



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@sfgwater.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 Supplementals
 - 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.

Activity	Start date	End date	Lead position	Cost
<i>List ALL activities necessary to complete the project</i>	<i>Chronological order, list the start date for each activity</i>	<i>Chronological order, list the end date for each activity</i>	<i>List the person's name and position that will lead the activity and their role in that process</i>	<i>List the cost of each activity. This should correlate to items in the Budget Form</i>



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@sfgov.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.

Budget Categories	Budget Percentages
Project Management: <ul style="list-style-type: none"> • Project management expenses that relate to the management and delivery of project. 	Not to exceed 15% of the total grant requested
Design costs <ul style="list-style-type: none"> • All materials and labor costs related to the design of the project, including interpretive signage costs. <ul style="list-style-type: none"> ○ Ex: project design, charrettes, planting pallet design, engineering consultation, landscape architectural 	Not to exceed 20% of the total grant request



oversite, interpretive signage design, etc.	
<p>Construction & Materials:</p> <ul style="list-style-type: none"> • All construction and material costs and expenditures that result in the built project. <ul style="list-style-type: none"> ○ Ex: Concrete removal, soil & soil delivery, plant material & planting labor, machinery, permitting costs, signage instillation, etc. 	To be a minimum of 40% and not to exceed 65% of overall award amount
<p>Outreach & Engagement:</p> <ul style="list-style-type: none"> • All material and labor costs associated with outreach and engagement on the project <ul style="list-style-type: none"> ○ Ex: outreach materials, flyers, outreach staff time, community meetings, etc. 	Not to exceed 15% of the total grant request
<p>Administrative Overhead/ Fiscal Sponsorship fee</p> <ul style="list-style-type: none"> • 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).

Issuing Department	Type of Permit
_____	_____
_____	_____
_____	_____



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



Document Title:

Project Name:
