5 points)**
- Does the project offer 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. **(5 points)**

Project Match

- Is the match realistic and appropriate for the project? **(5 points)**
- Is the neighborhood match well-documented? **(5 points)**

Fiscal Sponsorship Fee

Fiscal Sponsors may receive a fee of no more than 15% of the total grant award. This fee should appear in the project budget submitted with this application.

Administrative Fees

WSG allows applicants to charge Administrative Fees at no more than 10%. This fee should appear in the project budget.

Match Requirements

For every dollar requested the applicant must provide at least a 35% match for mid-scale and 25% match for large scale projects. The level of match shall be considered as a proportion of the total project cost, and applicants must keep detailed records of all expended match.

The following are requirements for eligible match.

- The match must be realistic and appropriate for the project.
- The match must be well-documented.
- 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.
- All volunteer labor is valued at \$25.00/hr. Time spent on fundraising, designing or organizing will be counted after an award is granted.
- Labor for ongoing maintenance after the project is completed may not be counted toward the required match.

Funding and Reimbursement

This is a cost reimbursement grant program and funded entities must expend dollars, document their expenditures, and submit invoices for reimbursement. Awardees CANNOT begin projects or submit invoices for expenditures made prior to entering into a grant contract with the CCG. 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 receipt.

Budget items eligible for funding:

- Labor costs
- Equipment, supplies and materials
- Community outreach materials, as they relate to the proposed project.
- Administrative/Overhead costs, not to exceed 10% of the total project budget.
- Fiscal Sponsor fee, not to exceed 15% of the total project budget
- Design costs not to exceed 20% of the total project budget.
- Construction costs not to exceed 40% of the total project budget.

Budget items NOT eligible for funding:

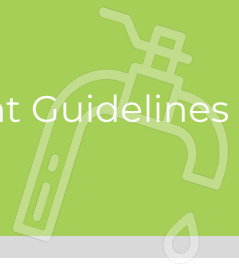
- Decorative items that do not directly improve stormwater management such as boulders, logs, benches, and artwork.
- Food and beverages. However, you can use food expenses or donations as match.
- Travel expenses.
- Expenses incurred prior to the signing of the grant contract.
- Previous financial commitments made as part of an organization's regular operation or as part of another program. Grant awards may not be used to fund ongoing or existing programs, unless there is a clear, documented expansion of services.

Project Follow-Up and Reporting Requirements

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 Follow-Up:

- Submit project design drawings (if applicable) and interpretive sign proposals 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 prior to construction as documentation of the work that will be completed.



- Both mid- and large-scale projects must finalize their proposed draft interpretive signage and submit the final version for review, comment and approval before project completion and closeout.
- 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.
- Calculate and record the estimated stormwater benefit of the project. 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 (use the SFPUC Rainwater Harvesting Calculator available at www.sfwater.org/rainwater) or the amount of stormwater detained or infiltrated in green stormwater infrastructure facilities.

Reporting Requirements

- Electronically submit detailed quarterly reports to Lanita Henriquez (lanita.henriquez@sfgov.org) and Kelly Teter (kteter@sfgov.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@sfgov.org) with photo record of each phase of the project.

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.

Permit and Approvals

Projects proposed on San Francisco Unified School District property must contact the Green Schoolyard Manager, Tamar Barlev (barlevt@sfusd.edu), at the beginning of project conception to understand any site constraints and obtain SFUSD approval. A letter of approval must be obtained PRIOR to applying for a WSG and included in the application. Please refer to the SFUSD Green Schoolyard Guidelines (<https://www.sfusd.edu/creating-expanding-or-improving-green-schoolyard>) for preparatory information.

Projects requiring City permits and approvals must coordinate with the appropriate agency/department staff to discuss the process and timeline required to obtain those permits and approvals. This must occur prior to submitting an application. Time required for coordination with other City agencies must be factored into the project work plan and budget as project administration/project management or consultant line items. Grant administration staff should not be expected to coordinate with other City agencies/departments on behalf of the grantee. Please discuss how permitting will affect implementation of your project in the design section of the proposal narrative. Projects on private property must include written permission from property owner(s) of the proposed site location.