

COMMUNITY CHALLENGE GRANTS

2020 Watershed Stewardship Grant Program Guidelines

ADOPTED 9/29/2020

sfccg.org

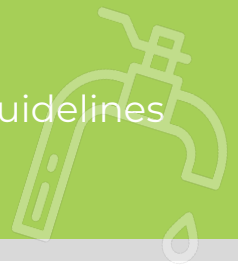
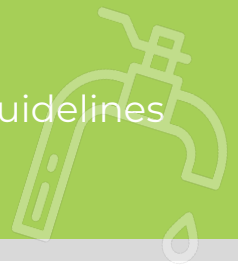


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Introduction

About the 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 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.

The Guidelines presented below define the eligibility requirements, policies and general operations of the Watershed Stewardship Grant Program. 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, grant applications are released for the cycle. Typically, the grant cycle allows for the completion and submission of applications. Awards are announced in January 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).

General Eligibility Criteria

Applicant Organizations

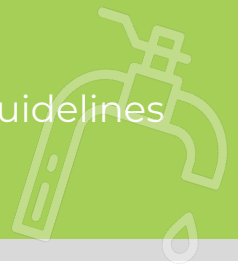
Nonprofit organizations, community groups, merchant associations, community benefit district organizations and schools are eligible to apply for funding. Organizations performing a community project in their neighborhood must be a 501(c)3 nonprofit organization, or identify a 501(c)3 to serve as their 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>.

Eligible Projects

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.

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



Application Requirements & Commitments

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

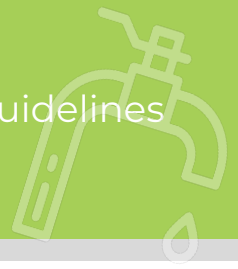
- Develop a detailed work plan in the specified format.
- Provide a detailed budget in the specified format.
- Have a 5-year maintenance plan for ongoing maintenance after completion. Please identify an individual or entity responsible for maintenance and a source of funds to support proposed maintenance 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. If serving as a fiscal sponsor, your organization must be able to demonstrate the project is an additional insured to applicable policies, including but not limited to, general liability, automobile liability, workers' compensation, professional liability. Organizations supervising youth or working with seniors are required to provide enhanced policies.
- Include design and installation of interpretive signage 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. Final reimbursements will not be issued until signage is approved and installed.
- 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.

Permits & Approvals

Projects requiring permits must engage permit-issuing agencies in advance of applying. 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*:

Beginning in 2019, proposed projects on any City & County of San Francisco School District property must receive approval from the District's Green Schoolyard Manager, Tamar Barlev. Additional requirements to obtain approval from the School District may be required. Please contact barlevt@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

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

Timeliness

Applicants must be prepared to enter into a 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 to ensure that the proposed project meets WSG funding criteria. The CCG Advisory Committee (CCGAC), will review and score applications based on the stated Evaluation Criteria. The CCGAC submits funding recommendations to the City Administrator who then decides on final awards. Awarded applications may not always receive the full funding and may require revisions to their budget and work plan.

Evaluation Criteria

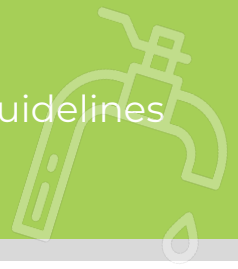
The following questions are used to evaluate and score (out of 100 points) each WSG application and should be considered for application development:

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)**
- Does the application include a complete and detailed project budget that works within budget cap percentages? (see budget section of guidelines for budget caps) **(5 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)**



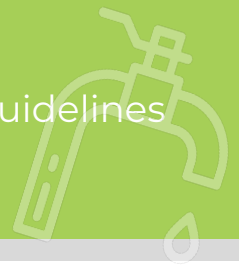
- Does the applicant propose to remove impervious surfaces and replace them with pervious surfaces or plantings? **(5 points)**
- Does the project pilot a new technology or idea not yet explored in San Francisco? **(5 points)**

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 \(http://www.sfwater.org/watershedgrants\)](http://www.sfwater.org/watershedgrants) 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)**

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. 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 eligible match.

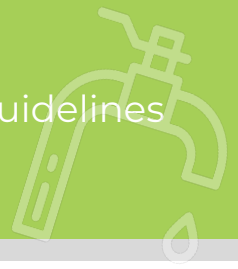
- The amount and type of match must be appropriate to the needs of the project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the project.
- The match must be appropriately documented through service contracts, invoices, receipts, 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.
- 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.
- Labor for ongoing maintenance after the project is completed may not be counted toward the required 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%



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

Eligible Expenses

- General Labor/Professional services costs. Please note that certain types of professional services are eligible on a limited basis as described in the limitations section below.
- Equipment, supplies and materials, as they directly relate to the proposed project.
- Community outreach materials, as they directly relate to the proposed project.
- Permit fees, as they directly relate to the proposed project.

Eligible Expenses with Limitations

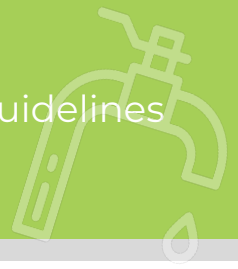
- **Administrative/Overhead costs**, not to exceed **10%** of the requested project budget.
- **Fiscal Sponsor fee**, not to exceed **15%** of the requested project budget
- **Design costs** not to exceed **20%** of the requested project budget.
- **Permanent interpretive signage** costs are NOT to exceed **\$1,000** of the requested project budget.
- **Construction costs** not to exceed **40%** of the requested project budget.

Ineligible Expenses

- Decorative items that do not directly improve stormwater management such as 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.

Disbursement of Grant Funds on a Reimbursement Basis

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.



Project Follow-Up & 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 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.

Quarterly Reporting Requirements

- Electronically submit detailed quarterly reports to Lanita Henriquez (lanita.henriquez@sfgov.org) and [Kelly Teter](mailto:kteter@sfgov.org) (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](mailto:kteter@sfgov.org) (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.