Urban Watershed Stewardship Grant Application

2023 Grant Cycle

Application Deadline
3:00 pm PST | November 30th 2022

Application Submission Protocols

- Applications for the 2023 Grant Cycle must be submitted electronically. Hard copy application documents are not required and will not be accepted. CCG staff are not available to receive or accept your application in person.
- All applications must be sent by e-mail to: ccg@sfgov.org and kteter@sfwater.org
- An email confirmation will be provided upon receipt of your application on November 30th 2022 — the submission deadline— issued by 4:00 pm.
- If you do not receive a confirmation, but submitted an application and have proof of transmission, please email lanita.henriquez@sfgov.org no later than 4:00PM on November 30th for assistance. Late submissions or supplemental materials will not be accepted after the 3:00 pm PST, November 30th, 2022 deadline.

Application Format
All application materials must be consolidated into a single PDF document and organized in the order of documents consistent with the checklist provided on page 2 of this application form. Please label supporting documents as needed.

Application File Size
Please be mindful that applications with many supporting documents or embedded photos may increase the size of the application package beyond allowable email limits. You may reduce the file size of your application by zipping the package, saving documents in reduced file size variants, or by using lower resolution images. If you are having difficulty submitting your application due to the size of the attachment, please email lanita.henriquez@sfgov.org for assistance. Applicants must meet the submission deadline of 3:00 pm PST. Contact Lanita Henriquez prior to the deadline if you are having submission issues.

About the Application
This application is based on the eligibility requirements, policies, and general operations of the Urban Watershed Stewardship Grant Program (WSG). Please read the Urban Watershed Stewardship Grant Program Guidelines thoroughly prior to completing the application as program criteria is subject to change. By submitting this application, the applicant agrees to abide by and follow all rules of the WSG program that are detailed in the Guidelines.
Application Checklist

This checklist is intended to help applicants organize their applications and ensure required supplemental information is provided at the time of submission. Carefully follow the guidance on the Application Forms and throughout the application to ensure your submission meets the required criteria. Reference the WSG Guidelines for project eligibility, evaluation criteria, budget instructions, and requirements. Incomplete applications will not be accepted.

Project Documents

☐ Project Information Form
☐ Proposal Narrative (maximum 8 pages)
   ☐ Site photos and concept design must be included in the Proposal Narrative or attached on separate pages
☐ Work Plan Form (1 page, plus additional sheets if necessary)
   ☐ Work Plan specifies permit and approval processes, and installation of interpretive signage
☐ Project Budget Form (plus budget narrative, as necessary).
   ☐ Please use the fillable budget template which can be downloaded at https://www.sfccg.org/watershed-stewardship-grants.html

☐ Project Supplemtalss
   ☐ 5-year maintenance plan
   ☐ Capacity Documentation
   ☐ Letter from property owner(s) and/or authorizing City Department approving the project on their property (if applicable)
   ☐ Letters of Support (4 total) on letterhead
   ☐ Permit Documentation

Special Requirements for Projects on San Francisco Unified School District Property

☐ Letter of written approval from Simon Reyes, District Architect
☐ Organization Documents
☐ MOU between the Fiscal Sponsor & Sponsored Group (if applicable)
☐ 501 (c) 3 Letter of Determination
☐ Organization Board of Directors Roster
☐ Organization current FY/CY budget
☐ Organization Most recent statement of revenues and expenses
Project Information Form

Contact Information
Applicant: ____________________________________________________________
Contact’s Name: _______________________________________________________
Contact’s Address: _____________________________________________________
City/State/Zip: _________________________________________________________
Contact’s Phone #: _____________________________________________________
Contact’s Email: _______________________________________________________ 

(If Applicable)
Fiscal Sponsor: _________________________________________________________
Fiscal Contact’s Name: _________________________________________________
Fiscal Address: _________________________________________________________
City/State/Zip: _________________________________________________________
Fiscal Contact Phone #: _______________________________________________
Fiscal Contact Email: ___________________________________________________
City Supplier #: ________________________________________________________

Project Information
Project Name: ____________________________________________________________
Project Address: _________________________________________________________
(must include zip code) __________________________________________________
Project Neighborhood: ____________________________________________________
Project District: _________________________________________________________

Funding Level
☐ Mid-Scale  Requested Amount $_______________
☐ Large Scale Requested Amount $______________

Project Type (please check all that apply)
☐ Impervious Surface Removal & Landscaping  ☐ Rainwater Harvesting  ☐ Permeable Pavement
☐ Bioretention
☐ Other Green Infrastructure______________________________
Proposal Narrative

Proposal Narrative Instructions: Provide a compelling and succinct narrative, using the provided questions and Evaluation Criteria Table located in the WSG Guidelines at https://www.sfccg.org/watershed-stewardship-grants.html to focus your response. The completed narrative should not exceed (8) pages. Please respond with complete sentences using as much relevant information as space allows. Please include photos, maps, and concept designs drawings of the project.

Answer the following questions:

1. Are you harvesting rainwater? If yes, approximately how much (use the SFPUC Rainwater Harvesting Calculator available at https://sfpuc.org/construction-contracts/design-guidelines-standards/onsite-water-reuse to estimate non-potable reuse and include the calculator in this application)? Where will you gather it from? Where will you store it? What will you use it for? Where will the rainwater overflow to when the cistern or rain barrel is full?

2. Are you creating a stormwater management facility (i.e. green infrastructure, such as a bioretention planter or permeable pavement)? If yes, approximately how large will the facility be? How large is the contributing drainage management area (the area draining to the stormwater facility)? Where will the water overflow to when the green infrastructure is at maximum capacity?

3. Are you removing impervious surfaces? If yes, what is the estimated total square footage to be removed? What will you replace it with?

4. Please describe how your project will improve stormwater management on your site or in your watershed and list any other benefits that your project will provide.

5. Is your project physically and/or visually accessible to the public? How is the design benefitting the surrounding neighborhood?

6. Will neighborhood residents be involved in the planning, design, implementation, and/or maintenance of the project?

Describe your project team:

With the exception of simple sidewalk landscaping projects, project teams must include a landscape architect or a civil engineer capable of assessing stormwater flows on site and designing the proposed project to manage flows. Project components must be built to SFPUC and other CCSF standards. All large-scale WSG projects are required to submit Construction Designs at 30%, 90%, and 100% to be approved by grant administrators prior to construction. All mid-scale WSG projects are required to submit updated concept designs to be approved by grant administrators prior to construction.
Workplan Form
Follow directions at top of each column. Complete a row for each milestone (i.e. hiring staff, purchasing equipment, holding events), listing them **in chronological order**. Add additional rows/sheets as necessary. All activities listed must correlate to the project budget.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start date</th>
<th>End date</th>
<th>Lead position</th>
<th>Cost</th>
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<tbody>
<tr>
<td>List ALL activities necessary to complete the project</td>
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<td>List the person’s name and position that will lead the activity and their role in that process</td>
<td>List the cost of each activity. This should correlate to items in the Budget Form</td>
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Budget Guidelines

Proposal Budget Information (do not include this page when submitting an application)

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

Eligible Expenses
All eligible expenses should fit within the budget categories below. If you have expenses that you believe to be eligible but are unclear as to which budget category they belong please contact the grant administrator for guidance (Kelly Teter - kteter@sfwater.org and Lanita Henriquez - lanita.henriquez@sfgov.org). Line items in each budget category shall:

- Add up to 100% of the grant request
- Not exceed the cap percentages for each budget category
- Construction and materials costs shall account for at least 40% of the grant request and not exceed 65% of grant request
- All expenses should be directly related to the stormwater management goals of the project.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Budget Percentages</th>
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<tr>
<td>Project Management</td>
<td>Not to exceed 15% of the total grant requested</td>
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<td>• Project management expenses that relate to the management and delivery of project.</td>
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<tr>
<td>Design costs</td>
<td>Not to exceed 20% of the total grant request</td>
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</table>
| • All materials and labor costs related to the design of the project, including interpretive signage costs.  
  o Ex: project design, charrettes, planting pallet design, engineering consultation, landscape architectural |
### Construction & Materials:
- All construction and material costs and expenditures that result in the built project.
  - Ex: Concrete removal, soil & soil delivery, plant material & planting labor, machinery, permitting costs, signage installation, etc.

To be a minimum of **40%** and not to exceed **65%** of overall award amount.

### Outreach & Engagement:
- All material and labor costs associated with outreach and engagement on the project
  - Ex: outreach materials, flyers, outreach staff time, community meetings, etc.

Not to exceed **15%** of the total grant request.

### Administrative Overhead/ Fiscal Sponsorship fee
- All administrative costs associated with the project including administrative fees, or the fiscal sponsorship fee designated by fiscal sponsor if included.

Not to exceed **15%** of the total grant request.

### Ineligible Expenses
The following expenses are not eligible for grant funding through this program and will need to be covered by match funds or alternative grant funding.
- Decorative items that do not directly contribute to the stormwater management goals of the program
- Food and beverages
- Travel expenses
- Ongoing maintenance expenses
• Expenses incurred prior to the signing of the grant contract
• Previous financial commitments made as part of an organization's regular operation or as part of another program. Grant awards may not be used to fund ongoing or existing programs, unless there is a clear, documented expansion of services.

**Project Budget Form**
Download the fillable [Budget Form](#) and include a final PDF version with this application including a supplemental narrative and any supporting documentation.

**Project Supplementals**
- 5-year maintenance plan (with responsible party listed and source of funding for proposed maintenance plan)
- Capacity Documentation: Provide a list of projects that have been completed by your organization or your fiscal sponsor in the last three years that demonstrate the ability to complete a large-scale physical improvement project, involving a complex budget, timeline, and community outreach component.
- Letter from property owner(s) or authorizing City Department approving the project
- Letters of support (4 total)

**Special Requirements for Projects on San Francisco Unified School District Property**
- Letter of written approval from Simon Reyes, District Architect
- Permit Documentation (if required)

List the governmental permits required for the project(s).

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<th>Issuing Department</th>
<th>Type of Permit</th>
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Organization Documents

☐ Memorandum of Understanding between the fiscal sponsor and sponsored group (if applicable)
☐ 501(c) 3 Letter of Determination
☐ Organization Board of Directors Roster
☐ Organization current fiscal or calendar year budget
☐ Organization most recent statement of revenues and expenses

Application Addendum Sheet