Transform the Storm

San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

# WATERSHED STEWARDSHIP GRANT

## PROGRAM GUIDEBOOK

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# How to Use this Guidebook

Welcome to the San Francisco Public Utilities Commission's (SFPUC) Urban Watershed Stewardship Grant Program Guidebook! The purpose of this guidebook is to help applicants and grantees understand and navigate the Urban Watershed Stewardship Grant Program, from project inception and grant application to implementation and completion.

The guidebook is organized into five sections, outlining how an applicant and then grantee will move through the program and deliver a successful project. It is important to read the full guidebook before you submit an application to understand if your project is eligible and that you can meet all grant requirements at each phase of the project.

## Program Details

Important information on program requirements, eligibility, and grant funding. This section also includes inspirational projects spotlights.

## Application

Step-by-step instructions and important information for completing the grant application.

## Grant Award

An overview of the grant award process, including key contract terms and requirements, how to request funding disbursements, and other important information.

## Project Implementation

Steps for project implementation, including information on SFPUC design review, site visit, reporting requirements, permits and interpretive signage. This section also includes important information on maintenance expectations once your project is built.

Questions? Reach out to the grant administrator at WSG@SFWater.org

Important tips, key information, and links to online resources are provided throughout the document and are denoted with icons.

# Background: San Francisco Watersheds

There are many things that make San Francisco a unique environment to live and work in. It is an urban peninsula surrounded by the Ocean and Bay, a biodiverse hotspot with many native species, and it also has a combined sewer system! When rain falls in one of San Francisco's eight urban watersheds it is collected into the same set of pipes as our sanitary sewage. These flows go to one of the City's three wastewater treatment plants to get cleaned and then discharged to the ocean or bay. Climate change is bringing more intense storms to our city and making our city more resilient to these larger storm events is key.

One of the ways the San Francisco Public Utilities Commission (SFPUC) is working to make our city more resilient to larger storms is by reducing impervious surface in the city and implementing Green Infrastructure. Green infrastructure (GI) uses nature-based, low-tech, and relatively low-cost solutions to manage stormwater where it falls, keeping it out of San Francisco's combined sewer system, and helping keep our city and surrounding waterways clean. San Francisco is on track to meet an ambitious goal: capturing one billion gallons of stormwater annually using green infrastructure, or about one tenth of the rain that falls on our city each year, by 2050.

Implementing GI can also enhance the quality of life of San Franciscans by increasing access to nature in the city, engaging the public in more opportunities for environmental education, and creating more native habitat for the city's biodiverse species. The Urban Watershed Stewardship Grant is based on the idea that small individual actions by San Francisco watershed stewards adds up to large benefits for San Francisco's watersheds.

# Program Details

The SFPUC's Urban Watershed Stewardship Grant Program (Grant Program) provides funding for community-centered projects that provide a stormwater benefit in one or more of San Francisco's eight urban watersheds through reducing impervious surfaces, managing stormwater, and/or educating the public about the importance of protecting our urban watersheds. Projects will be community driven, take place in publicly visible or accessible areas and provide a public benefit for the community. Applicants can achieve these outcomes through one of two grant tracks: Infrastructure or Stewardship.

## Project Tracks

**Infrastructure Projects** will implement physical installations that improve San Francisco's urban watersheds by removing impervious surfaces and replacing them with drought tolerant plantings or implementing Technical GI to capture and treat stormwater. Technical GI is Green Infrastructure that is designed to manage stormwater from a contributing drainage area. Infrastructure Projects that implement Technical GI will be subject to additional requirements outlined further on in this guidebook.

**Stewardship Projects** will provide a stormwater benefit in San Francisco through education and site activation. Some examples include development and delivery of a place-based watershed curriculum, a stormwater monitoring project, or an educational stormwater mural.

Projects in either track may also provide a variety of social and environmental co-benefits, such as engaging with and serving environmental justice or historically underserved communities, improving recreational or public access opportunities, contributing to community placemaking, providing job training, developing non-potable water supplies, and/or improving climate resilience and biodiversity.

### Choosing the Right Application Track

While Infrastructure Projects may include stewardship elements, Stewardship Projects will not result in a built project that removes impervious surfaces and/or manages stormwater. If your project is removing impervious surface and replacing it with stormwater management features, you should apply for the Infrastructure track. A group can apply for both grants for separate elements of the project but note that only one application may receive funding. Reach out to the grant administrator if you have questions on which track best suits your project.

# Program Eligibility Criteria

To receive funding under the Grant Program an applicant must demonstrate that:

1. Grantee is a property owner, for-profit or non-profit entity, individual, or government agency.
2. The project provides a local stormwater benefit.
    a. For **Infrastructure Projects**, the proposed project must provide a stormwater benefit in one of the eight urban watersheds of the City and County of San Francisco. Proposed Infrastructure Projects will result in a built project located in the City & County of San Francisco and be publicly accessible or visible. Infrastructure Projects must remove impervious surfaces and/or implement a type of technology that helps manage stormwater.
    b. For **Stewardship Projects**, the proposed project must provide a stormwater focused service or program and/or an educational opportunity to San Francisco residents and SFPUC rate payers.
3. All project team members are individually and collectively in good standing on any active City grant-funded projects. 'Good standing' means that all active projects are on-schedule with deliverables submitted on time and are not delinquent on any grant requirements.

Infrastructure Projects must meet the following additional eligibility requirements:

4. Applicants proposing to implement Technical GI designed to capture stormwater from a drainage management area must attend a project feasibility site visit with the grant administrator prior to application. Reach out to WSGrants@SFWater.org to schedule this feasibility assessment.
5. Technical GI projects that collect stormwater from adjacent surfaces and infiltrate it into the ground will need to have a licensed landscape architect or civil engineer on their project team.
6. All Infrastructure Projects shall include a proposal for publicly visible interpretive signage that explains the stormwater benefit of the project, provides engaging watershed education for the public, and contributes to the aesthetic quality of the site. The interpretive signage shall include the SFPUC logo.

# Project Visioning

## Green Infrastructure Types:

See example Green Infrastructure types that can be installed as part of an Infrastructure Project. This is not an exhaustive list, and we encourage exploring creative and innovative approaches to managing stormwater.

**Rain gardens:**

Rain Gardens, or Bioretention Planters, rely on vegetation and specially engineered soils to capture, infiltrate, transpire and remove pollutants from runoff.

*Fort Mason Center, San Francisco*

**Permeable Pavement:**

A porous material, typically pavers or porous asphalt, that replaces an impervious load-bearing surface and temporarily stores rainwater prior to infiltration.

*Heath Ceramics, San Francisco*

**Rainwater Harvesting Cisterns:**

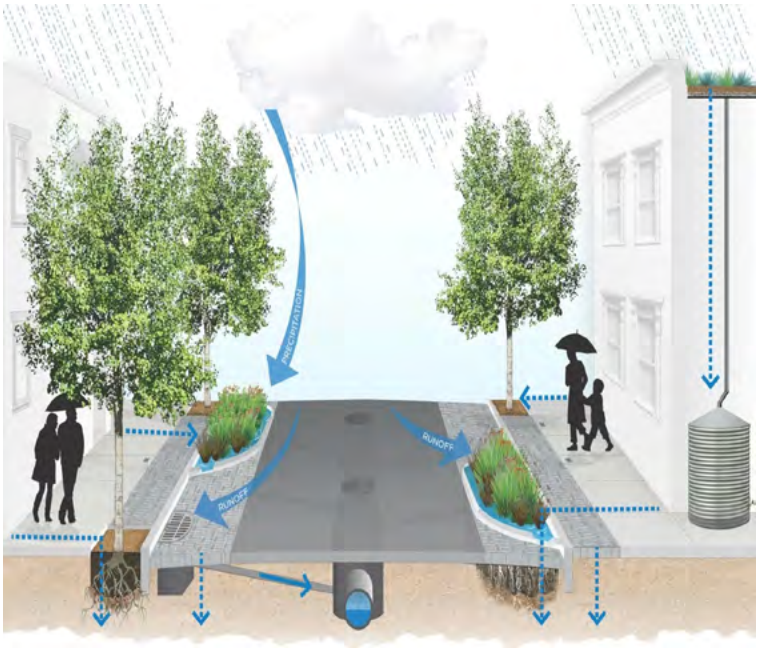
Cisterns that collect runoff from a downspout and provide a non-potable water supply for indoor or outdoor use.

*Rosa Parks Elementary School, San Francisco*

**Impervious Surface Removal:**

The grant supports the removal of impervious surfaces and replacement with native plantings that contribute to new habitat creation.

*Newhall Slow Streets, San Francisco*




**Technical GI:**

Technical GI is green infrastructure designed to manage stormwater from a contributing drainage area. For example, a rain garden designed to manage the runoff from an area of the street. These projects will be subject to additional requirements that can be found in the following sections of the guidebook.

## Need Help Getting Started?

We provide assistance to applicants and grantees throughout the grant process to help ensure your project goes smoothly. Here are some of the ways to get support:

- Join the grant webinar, held annually during the grant cycle. This is a great time to meet the grant administrator and get an overview of the program. Check SFPUC.gov/WSGrants for webinar dates and times.
- Schedule a consultation & site visit with our grant administrator. For **Infrastructure track** projects that are building **Technical Green Infrastructure,** there is a mandatory project feasibility assessment that must take place prior to application. For **Stewardship track projects** and other types of infrastructure projects, you can optionally reach out to us prior to application if you'd like consultation on your project.
- If awarded a grant, our team will review interim designs and provide feedback during the design phase of your project.
- Contact us at WSG@SFWater.org if you have any questions!

## Project Spotlights

Get inspired by these local and national innovative stormwater projects! These projects have various funding sources and may have utilized multiple funding sources to increase the scale and impact of the project.

### Dolores Huerta Elementary School's Halcon Verde Project

*San Francisco, CA*

This project removed 4,350 sf of impervious surface from the schoolyard to create a pollinator garden and bioswale that also served as a nature play area for the school community. Parent volunteers and students installed raised planter beds along with 27 new trees and over 200 biodiverse and drought tolerant plantings. This project helped turn an asphalt schoolyard into an abundant stormwater schoolyard, which manages over 54,000 gallons of stormwater per year.

### Literacy for Environmental Justice's Native Plant Nursery Project

*San Francisco, CA*

This project converted 9,500 sf of hardscape into permeable surfaces and installed three cisterns with the capacity to store 75,000 gallons of rainwater from the roof each year. An infiltration trench and rain garden system serves as a green infrastructure demonstration for the nursery community and is estimated to capture over 100,000 gallons of stormwater each year. Interpretive signage on the site provides education on the green infrastructure systems, the importance of managing stormwater and the green job pathways available to the youth that visit and work at the garden.

### Lawton Alternative School's Stormwater Schoolyard

*San Francisco, CA*

This project removed 2,200 sf of impervious surfaces on the schoolyard and installed a dry creek bed, beneficial plantings, and a rainwater harvesting cistern. School volunteers participated in the project by planting over 5 trees and plants in the dry creek bed and supporting the installation of the rainwater harvesting cistern. This project helped transform Lawton's largely hardscaped schoolyard into nature play areas with a stormwater benefit, managing over 26,400 gallons of stormwater per year.

### The Watershed Project's Baxter Creek Bioswale and Monitoring Project

*Richmond, CA*

This project installed the Baxter Creek Bioswale in the Booker T. Anderson (BTA) Community Center's parking lot, turning 6,660 square feet of the parking lot and median into rain gardens. Stormwater runoff generally includes pollutants that have accumulated during the dry season. During storm events, community scientists and The Watershed Project staff sample the stormwater inflow and outflow from the bioswale, measuring the effectiveness of the bioswale.

Source: The Watershed Project | TheWatershedProject.org


Source: City of Burlingame | Burlingame.org

### Burlingame's Storm Drain Murals Project

*Burlingame, CA*

This project enlisted the community to design stormwater murals that were installed on a number of storm drains across the city. The murals educate the public on the importance of keeping pollutants out of the drains that flow directly to the San Francisco Bay. Murals included images of bay creatures and messages around the importance of preventing litter, pet waste, and other pollutants from entering these drains.


Source: Go'C Studio | GocStudio.com

### Mini Mart City Park's Environmental Remediation Project

*Seattle, WA*

This project transformed what used to be a gas station into a demonstration site to showcase the many benefits that green infrastructure can have on local water quality. The eco-friendly community art space includes bioretention planters, a green roof, native drought tolerant landscaping, and permeable hardscaping which capture nearly all the water that falls on the site. A permanent youth training program was developed alongside the project to educate young people about water quality issues and climate change solutions.

Source: ECOSS | ECOSS.org

## Equinox Studio's Green Stormwater Infrastructure (GSI) Demonstration Site

*Seattle, WA*

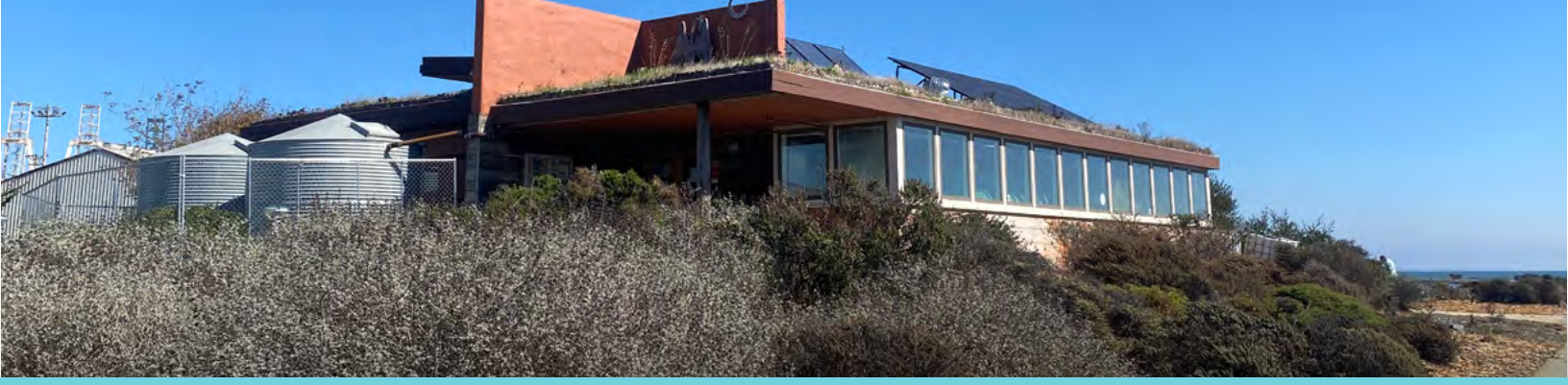
This project developed a large-scale industrial GI demonstration site, showcasing new and emerging GI solutions that can be adopted by any industrial or manufacturing business. The project installed grattix boxes, which perform the same functions as a rain garden, but are contained in portable containers with a smaller footprint than traditional rain gardens. The site also installed rainwater harvesting cisterns, permeable paving, and a living wall. The project filters an estimated 1.3 million gallons of stormwater each year and hosts educational workshops, tours, and community events year round.


Source: Public Mechanics | PublicMechanics.com

## Baltimore's Ghost Rivers Project

*Baltimore, MD*

This project reveals the path of Baltimore's Sumwalt Run creek, which now flows unseen through underground culverts. Through a series of art installations, wayfinding markers, and written storytelling, the project brings lost landscapes and histories to the surface. This public art project draws connections between Baltimore's watershed, social histories, and the evolving relationships between natural and human environments.



# Application

Visit the grant program website at SFPUC.gov/WSGrants for information on the latest application cycle. The Grant Solicitation will be posted at the start of each application cycle and include important information such as due dates, application instructions, and scoring criteria. The sections below provide a high-level overview of the application process.

## Pre-Application Consultation

Before submitting your application, we encourage you to consult with us about your project. While this is optional for Stewardship Projects and non-technical Infrastructure Projects, it can be helpful to get project input from the grant administrator prior to applying for a grant. For applicants proposing Infrastructure Projects implementing Technical GI, we require you to complete a project feasibility assessment with us prior to submitting an application. This assessment will include a site visit to the proposed project site to be attended by the applicant and grant administrator to determine project feasibility. Please reach out to WSG@SFWater.org to schedule this consultation.

## Grant Solicitation

The Grant Solicitation will be made available for each program cycle at SFPUC.org/WSGrants. It is important to read the full solicitation as it will include important information specific to that grant cycle, including application instructions and the grant submittal deadline.

## Complete the Application

The Grant Program application submittal consists of five sections: Project Information Form, Conceptual Design & Site Photos (for Infrastructure Projects only), Project Budget, Project Schedule, and Letters of Support. All required forms will be included on the Grant Program website at SFPUC.org/WSGrants. We encourage you to start developing your application early in the grant cycle to ensure you have enough time to complete each section of the application and obtain any approvals required. Be sure to select the correct forms for your project as application criteria differ between the Infrastructure and Stewardship tracks.

## 1. Project Information Form

The project information form gathers important information about the proposed project including minimum qualifications, project narrative, community engagement plan, grant team experience, and the maintenance or longevity plan. See a summary of each section outlined below.

- **Project Narrative**: In this section applicants will describe the project and the stormwater benefit the project will provide.
- **Community Engagement Plan**: In this section applicants will describe how the project has and plans to engage the community served.
- **Grant Team Experience**: In this section applicants will describe the project team's background, experience, and capacity to deliver the proposed project. For Infrastructure Projects implementing Technical GI project teams will need to demonstrate sufficient technical expertise, including having a licensed Landscape Architect or Civil Engineer that can assess stormwater flows on site and create technical designs for the proposed project.
- **Maintainence/Longevity Plan**: In this section applicants will outline a detailed 5-year maintenance plan or a longevity plan to be implemented after project completion. For Infrastructure Projects the plan should list all maintenance and stewardship activities for the completed project, how frequently they should be completed, and who will be responsible for completing them. For Stewardship Projects the plan should outline any plans and funding sources beyond the grant term to continue or preserve this work into the future.

## 2. Concept Design & Site Photographs (for Infrastructure Projects only)

Infrastructure Projects will submit a concept design as part of the grant application. This should be a 10% conceptual design to show existing conditions and proposed project site plan. This concept design must show an understanding of existing site conditions and how stormwater moves onsite. The 10% concept design shall include photographs showing the existing conditions of key locations, focusing on proposed location of project facilities. These photographs will help reviewers visualize your project by providing the context of what already exists in its place. The project concept must identify the following information in one or more plans or diagrams:

**Before: Existing Conditions**

- Impervious areas
- Above ground stormwater infrastructure (drains, downspouts, inlets, etc.) and drainage management areas for those connections; below ground pipes or other structures, if known
- Utilities (water lines, electric lines, drains)
    - Existing connections to the sewer system, if known
- Trees (drip line and trunk diameter, if known)
- Flow direction arrows for sheet/surface flow and pipe flow
    - Existing contours, if known
- Road labels
- Labels of existing uses (playground, parking, etc.)
- Exterior door locations and ADA access
- Fire truck access and emergency plan (if available)
- North arrow and scale
- Property and easement boundaries
- Site photographs

**After: Proposed Site Plan (at a scale no greater than 1"=20')**

- Project boundary
- Proposed infrastructure
- Changes to land cover, including impervious surfaces
- Regrading areas or grading contours
- Labels of proposed use (playground, parking, etc.)
- If Technical GI:
    - Footprint of each proposed GI facility - Labeled with an ID number
    - Corresponding Drainage Management Area (DMA) for each BMP
    - BMP drainage components (overflow, underdrain, outlet control structures for the BMP itself, etc.)
    - Facility type and sizing information, e.g., footprint (square feet), or storage volume (gallons)
    - Size of each DMA (square feet)
    - Proposed connection to existing conveyance system or sewers
    - Proposed site drainage features (new drains, downspouts, etc.)
    - Flow direction arrows for sheet flow and pipe flow

## 3. Project Budget

All projects will submit a grant budget using the required template available at SFPUC.gov/WSGrants. Project budgets should be well informed, reasonable, and show responsible use of grant funds. Please note that grant funds can only be used to cover costs related to the implementation of the approved grant project - including planning, design, construction/implementation, and outreach/activation of the project. Grant funds cannot be used to pay for non-approved stormwater related elements of the project such as play equipment, furnishings, food and beverage, ongoing maintenance costs, etc. If you have questions about eligible and non-eligible costs when creating the grant budget, please review the information below, and reach out to the grant administrator for guidance if needed. Ensure that you are using the budget template provided and are meeting the budget requirements outlined below.

**Budget Requirements for Infrastructure Projects**

- At least 50% of the proposed project budget for Infrastructure Projects must go towards construction costs.
- Project management and administration costs shall be no more than 15% of project budget.
- Expenses must fall under the approved budget categories listed below, though variations from these approved costs can be evaluated on a case-by-case basis with approval by the grant administrator.

**Budget Requirements for Stewardship Projects**

- At least 50% of the proposed project budget for Stewardship Projects must go to implementation and activation costs.
- Project management and administration costs shall be no more than 15% of project budget.
- Expenses must fall under the approved budget categories listed below, though variations from these approved costs can be evaluated on a case-by-case basis with approval from the grant administrator.

Grant funds can be used to cover all project costs related to the construction of the proposed green infrastructure facilities. Grant funds cannot be used to pay for non-green infrastructure project elements, such as play equipment or furnishings.

**Eligible expenses may include, but are not limited to:**

## Example Eligible Infrastructure Expenses

- Project Management /Administration
  - Project management staff hours
  - Administration staff hours
  - Consultant staff hours spent on project management and administration
- Planning & Design
  - Planning
  - Design
  - Construction design drawings
  - Geotechnical analysis
  - Permitting and environmental review
  - Engineering surveys
  - Other environmental investigations as needed
- Construction
  - Materials: plants, soils, trees, concrete, excavation, grading, underdrains, cisterns, irrigations, etc
  - Replacement of existing site facilities impacted by construction, if applicable
  - Imprevious surface removal and replacement with new permeable surfaces
  - Labor related to the above listed items
- Oureach & Engagement/Activation:
  - Flyers
  - Poster boards
  - Activation/event materials
  - Art supplies
  - Signage design and fabrication

## Example Eligible Stewardship Expenses

- Project Management /Administration
  - Project management staff hours
  - Administration staff hours
- Planning & Materials Development
  - Curriculum development
  - Monitoring plan development
  - Case studies
  - Surveys
  - Signage design and fabrication
- Implementation/Outreach & Engagement / Activation
  - Site visits
  - Event staff hours
  - Activation/event materials
  - Stipends
  - Art supplies
  - Flyers
  - Posterboards
  - Curriculum delivery

## 4. Project Schedule

All projects will submit a project schedule as part of the application using the required project schedule template available at SFPUC.gov/WSGrants .

## 5. Letters of Support

For projects on property that the applicant/grantee does not own, one letter of support must come from the property owner. If on property that is owned by San Francisco Unified School District (SFUSD), one letter of support must come from the SFUSD District Architect. If on property owned by the City, one letter of support must come from the City department with jurisdiction over the project area. The second letter of project support is optional and can come from community members and/or local organizations that will be impacted by the project.

# Resources

The following resources are available to support the development of a successful grant application:

| Resource | Description |
|---|---|
| **Stormwater Management Requirements and Design Guidelines (SMR)** [🔗] | A regulatory document intended for projects complying with the Stormwater Management Ordinance, but it contains very helpful stormwater site design information. |
| **BMP Fact Sheets** [🔗] | An appendix to the SMR that details the function, design considerations, and maintenance and inspection activities for each green infrastructure best management practice (BMP) type. |
| **Green Infrastructure Typical Details and Specifications** [🔗] | An appendix to the SMR that includes a set of typical construction drawing details and specifications for the most popular BMP types that are intended to be customized by designers for each project. |
| **Vegetation Palette for Bioretention BMPs** [🔗] | An appendix to the SMR that includes a list of appropriate vegetation choices for vegetated bioretention BMPs. |
| **Green Infrastructure Construction Guidebook** [🔗] | A how-to guidebook that outlines ideal construction practices for bioretention and permeable pavement technologies. |
| **Green Infrastructure Maintenance Guidebook** [🔗] | A how-to guidebook that outlines ideal maintenance for bioretention and permeable pavement technologies. |
| **SFPUC Rainwater Harvesting Manual** [🔗] | A step by step manual on how to design and build rainwater harvesting at a residential scale. |
| **Green Infrastructure Permit Process Guidebook** [🔗] | A step by step guide on how to identify and obtain the permits required for all approved green infrastructure BMP types. |
| **SF Street Trees Species** [🔗] **Uncommon & Special Trees** [🔗] | San Francisco Environment Guidelines on street trees. |

# Application Review and Selection

## How Your Application is Reviewed

Applications are accepted during the open application cycle period. The SFPUC will determine whether the application meets all the 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 within their program track based on the following evaluation criteria.

**Urban Watershed Benefit:** Applications will be evaluated based on the impact the project will have on the local watershed in San Francisco through physical instillations, education or activation.

**Project Location and Community Impact**: Projects will be evaluated based on various indicators of need as well as the level of community involvement and ability to meet the needs of the surrounding community.

**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 project.

**Project Implementation**: Applications will be evaluated based on the quality of the proposed project implementation plan, maintenance or longevity plans, and project teams qualification and overall readiness to implement the proposed project.

Detailed application scoring criteria will be posted each application cycle in the Grant Solicitation


# Grant Award

Congratulations, you were awarded the Urban Watershed Stewardship Grant by the SFPUC! This section outlines the steps you'll need to take to accept the grant award and receive disbursements of grant funding.

## Award Letter

If your application is selected for funding, the grant administrator will issue you an award letter via email, confirming the amount of funds awarded to your project. At this time, you move from being an applicant to a grantee. Your project may be awarded partial funding based on your proposed concept, budget, and eligible cost items, as well as overall grant program funding availability. The grant award letter is provisional until we execute a contractual grant agreement, and you submit the required documentation for funding disbursements. Once the grant award letter is received, the grant administrator will work with you to schedule a pre-contracting meeting. This meeting will be a time to discuss the grant award amount, scope of work, and any other pre-conditions needing to be met prior to executing the grant agreement.

### Becoming a City Vendor

Grantees must become a qualified City Vendor with the City and County of San Francisco in order to accept a grant award and come under grant contract. Follow the steps below to become registered as a City Vendor:

- **Register for a Bidder ID Number:** Access the San Francisco City Partner website to register as a bidder at SF.gov/step-by-step/become-city-supplier and attach a W-9 form from IRS.gov/downloads/IRS-PDF .
- **Complete 12B Equal Benefits Declaration:** Chapter 12B of the Administrative Code requires that all Suppliers to the City and County of San Francisco administer benefits equally to employees domestic partners and employees with spouses. Complete a 12B Equal Benefits Declaration on

the City Partner website at SF.gov/step-by-step/become-a-city-supplier. If you wish to seek a waiver of the 12B Equal Benefits Ordinance, please email the grant administrator at WSG@SFWater.org.

- **Send Bidder ID, Tax ID, and 12B Declaration to grant administrator:** Email your Bidder ID, Tax ID, and Prof of 12B compliance to the grant administrator at WSG@SFWater.org.
- **Complete Business Registration:** Business Registration is required for all entities that conduct business in San Francisco and determines your tax responsibilities. Visit SFTreasurer.org/business/register-business to determine if you are required to register.

# Grant Agreement & Important City Requirements

Following the pre-contracting meeting the grant administrator will email you a grant agreement for review and signature – we recommend you review the agreement thoroughly and ask any questions you may have. This is a standard grant agreement, approved by SFPUC Commission, and cannot be materially changed, although non-material revisions may be considered. The grant agreement will include the project schedule and project end date that all funds must be spent by.

The grant agreement contains additional requirements related to taxes, insurance, and other matters. While it's important to review your entire grant agreement, we've pulled out some key information on important city requirements that will affect grantees:

- **Grants are Taxable Income:** 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. By issuing a 1099-Misc, the City is fulfilling its legal obligation for tax-reporting. 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.
- **Proof of Insurance:** The City requires evidence of insurance for all funded activities. Prior to beginning work on an activity, the grantee or their identified subcontractor must produce a Certificate of General Liability Insurance, as well as proof of Worker's Compensation Insurance and any other insurance coverage that the grant agreement may require. the grant agreement requires that the grantee's insurance policy names 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, members, directors, officers, trustees, agents and employees.
- **Contracting Requirements:** The grant agreement requires grantees to comply with Chapter 14B of the Administrative Code, which sets Local Business Enterprise (LBE) participation requirements. Grantees must use good faith efforts to attempt to obtain at least three bids from Micro and/or Small LBEs to serve as contractors for design and construction. The City's directory of certified LBE firms is available on the City's website at SF.gov/find-certified-LBE-work. If you are unable to utilize a LBE for design and/or construction, please email the SFPUC grant administrator at WSG@SFWater.org stating why compliance with 14B is not feasible and providing the firm names of the LBEs that you have performed outreach to and proof of your

outreach efforts (for example, copies of emails).

- All prime contractors must register with the Department of Industrial Relations (DIR), pay prevailing wages, and submit certified payroll.

The grantee will have six months from the date of receipt to execute the agreement, submit a W-9 tax form, provide a valid copy of insurance documentation, and become an approved Bidder and Supplier with the City and County of San Francisco. If grantees do not complete the above requirements within six months, SFPUC reserves the right to rescind the grant award. The grantee may request an extension of the grant reservation. The SFPUC, in its sole discretion, may grant such an extension and will provide this approval in writing. More information on these requirements are outlined in the next section.

# Grant Disbursement

Grant funds are released on a reimbursement basis. However, Infrastructure Projects can also receive an upfront payment of 50% of the SFPUC approved construction bid upon the completion of required pre-construction documentation. Requirements for payment are outlined below.

## Quarterly Reimbursement Payments

Grantees can submit Requests for Funds on a quarterly basis to receive reimbursement of grant funds spent. To receive these payments, the grantee must submit the following documentation to the grant administrator:

- City and County of San Francisco Bidder Number
- All required insurance documentation
- Completed First Source Hiring Worksheet
- Completed Request for Funds form (included in the grant agreement)
- Accompanying quarterly report with work plan milestones accomplished

## Infrastructure Construction Payment

Once Infrastructure Projects are ready for construction and SFPUC approves the contractor and construction bid, the SFPUC will disburse a one-time up-front payment of up to **50% of the approved construction bid**. To receive this grant disbursement, the grantee must submit the following documentation to the grant administrator:

- SFPUC-approved Contractor bid
- SFPUC-approved 100% construction drawings and construction schedule
- Proof of contractor insurance and Department of Industrial Relations (DIR) registration
- CEQA Determination
- Approved permits for construction and Building Permit Application Number
- Completed Request for Funds form
- Accompanying quarterly report with work plan milestones accomplished

### Final Reimbursement Payment

- SFPUC final inspection for Infrastructure Projects or close out meeting for Stewardship Projects
- SFPUC Project Completion Letter
- Completed Request for Funds
- Accompanying final report outlining project successes and lessons learned

# Reporting Requirements

## Quarterly Reports

To ensure responsible use of City funds and track project progress and impact, grantees are required to submit quarterly progress reports along with any quarterly payment request. These reports will include narrative updates, documentation of activities, and performance data aligned with the approved project goals.

## Final Report

Before the final grant reimbursement, the grantee must submit a final report. Infrastructure Projects final report shall document final project information, construction as-builts and stormwater performance calculations (as appropriate), final accounting of total project costs (grant-funded as well as additional funding that may have been raised to fund the project), and an updated 5-year maintenance plan for Infrastructure Projects. Stewardship Projects final report shall include a detailed summary of project outcomes achieved, total stakeholders reached, any lessons learned, final accounting of total project costs (grant funded as well as additional funding appropriate), and any materials or deliverables developed as part of the grant project. The final report is due within ninety (90) days of the SFPUC Project Completion Letter.

# Grant Amendments

A grantee may request a grant amendment to accommodate unforeseen challenges in project delivery, including changes to the project scope or budget. If your project requires a grant amendment, you will need to provide this request via email with a clear explanation of why you need an amendment. The grant administrator may ask for supporting documentation to inform your request. The approval of the grant amendment is at the SFPUC's sole discretion. The grant administrator will notify you via email if your request is approved or denied.

# Project Implementation

## Design Review

All Infrastructure Projects are required to submit 30% and 90% designs for SFPUC review and feedback. The Design Submittal Checklists included in the grant agreement will outline the requirements for each design submittal. Final 100% design documents must be submitted to the grant administrator via a provided link. The grant administrator will then issue final approval of the design to the grantee. Once the grant administrator has issued final approval of the design, the grantee may select a contractor. Please note that SFPUC design reviews will take up to 30 days.

## Find a Contractor

After 100% designs are approved by SFPUC, the grantee will be responsible for procuring a licensed contractor to construct the project. The Grantee must ensure that all contractors and subcontractors comply with the City insurance and prevailing wage requirements outlined in the grant agreement. Grantees must use good faith efforts to attempt to obtain at least three bids from Micro and/or Small LBEs to serve as contractors for construction.

## Permits and Environmental Review

All projects must comply with applicable local, state, and federal permit requirements. Funds for construction of Infrastructure Projects will not be issued until the project has undergone environmental review in compliance with California Environmental Quality Act (CEQA) and San Francisco Administrative Code Chapter 31, and received all applicable permits. Proof of permits will be checked at point of upfront construction payment and final payment disbursement.

## Construct the Project

During construction of Infrastructure Projects, 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. The grant administrator will provide a list of critical construction milestones, and the grantee is responsible for alerting the grant administrator of when these installations will take place.

Once construction is complete, the SFPUC will conduct a final site visit of the project to ensure that all stormwater management features were built to the plans and specifications. All project elements must be built in accordance with the approved 100% construction drawings which will be verified at the time of the final site visit.

# Interpretive Signage/ Funding Acknowledgement

All Infrastructure Projects are required to install interpretive signage that clearly describes the stormwater benefit of the project and provides engaging watershed education to the public. The interpretive signage shall include the SFPUC logo to acknowledge funding support. All signage designs must be submitted to the grant administrator as part of the 90% design package with time for implementation of feedback prior to fabrication. The interpretive signage must be installed at the time of the final site visit to receive a Project Completion letter and final grant reimbursement payment.

For Stewardship Projects, any public facing materials produced shall include an SFPUC logo to acknowledge funding support.

# Final Site Visit

Infrastructure Projects are required to have a final site visit on the project site after construction is complete, and interpretative signage is installed. Stewardship Projects are required to have a final close out meeting with the grant administrator which can take place virtually or in person. The grantee is responsible for scheduling the final site visit or close out meeting with the grant administrator.

At the final site visit, Infrastructure Project grantees will be asked questions regarding the project and highlighting any changes implemented throughout the construction process. At the final close-out meeting Stewardship Project grantees will be asked questions regarding project activities, successes and lessons learned. If the project is determined to be complete, the grant administrator will issue a written Project Completion letter to the grantee.

# Operations and Maintenance

Infrastructure Projects are required to maintain the project for 5 years, but we hope these projects will be maintained long into the future. Infrastructure Projects must have an updated maintenance plan included in the final report reflecting any changes that came to light throughout the construction process. The maintenance plan shall identify the parties responsible for the ongoing maintenance of the project. The SFPUC may require additional appropriate maintenance tasks dependent on final project design.

The SFPUC holds the right to perform as needed inspections of the final project to check on maintenance status throughout the grant contract period.

**Published in 2026**

**Transform the Storm**

San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission