

Grant Assistance for Floodwater Management

Grant Requirements and Terms – Supplemental Information

(February 2018)



Please reference the *Grant Requirements and Terms* as a starting point and use this document as a reference or to receive further information.

For questions about the grant or if you require assistance in completing the application, please email the SFPUC Grant Administrator at FloodwaterGrants@sfgwater.org or call 415-695-7326. Staff are available to assist you throughout the application process.

Definitions – Supplemental Information

Terms used in the grant application package have the meanings described below in alphabetical order:

Applicant – San Francisco property owner with an active SFPUC account for wastewater services who is seeking grant funds from the SFPUC for installation of a project(s) to lower their risk of damage due to flooding caused by rainstorms, pursuant to the instructions and guidelines set forth in this application package.

Award – the decision by the SFPUC to provide grant funds, following the review and evaluation of a completed application. An award is made through an executed Grant Agreement.

Eligible Costs – project work directly related to a project that reduces a property owner’s risk of harm due to flooding, including the costs of supplies/materials, permit fees, and engineer/contractor/surveyor work to design and implement projects, and to restore the immediate work area to pre-construction conditions. For any project that is custom designed by a manufacturer, such as a doorway flood barrier, eligible costs limited to installation costs based on the manufacturer’s recommendations, and costs associated with restoring the immediate work area to pre-construction conditions.

Final Payment – the final reimbursement payment provided to the Grantee for a project, supported by proof of payment of completed work and documentation of DBI final inspection (if applicable for project type).

Flood Barrier – physical barrier to minimize floodwater intrusion through building openings such as pedestrian doorways and garage or warehouse doorways. See information under *Eligibility Criteria* regarding acceptable barriers.

Flood Wall – concrete wall, up to 3 feet tall, along the edge of a parcel and adjacent to a public right of way.

Funding Approval Letter – a written notice of approved grant funds for specific project(s).

Funding Reservation Letter – a written notice for a provisional reservation, made on a case-by-case basis and subject to availability of funds.

Grant Agreement – a written contract between SFPUC and the Applicant that includes the obligations and conditions governing the use of grant funds and the construction, operations and maintenance of the project.

Installment Payment – a payment provided to Grantee during project supported by documentation of progress made on construction of the project (e.g. invoices from contractor/engineer/manufacturer). The number of installment payments allowed is based on project grant amount.

San Francisco Department of Building Inspection (DBI) – San Francisco city agency responsible for enforcement of City and County of San Francisco’s Building, Housing, Plumbing, Electrical, and Mechanical Codes.

Sewer Backflow Preventer – device used to maintain flow in one direction in a pipeline. When installed to sewer plumbing fixtures, this device protects the fixtures from sewage backing up from the sewer collection system.

Special Project – a project that will lower the Applicant’s risk of damage due to flooding caused by rainstorms. Projects are limited to doorway adjustments/modifications and associated stairs, doorway waterproofing, grade adjustments to property owned by the Applicant, plumbing/drainage modifications, or projects of a similar nature/scale.

Related Documents – Supplemental Information

Below are links to other Grant-related documents:

- [Grant Interest Form](#): Includes a fillable form that to indicate a property owner’s interest in applying for a grant.
- [Floodwater Grant Program – Example Concepts](#): Includes a list of eligible technology types that may address flood risk on different properties. Property owners may propose other appropriate technologies.
- [Floodwater Management Grant Program Contractor/Engineer Resource List](#): List of contractors and engineers with experience in flood-related projects on private properties in San Francisco.
- [Grant Assistance for Floodwater Management – Grant Requirements and Terms](#): Includes specific information that should be reviewed when considering participating in the Grant Program. The package of documents also includes the Grant Application and related forms.

Grant Process – Supplemental Information

The overall grant application process involves the following steps and action items for both the **Applicant/Grantee** and **SFPUC**. For ease of reference, the **Applicant/Grantee** tasks and **SFPUC** tasks are differentiated by color.

APPLICATION STEP 1 –Indicate Interest in Grant Program

- a) The Applicant fills out and returns the *Grant Interest Form* (see *Related Documents – Supplemental Information*). This will begin the application process.
- b) SFPUC will contact the Applicant after receiving the *Grant Interest Form* to schedule an initial onsite visit with City staff from appropriate departments at the property to see the configuration and describe how different technologies could function in the space.

APPLICATION STEP 2 –Complete Application

- a) The Applicant reviews grant documents, contacts the manufacturers and contractors/engineers (as required based on project type), and submits Grant Application and any required supplemental documents. Refer to the *Grant Assistance for Floodwater Management – Grant Requirements and Terms* document (see *Related Documents – Supplemental Information*) for the Grant Application and to determine the required documentation based on project type (found in the *Required Documentation* portion of the Grant Application).
 - For projects involving plumbing modifications, the Applicant schedules a plumbing survey with DBI. It is recommended that the Applicant include their plumbing contractor(s) in the meeting with DBI, if possible. Contact DBI’s Chief Plumbing Inspector Steve Panelli by phone directly at **415-558-6058** or by email at Steve.Panelli@sfgov.org.
- b) SFPUC reviews the application and required supplemental documentation and may contact the Applicant with questions and/or clarifications. Projects that meet the grant eligibility criteria will be funded on a first-come-first served basis. Applications reviewed after all funds are reserved may be considered for priority funding for future fiscal years, if such funds are allocated.
 - If the Applicant’s project is selected for funding, the SFPUC will grant preliminary funding reservation, contingent upon issuance of necessary permits and compliance with necessary environmental review through that process. SFPUC will send a Funding Reservation Letter to the Applicant confirming funds are conditionally reserved and may be approved within two (2) months.
 - The Funding Reservation Letter is accompanied by two (2) copies of a Grant Agreement for signature.
- c) The Applicant signs and returns both copies of the Grant Agreement within two (2) months of the date of the Funding Reservation Letter.
 - A valid copy of an insurance policy showing Workers’ Compensation and Commercial General Liability insurance must be submitted with the signed Grant Agreement. Typically, the insurance coverage is provided by the licensed contractor. More detailed information is provided in the *Taxes and Insurance* section of the *Grant Assistance for Floodwater Management – Grant Requirements and Terms* document (see *Related Documents – Supplemental Information*).
- d) SFPUC will issue a Funding Approval Letter if a signed Agreement and insurance policy are in place within the specified timeframe.
 - The Funding Approval letter indicates that funding has been approved for the specific purpose of reimbursing the Applicant, contingent upon issuance of necessary permits and compliance with necessary environmental review through that process, and will not be depleted or diverted prior to the dates stated in the Funding Approval Letter.
- e) The Grantee obtains DBI permit(s) for proposed project work, completes the project within six (6) months of date on the Funding Approval Letter, and requests and completes the final DBI inspection.
 - For flood barrier(s), a permit for “Flood Barrier Maintenance Project” is required; be sure to include this exact title for proposed flood barrier work. Most projects will not be considered “major alterations.”
 - For all other projects, any required permits should use the title “Flood Risk Minimization Maintenance Project.”
 - For visible changes to building exterior and flood walls greater than three (3) feet tall, DBI will direct Applicant to Planning Counter for review. Please have photos available. The additional fee is an Eligible Cost for reimbursement/installation payment.
 - For backwater valves and projects involving plumbing modifications, a plumbing permit is required.
 - Note that final DBI inspection is required after project is complete. DBI will confirm all work was completed as designed.

- f) Reimbursement/Multiple payment installments (optional): The Grantee may submit a request for partial payment with required documentation (e.g. contractor or vendor invoice). Installment payment(s) may be requested up to two (2) instances for projects up to \$30,000, three (3) instances for projects from \$30,001 up to \$50,000, and five (5) instances for projects from \$50,001 up to \$100,000. Total payment will not exceed \$100,000 per property. Reimbursement/Installment(s) payment forms will be provided with the Grant Agreement.
- Applicant submits request for reimbursement/installment payment(s), with required documentation (found in the *Payments* section of the *Grant Assistance for Floodwater Management – Grant Requirements and Terms* document (see *Related Documents – Supplemental Information*). The final reimbursement must be requested within eight (8) months of Funding Approval Letter.
 - SFPUC reviews reimbursement/installment payment(s) request and documentation. If all required information is in place, the reimbursement/installment payment(s) request will be approved.
 - Upon approval, SFPUC mails check(s) to Grantee.

After Completion of Installation or Construction: Applicant Operate & Maintain Project

Operation and maintenance of the project(s) is the responsibility of the Grantee, in accordance with the Grant Agreement, and shall be performed in accordance with the manufacturer's guidelines and recommendations. Failure to properly maintain the equipment will affect overall performance.

- Deployment of Flood Barrier(s): Flood barriers will be deployed during storm events. There are numerous ways to receive automated notifications of Urban/Small Stream Flood Advisories issued by the National Weather Service through third-party vendors that send alerts through email, text, and social media (for more information, visit <http://www.weather.gov/subscribe>).
- Plumbing Modifications: All plumbing devices shall be placed in an area that will allow for cleaning and maintenance as recommended by the manufacturer. The access box for any plumbing device shall be accessible at all times.
- Grantee assumes risk of any damages resulting from the failure of the Grantee's own project. Applicant assumes responsibility for the consequences if the project does not perform as it was intended (one example being if a flood wall fails structurally during a flood).