Green Infrastructure Grant Program Program Guidelines

July 2026

San Francisco Water Power Sewer
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) incentivizes San Francisco property owners and community groups to design, build, and maintain performance-based green stormwater infrastructure (green infrastructure) projects, including but not limited to: permeable pavement, bioretention, rainwater harvesting, rain gardens, and vegetated roofs. The goals of this program are to improve the performance of SFPUC's sewer system by reducing the amount of stormwater runoff entering the system, while delivering benefits that enhance the quality of life of San Franciscans.

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

The SFPUC will determine the dollar amount of each Grant Award by the amount of stormwater runoff the proposed project can manage using green infrastructure, measured by impervious acreage managed (*i.e.*, the amount of impervious surface that drains stormwater runoff during storms to green infrastructure, or "impervious acres managed"). As of July 2026, individual Grant Awards are capped at a maximum of $1,120,000 per impervious acre managed, up to a maximum of $2,500,000 per Grant Award. SFPUC, at its sole discretion, may choose to increase the maximum Grant Award per impervious acre managed or the maximum total Grant Award based on escalation as calculated by the San Francisco Annual Infrastructure Construction Cost Inflation Estimate (AICCIE) or equivalent methodology for cost escalation, subject to the availability of funds and all City budgetary requirements. The maximum Grant Award may be increased on an annual basis and will be documented in the grant application solicitation announced no later than July each year. For grants executed under prior per acre cost limits, please see *Section V Criteria for Grant Amendments* for criteria to request retroactive amendments to increase the per acre cost limit.

The SFPUC will accept applications and award grants through an open and competitive process. Applications will be solicited in accordance with the Competitive Solicitation requirements of City Administrative Code Chapter 21G as outlined in *Section II* and *Section IV* below, subject to the availability of funds and all City budgetary requirements.

Grantees and property owners will be required to enter into a 20-year Green Infrastructure Grant Agreement with the SFPUC. The Green Infrastructure Grant Agreement requires the property owner(s) to maintain the project for the 20-year term and authorizes the SFPUC to periodically inspect the project. Further, the property owner(s) of the grant project location will be required to execute a notice and covenant that will be recorded against the property with the San Francisco Office of the Assessor-Recorder notifying subsequent property owners of the obligation to maintain the project for the 20-year duration.

The purpose of the Grant Program is to fund stormwater retrofits (meaning, construction of green infrastructure projects on existing developments). Parcels undergoing new development and redevelopment that trigger the Stormwater Management Ordinance, San Francisco Public Works

Code, Article 4.2, *et seq*.,[1] are not eligible for grant funds. Participation in this Grant Program does not prohibit participation in other SFPUC programs.

I. Eligibility Criteria

Eligible Applicants

A Grantee may be a property owner, a for-profit or nonprofit entity, an individual, or a governmental entity. All Grantees (other than governmental entities) must be registered to do business in the State of California and the City and County of San Francisco.

Eligibility Criteria

Applications that meet all of the following five criteria are eligible and will be evaluated for potential funding under the Grant Program:

1. **Project Location:** The proposed project site must connect to an SFPUC-owned and operated sewer system service area. The project may be located in either the combined sewer system area, municipal separate storm sewer system area, or in a sanitation district that discharges to the SFPUC sewer system. Projects may be located on a parcel, in the public right-of-way, or a combination of both.

2. **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.

3. **Performance:** The project's proposed Green Infrastructure features must capture the 90th percentile 24-hour storm, equivalent to 0.75-inch depth, as demonstrated by the conceptual design and performance calculations that must be submitted with the grant application. The 90th 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(s), an identified grant or project manager, and a licensed engineer or landscape architect registered in the State of California. The application must identify the engineer or landscape architect that will design the project. The proposed project team must collectively demonstrate a history of successful project implementation, have previous experience designing, constructing, and/or maintaining green infrastructure, and be in good standing in any currently active Green Infrastructure Grant Program projects. "Good standing" means that all active projects are on-schedule, regularly submit deliverables on-time, and are not delinquent on grant requirements.

5. **Co-Benefits:** Applicants are required to demonstrate that the proposed project will deliver at least two of the identified co-benefits listed below in *Section II Application Process*. Green

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

infrastructure projects provide a variety of co-benefit opportunities in addition to reducing the amount of stormwater runoff that enters the SFPUC's sewer system. Evaluation and scoring criteria for each co-benefit will be provided in the solicitation of each grant application cycle. All co-benefits are eligible grant expenses and must relate to an SFPUC rate-payer purpose.

II. Application Process

Application Solicitation

Grants will be awarded through an open and competitive process. Applications will be solicited in accordance with the Competitive Solicitation requirements of City Administrative Code Chapter 21G. Each application solicitation will include a clear statement of the process and deadlines for submitting applications and for evaluating applications, including the evaluation criteria the SFPUC will use to rank applications. Each application solicitation will also include the maximum cost per impervious acre managed and maximum total Grant Award.

Application

The grant application will be available for download on the program website. The application will include required forms that must be completed in order to apply (see the table below for sections of the application). The submitted grant application must be complete and received by the SFPUC Grant Program Administrator by the date as identified on the current application solicitation. Each section of the application, including the required attachments for a conceptual level design and site photographs must be complete, as described below. The SFPUC will not evaluate or award incomplete applications, which it will return to the applicant.

Application Template	Description
Project Application Form	General information about the proposed project including the location, proposed project team, and the total amount of funds requested. Applicants must provide a project narrative that briefly describes the proposed project. This form also includes a checklist of the deliverables that must be included with the application submittal.
Grant Team Experience	The narrative should describe the project team's previous experience with delivering projects of a similar scale and complexity, as specified in the Eligibility Criteria.
Project Budget Template	The budget template describes how the grant team proposes to spend the grant funds. The budget template is divided into construction costs and non-construction costs. The budget should be consistent with the proposed conceptual design and include contingencies that are consistent with a 10% level of design. A contingency of approximately 20% is typical at 10% design phase. These contingency multipliers can be reduced if the design is further along than 10% but cannot be increased without approval from the SFPUC Grant Program Administrator. The total Grant Award and requested funding amount must not exceed the maximum cost per impervious acre managed by the proposed green infrastructure, or the maximum total project cost, as defined by the application solicitation.

Stormwater Performance Calculator	The stormwater performance calculator determines the performance of the proposed BMP(s) based on their size and the impervious area draining to them. This calculator is used to demonstrate that the proposed concept design meets the minimum stormwater performance requirement of capturing the 90th 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. Applicants must also input the predominant hydraulic soil group type at the site, which the SFPUC uses to determine the performance of infiltrating facilities. If the soil type at the site is unknown, applicants can view the soil map within the calculator and select the appropriate type based on the project location. Applicants must enter the stormwater service type for the site as either combined sewer system or municipal separated storm sewer system (MS4). A webmap of MS4 areas is available on the program website. To use the stormwater performance calculator, applicants should divide the proposed project site by BMP type and account for the impervious area draining to each type. Drainage areas do not need to be contiguous and can be comprised of several smaller impervious drainage areas totaling 0.5 acres. The results of the stormwater performance calculator must demonstrate that the proposed green infrastructure will manage stormwater from at least 0.5 acres of impervious area and capture the 90th percentile storm from the proposed drainage areas. **Effective Impervious Areas:** SFPUC will consider the inclusion of large permeable areas greater than 5,000 square feet that contribute a meaningful amount of stormwater runoff in the project's total performance on a case-by-case basis. SFPUC will calculate an effective impervious area based on geologic factors including slope, land cover, and soil type.
Communications Plan	Applicants will describe the proposed Communications Plan to be implemented if awarded a grant. The Communications Plan should identify key stakeholders (including all the property owner(s)), propose a schedule with milestones for stakeholder engagement (including meetings or activities prior to award), and describe a process for communicating with stakeholders throughout the project. At a minimum, the Communications Plan must include three stakeholder meetings: one Project Kickoff meeting following Grant Award; one Conceptual Development meeting during the design process to explain how site investigation informed and updated the conceptual design submitted with the application; and one Design Stage meeting to present the final design layout (equivalent to 35% design). Refer to the Implementation section below for additional guidance on stakeholder engagement.
Co-benefits Narrative	Applicants will describe how the proposed project will deliver community and/or environmental co-benefits. The project must deliver at least two co-benefits from the identified list of defined co-benefits below. The narrative

	should describe how the community engagement process will inform co-benefit outcomes, how co-benefits will be integrated in the project design, and how the co-benefits will contribute to the goals of the project's key stakeholders, including SFPUC rate payers. Applicants should describe how the project will provide co-benefits using specific, measurable, and achievable design goals.
Project Schedule	The proposed project schedule must include major grant administration, stakeholder engagement, design, and construction milestones. The schedule should assume that SFPUC will take a maximum of 30 days to review each design deliverable. The schedule must propose starting construction of the project within two years after execution of the Green Infrastructure Grant Agreement. The proposed project schedule will be a material requirement of the Grant Agreement. Failure to adhere to the proposed schedule will represent an Event of Default under the Grant Agreement. Grantees may submit requests for extensions, which will be reviewed and approved at the discretion of the SFPUC.
Maintenance Plan	The maintenance plan will outline the proposed maintenance activities for the proposed green infrastructure facilities. Applicants can refer to the SFPUC BMP Fact Sheets for recommended maintenance activities and frequencies for the proposed BMP types in the project. If the project proposes to use proprietary BMPs, applicants should refer to the manufacturer for typical inspection and maintenance activities or prepared maintenance guides.

Co-Benefit Definitions:

Co-Benefit	**Definition**
Community Benefits:	
Environmental Justice	The SFPUC is committed to the goals of environmental justice to promote healthy communities in all SFPUC service areas by eliminating disproportionate environmental burdens and distributing public and environmental benefits equitably. To help address social and environmental issues, the SFPUC has adopted Environmental Justice and Community Benefits policies. Projects can foster environmental justice by engaging with Environmental Justice Communities (as defined by the SF Planning Environmental Justice Framework) throughout the project, providing new environmental benefits to a historically underserved community, helping to heal past environmental burdens, enabling proactive and community-led solutions, or by providing site-based programming that engages environmental justice communities.
Public Access, Open Space, and Recreation	Green infrastructure projects that prioritize public access, open space, and recreation can support the creation of high-quality spaces that are engaging, aesthetically pleasing, and support the community's well-being by offering opportunities to socialize, recreate, and interact with

	green infrastructure. Projects that are open to the public and all SFPUC rate payers also promote awareness of and education about the importance of stormwater management and the city's combined sewer system. This can be achieved by locating the project in a publicly accessible space that is open and inviting for unstructured, daily public use. Public access must be advertised and promoted through signage that is clearly visible to the public or through other means of advertisement. If a project site is only open to the public during specific times of the day (*e.g.*, after school programs), the schedule must be included in signage and advertisements. Public schools that select this co-benefit must be enrolled in the Shared Schoolyard Program. Other properties must be open for a minimum of seven hours per weekend day or three hours per weekday. Grantees can achieve this by integrating public gathering spaces into project design, by enhancing an existing public space, or by creating new opportunities to socialize, gather, recreate, and interact with nature in a publicly accessible space.
Community Engagement, Collaboration, and Placemaking	Projects that prioritize community engagement, collaboration, and placemaking during the design process can empower communities and support outcomes that meet community goals. Engaging the community and key stakeholders can also support the long-term success and stewardship of the project and improve long-term maintenance outcomes. Grantees can achieve this by including members from the community or place stewards (such as care takers, maintenance staff, property managers, or community members with an interest in the property), in addition to the property owner(s) and technical team, in the grant team. This must include a detailed community engagement strategy that prioritizes community members' input throughout the design process, including workshops, design charettes, or other outreach events and activities that aim to integrate the community's vision and goals into the green infrastructure design.
Education and Watershed Stewardship	Projects that integrate art and/or educational elements can promote awareness of and education about the importance of stormwater management and green infrastructure for the city's combined sewer system and help prepare the next generation of watershed stewards. Education can also improve project success and maintenance outcomes. Grantees can achieve this by providing detailed educational signage relating to the function of green infrastructure and its impact on the broader watershed and sewer system. Grantees can also achieve this by delivering a long-term curriculum plan, creating lesson plans that incorporate learning related to specific project elements, or by integrating educational elements or an art installation with the green infrastructure elements.

Green Infrastructure Job Training	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 workforce development opportunities for residents of San Francisco. Increasing the competency in the workforce can help enhance the quality of green infrastructure delivered at other sites throughout San Francisco. Grantees can achieve this by providing a long-term green infrastructure job training program or by the project serving as a training site for trainees learning about the design, construction, maintenance, or monitoring of green infrastructure. Projects that include this co-benefit must be open and accessible to trainees and their instructors for a minimum of 16 hours per year (during business hours).
Environmental Benefits:	
Water Supply	Projects that support the use of rainwater and stormwater for alternative water supplies through non-potable reuse can reduce potable water demand and benefit the city's water supply. Grantees can achieve this by collecting, treating, and using rainwater or stormwater to satisfy non-potable water demands, including landscape irrigation or toilet flushing.
Climate Resilience	Projects that support the design of spaces to respond to future impacts of climate change, including urban heat and flooding can contribute to making San Francisco a climate-resilient city. Combating urban heat with nature-based solutions aligns with the city's Climate Action Plan goal of increasing urban tree canopy. Improving the city's resilience to flooding during large storms aligns with the city's Hazards and Climate Resilience Goals. Grantees may attain heat resilience by prioritizing environmental cooling and shade (*i.e.*, vegetation, tree canopy). For projects located in or upstream of flood-prone areas, Grantees may attain flood resilience by achieving a higher stormwater performance than the 0.75" design storm (*i.e.*, larger facilities that manage a five-year, three-hour 1.3" design storm).
Biodiversity	Projects that prioritize creating native habitat to support native wildlife can contribute to making San Francisco an ecological city. San Francisco has adopted a citywide Biodiversity Policy and Biodiversity Guidelines to restore and maintain diverse native habitats in the city. Projects that select this co-benefit must comply with section 1 (Wildlife and Plants) of the Biodiversity Guidelines. Grantees can achieve this through the project's landscape planting plan and integrated into the design through features such as native pollinator gardens, habitat connectivity plans, and increased tree canopy. Grantees can also achieve this by identifying specific native species that the project is designed for and providing a plant palette selected to attract that species.

In addition to the completed application template, applicants must also submit the following three attachments:

Application Attachments	Description
Site Photographs	Photographs showing the existing conditions of key locations on the property, focusing on proposed location of green infrastructure facilities.
Conceptual Design	Applicants must submit a conceptual design plan drawing approximately equivalent to a 10% level of design. 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 (as available) - Doors and emergency egress - 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 - Green stormwater infrastructure facilities (also referred to as Best Management Practices or BMPs) ▪ Facility type and sizing information, *e.g.*, footprint (square feet), depth, volume ▪ Corresponding drainage management area (DMA) 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, connections to existing conveyance systems or sewers, and connections for irrigation) 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.
Property Owner(s) Letter of Support	For projects where either the applicant or Grantee is not the property owner, applications must include a letter of support from the property owner(s) stating their intent to sign the 20-year ongoing maintenance agreement and Declaration of Deed Restriction if the project is awarded.

Complete applications for the Green Infrastructure Grant Program must be sent via e-mail to gigrants@sfwater.org. A complete application must be received by the SFPUC Grant Administrator by the deadline identified on the grant application solicitation. Applicants will receive a confirmation e-mail with the date and time of the application. If a confirmation e-mail is not received within five business days, applicants should e-mail the SFPUC Grant Administrator at gigrants@sfwater.org.

III. Important Information

Eligible and Ineligible Costs

Eligible Costs: Grant funds can be used to cover all project costs related to the approved 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 30% of the grant amount may be used for non-construction activities.

Eligible Costs	Ineligible Costs
• Non-construction activities (up to 30% of total grant amount), including but not limited to: - Project management - Planning - Design - Permitting and environmental review - Geotechnical investigations - Structural investigations - Engineering surveys - Construction management and administration • Construction elements of Green Infrastructure BMPs (surface and subsurface), including but not limited to: - Soil - Plants - Trees - Concrete - Excavation - Grading - Underdrains - Irrigation • Expenses related to delivery of co-benefits that relate to an SFPUC rate-payer purpose, including but not limited to educational signage and art relating to stormwater management • Repair or replacement in-kind of existing site facilities impacted by construction, if applicable • Regrading and resurfacing of areas that drain to green infrastructure facilities • Impervious surface removal and replacement with new permeable surfaces • Subsurface storage and drainage infrastructure below artificial turf and artificial play surfaces	• On-going maintenance and operations costs (including any contractor maintenance period) • Non-green infrastructure components, including but not limited to: - Decorative items - Benches - Play equipment - Lighting - Public Amenities • Monitoring or research • Land costs • Artificial turf and artificial play surfaces • Out-of-state travel expenses • Improvements to existing landscaped or permeable surfaces that do not provide a stormwater management function • Resurfacing, coating, or sealant that is not required for the function of green infrastructure facilities or in areas that are not impacted by construction

Approved Green Stormwater Infrastructure Best Management Practices (BMPs): The stormwater BMPs selected for the project must be located and sized appropriately to capture runoff from the impervious areas on the site. Approved Green Stormwater Infrastructure BMPs include:

- **Bioretention/ Rain Garden:** Stormwater facilities that rely on vegetation and specially engineered soils to capture, infiltrate, transpire, and remove pollutants from runoff.

- **Permeable Pavement**: Any porous load-bearing surface that temporarily stores rainwater prior to infiltration or drainage to a controlled outlet.
- **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.
- **Rainwater Harvesting**: Cisterns that collect roof runoff and provide water for indoor or outdoor use.
- **Impervious Removal and Replacement with Landscaping:** Landscaped areas that absorb rainfall and produce less runoff than impervious area.

Any alternative BMPs will be subject to review by the SFPUC and approved on a case-by-case basis.

Grant Disbursement

The SFPUC will provide Grant funds to the Grantee in four disbursements:

- Planning and Design: Upon SFPUC's receipt of all required documentation set forth in the chart below, the SFPUC will disburse up to 30% of total project costs solely for planning and design (pre-construction) activities.
- Construction funding will be disbursed in three payments, subject to the documentation requirements set forth below:
    - First construction payment will be 50% of the Approved Contractor Bid for Construction from the contractor. The payment will be processed no earlier than 90 days before the construction start date.
    - Second construction payment will be 40% of the Approved Contractor Bid for Construction from the contractor. SFPUC will not process this payment until Grantee has submitted to SFPUC paid invoices showing that Grantee has spent at least 80% of the first payment amount.
    - Third construction payment will be 10% of the Approved Contractor Bid for Construction from the contractor and will be retained until the Grantee has submitted all paid invoices for construction expenditures, received SFPUC Project Completion Notification after construction has been successfully completed and inspected by the SFPUC, and completed the Final Report, which includes construction as-builts, final stormwater performance calculations, a program survey, and a final maintenance checklist.

Requirements for each payment are documented as follows:

Project Phase	Payment Number	Required Documentation
Planning and Design	#1	1. Signed Grant Agreement(s) 2. City and County of San Francisco Bidder Number 3. Proof of Designer Insurance 4. Completed First Source Hiring Worksheet 5. Completed Request for Funds (Appendix D)
Construction	#2	1. Completed Request for Funds (Appendix D), including copies of paid invoices for planning and design expenditures 2. SFPUC Approval Letter of 100% Design

		3. Approved Contractor Bid for Construction 4. SFPUC Approval Letter of Contractor Bid 5. Construction Schedule 6. Local Business Enterprise Contractor Outreach (if applicable) 7. Proof of Contractor Insurance 8. Proof of Contractor Department of Industrial Relations (DIR) registration (only for properties with a non-residential use) 9. Two signed and notarized copies of Declaration of Deed Restrictions (by Property Owner) 10. California Environmental Quality Act (CEQA) Determination or Exemption 11. Approved permits for construction and Building Permit Application number
Construction	#3	1. Completed Request for Funds (Appendix D), including copies of paid invoices showing payment of at least 80% of previously disbursed construction funds
Construction	#4	1. Completed Request for Funds (Appendix D), including copies of paid invoices for all construction expenditures 2. SFPUC Project Completion Notification 3. Completed Final Report

In order to receive any of the four grant disbursements, the Grantee must submit the following to the SFPUC:

- A completed W-9 IRS tax form from the designated payee.
- Insurance documentation, as described above and required 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.

Disbursements to Other City Departments:

This Grant Program includes a parallel procedure for funding other City Departments to install Green Infrastructure. City Departments may request SFPUC to disburse funds via an interdepartmental transfer. If the request is granted, SFPUC will execute a memorandum of understanding (MOU) with the applying City Department, and disburse the funds in three payments:

- Planning and Design: Upon SFPUC's receipt of all required documentation set forth in the chart below, the SFPUC will disburse up to 30% of total project costs solely for planning and design (pre-construction) activities. If planning and design funds remain after Notice to Proceed, remaining funds may be used towards construction.
- Construction funding will be disbursed in two payments, subject to the documentation requirements set forth below:
    - First construction payment will be up to 90% of the total available construction funding, and will not exceed the amount of the Approved Contractor Bid for Construction from the contractor. The payment will be transferred to the City Department within three weeks of submission of required documentation to SFPUC.

- Final construction payment will be the remaining balance of the construction costs, including any change orders, up to the maximum available grant funds. The final payment will be retained until the City Department has submitted a final schedule of values for all construction expenditures, received SFPUC Project Completion Notification after construction has been successfully completed and inspected by the SFPUC, and completed the Final Report, which includes construction as-builts, final stormwater performance calculations, a program survey, and a final maintenance checklist.

Requirements for each payment to City Departments are documented as follows:

Project Phase	Payment Number	Required Documentation
Planning and Design	#1	1. Signed MOU(s) 2. Completed Request for Funds (Appendix D)
Construction	#2	1. Completed Request for Funds (Appendix D), including copies of paid invoices for planning and design expenditures 2. SFPUC Approval Letter of 100% Design 3. Approved Contractor Bid for Construction 4. SFPUC Approval Letter of Contractor Bid 5. Construction Schedule 6. California Environmental Quality Act (CEQA) Determination or Exemption
Construction	#3	1. Completed Request for Funds (Appendix D), including copies of paid invoices for all construction expenditures 2. SFPUC Project Completion Notification 3. Completed Final Report

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 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 with the required coverage from its contactor and designer. The designer's insurance must be submitted prior to disbursement of the first payment for planning and design. The construction contractors' insurance must be submitted prior to the disbursement of any funds for construction work. The required insurance policies shall name as additional insureds 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.

The Green Infrastructure Grant Agreement contains additional information on the 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 CEQA and San Francisco Administrative Code Chapter 31.

IV. Application Evaluation and Award

Application Evaluation Criteria

Applications will be evaluated on the eligibility criteria and documentation requirements identified under *Section I Eligibility Criteria*. The SFPUC will determine whether the application meets all minimum eligibility requirements. Applications that do not meet the eligibility requirements will not be evaluated further and will not receive grant funding. Applications that meet the eligibility requirements will be evaluated and ranked based on the following evaluation criteria:

- **Stormwater Management:** Applications will be evaluated based on the size of the project's Drainage Management Area (DMA) and the total annual volume of stormwater captured by the project.
- **Co-Benefits:** Applications will be evaluated based on the number and variety of proposed community and environmental benefits, and how well the application narrative articulates the intended co-benefit outcomes and proposed process for delivering the co-benefit outcomes.
- **Proposed Concept Design and Budget:** Applications will be evaluated based on the whether the application narrative, proposed budget, and concept design demonstrate a complete, accurate, and feasible stormwater management concept using approved green infrastructure BMP types.
- **Project Implementation Plan:** Applications will be evaluated based on the quality of the proposed project implementation plan, including the quality of the proposed Communications Plan, feasibility of the proposed schedule, completeness of the maintenance plan, and overall project readiness.

Each application solicitation will include a clear statement of the process for submitting applications and for evaluating applications, including the specific evaluation and scoring criteria to be used by the SFPUC to rank applications. SFPUC may provide partial award of requested grant funds based on review of the project's proposed concept, budget, and eligible cost items.

Award Letter

Upon selection of an application, the SFPUC will issue the Grantee an Award Letter confirming the amount of grant funds reserved for the project. An Award Letter is provisional and requires the execution of the Green Infrastructure Grant Agreement and the Grantee's submission to the SFPUC of the documentation required for the initial funding disbursement.

The Grantee has three months from the date of the Award Letter to execute the required Green Infrastructure Grant Agreements, submit a W-9 tax form, provide a valid copy of insurance documentation for the design services (architect and/or engineer), 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 approve such a request for an extension. In order to be effective, the SFPUC must approve any extension of a grant reservation in writing.

Green Infrastructure Grant Agreement

The Green Infrastructure Grant Agreement has a term of 20 years. The grant agreement will require the property owner(s) to maintain the stormwater management function of the project for 20 years, which is considered the typical useful life of green infrastructure assets.

In addition, the property owner(s) must submit to the SFPUC a signed and notarized notice to be recorded against the property with the San Francisco Office of the Assessor-Recorder, notifying subsequent property owners of the obligation to maintain the project for the 20-year duration. This notice will take the form of the Declaration of Deed Restrictions template included as an appendix to the Green Infrastructure Grant Agreement. The Declaration of Deed Restrictions document may be modified or replaced with a substantially equivalent notice and covenant to be recorded against the property on a case-by-case basis at the sole discretion of the SFPUC.

Copies of the Green Infrastructure Grant Agreement templates and the Declaration of Deed Restrictions can be found at www.sfpuc.org/gigrants. These documents are subject to change, and the Grantee and property owner(s) must sign the forms of these agreements as they exist at the time of execution to participate in the program.

V. Implementation

Stakeholder Engagement

Grantees are required to follow the Communications Plan submitted at the time of application, including holding a minimum of three stakeholder meetings. The Grantee will invite SFPUC to each of the following required stakeholder meetings:

1. **Project Kickoff:** The first meeting will include an overview of the Grant Award and introduction to the project. The first meeting should be scheduled after Grant Award and should include key stakeholders, for example: property owner, grant manager, and key site representatives. For school sites, this should include school principal and/or vice principal.
2. **Concept Development:** During the second meeting, the Grantee will present how the results of initial community engagement activities, geotechnical investigation, and engineering survey have further informed or updated the project concept design that was included with the application. The second meeting should be scheduled during the initial design phase. The property owner, grant manager, lead designer, and key community stakeholders must be present at this meeting.
3. **Design Stage (35%):** The third meeting should include an overview of the proposed design and a summary of how prior feedback was incorporated in the design. The third meeting should be scheduled following the 35% design submittal. The property owner, grant

manager, lead designer, maintenance or operations staff, and key community stakeholders must be present at the final design meeting.

Additional stakeholder engagement throughout the project is recommended. Projects that select the Community Engagement, Collaboration, and Placemaking co-benefit will be expected to develop and deliver a robust community engagement process beyond the minimum requirements described above.

Design Submittals

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% Design Development, 50% Construction Documents, 90% Construction Documents 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.

Contractor/Bid Selection

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 and prevailing wage requirements. Strictly residential properties are not subject to prevailing wage requirements.

Approved Contractor Bid for Construction: SFPUC will review and approve the construction bid amount and issue an Approval Letter of Contractor Bid that identifies the approved grant funds contributed by SFPUC for the construction of the project, including any approved grant amendments as described in the Criteria for Grant Amendments section below, if applicable. The Approved Contractor Bid for Construction will not exceed the cost per acre at the time of the Grant Award or as identified in an approved grant amendment, if applicable. If a project's impervious area managed decreases from the proposed impervious area managed at the time of grant application, then SFPUC will approve a pro-rated portion of the Grant Award for construction funding based on the applicable cost per acre.

Construction

During construction the SFPUC reserves the right to enter the construction site and inspect the project at any time. The Grantee must ensure that the SFPUC has access to the site upon reasonable notice. SFPUC will provide Grantee with a summary of critical green infrastructure construction milestones. The Grantee will be responsible for alerting the Grant Program Administrator of critical construction milestones, and for sending SFPUC construction Requests for Information (RFI) and submittals related to the installation of the specific green infrastructure facilities proposed at the site. The Grantee will be responsible for construction management, including tracking and approving submittals, and inspecting and accepting construction.

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 approved 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.

Criteria for Grant Amendments

A Grantee may request to have the SFPUC amend its agreement to increase its Grant Award up to the maximum per acre cost to account for additional stormwater management performance or pay for unexpected costs that may arise during bid or construction of the project. The SFPUC would approve or deny requests for such funding at its sole discretion, and any such requests would be subject to the availability of funding.

Criteria for Retroactive Grant Amendments

Grant agreements executed under any prior cost per acre maximum will be allowed to apply for increased grant funding to the currently approved cost per acre maximum as defined by the latest application solicitation, subject to approval by the General Manager.

For additional stormwater management performance, Grantees must submit an updated stormwater management plan, performance calculator, and project budget documenting the proposed additional scope to be added to the project.

For additional construction funding, Grantees must submit evidence in writing of: (1) construction bid overages; and/or (2) change orders related to green infrastructure construction. Criteria for each amendment request is below:

- Construction Bid Overages
    - Amendments for construction bid overages that exceed the cost per acre at the time of Grant Award will be considered at the time of construction bid solicitation.
    - Grantee must show good faith effort to collect competitive bids, with a minimum of three bids, with the lowest bid available above the maximum cost per acre at the time of grant application. Public-entity Grantees with projects that require competitive bidding may request an amendment for construction bid overages based on fewer than three documented bids.
- Change Orders for eligible costs related to green infrastructure during construction
    - Amendments may be processed for green infrastructure-related change orders that arise during construction due to compensable, unforeseen site conditions.
    - Examples of compensable change orders meeting this criteria include: encountering unknown utilities during construction, encountering damaged or inaccurately placed existing utilities during construction, encountering unknown hazardous material, encountering unforeseen soil conditions that require additional drainage infrastructure, encountering unknown subsurface conditions such as old foundations and fill material.
    - Examples of non-compensable change orders that are not be covered include, without limitation: changes to materials from bid documents due to owner preference, changes to design that are not the result of compensable unforeseen conditions, change orders for any ineligible cost items as outlined in the program guidelines.
    - The changed work must specifically involve the green infrastructure and be encompassed within the green infrastructure project limits.

- The changed work must also be compensable under the terms of the Grantee's construction contract with the Contractor.
- Grantee must provide the City with written notice of the unforeseen site condition and allow the City a reasonable opportunity to inspect it at least 14 calendar days before commencing the changed work or otherwise disturbing the condition.

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

Maintenance

The Property Owner(s) will be responsible for all operations and maintenance of all grant-funded project elements for the entirety of the 20-year Green Infrastructure Grant Agreement term.

Inspection

The SFPUC has the right to inspect the project at any time throughout the term of the Green Infrastructure Grant Agreement and the 20-year maintenance obligation. 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. If the Property Owner(s) fails to comply with this notice, the SFPUC may demand the return of grant funds pursuant to the terms of the grant agreement.

Annual Reporting

The Property Owner(s) will be responsible for submitting annual maintenance reports to the SFPUC for the entire duration of the project. The Property Owner will submit an Annual Self-Inspection Maintenance Checklist to the Grant Administrator each year documenting all inspections, maintenance tasks, and repairs on the project during the previous year.

Removal of Declaration of Deed Restrictions (Year 20)

Upon satisfaction of the obligation to operate and maintain the Project for 20 years after the Project Completion Date, as defined in the Green Infrastructure 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.