

Floodwater Management Grant Program Requirements and Terms

(February 2025)



Grant Program 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 measures 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.

Projects that meet the SFPUC's grant eligibility requirements may be awarded a grant on a first-come-first-served basis. Future funding availability is contingent upon future SFPUC budget approvals. Please review the Floodwater Grant Guidebook (https://www.sfpuc.gov/sites/default/files/programs/grants/Floodwater_Grant_Guidebook_Nov_2024.pdf) for detailed information on eligibility, grant process, and example projects.

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.

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.

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 initial installment payment must be below 50% of the total grant award.

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.

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 reimbursements for applicants who meet the financial hardship or small business and nonprofit criteria. The first installment payment must be below 50% of the total grant award.

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@sflower.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.