



San Francisco  
**Water  
Power  
Sewer**

Services of the San Francisco  
Public Utilities Commission

# Transform the Storm



# FLOODWATER GRANT PROGRAM GUIDEBOOK

November 2024

# Table of Contents

How to Use This Guidebook .....	3
Program Summary.....	4
• Eligibility Criteria	
• Eligible and Ineligible Costs	
• Grant Process	
Grant Process .....	9
• Step 1 - Determining Eligibility	
• Step 2 - Preparing the Application	
• Step 3 - Processing the Application	
• Step 4 - Building the Project	
• Permit Overview	
Example Projects .....	19
• Regraded Driveway with Raised Planters	
• French Drain with Sealed External Surfaces	
• Backwater Valve, Cleanable Surfaces, Raised Equipment	
• Deployable Flood Barrier	
• Automatic Flood Barrier	
• Example Projects Definitions	
Glossary .....	27

# How to Use This Guidebook



The purpose of this guidebook is to help applicants understand and navigate the SFPUC Floodwater Grant Program (grant program), from determining whether your property is eligible for a grant, to submitting a Floodwater Grant Application (application), to receiving a grant award and building your project. It is important to read the full guidebook to understand each phase of the grant program and what will be required. The guidebook is composed of four main sections:

## Program Summary

Important information on program requirements, eligibility, and available funds.

## Grant Process

How to begin the grant process by submitting a Floodwater Grant Interest Form (interest form) and scheduling a site visit to determine your property's eligibility.

How to complete your application, including project team engagement, developing the preliminary concept design, and submitting a complete application.

How to complete the Floodwater Grant Agreement (grant agreement) and receive the Funding Approval Letter (funding approval) required to proceed with construction.

How to build the project with your contractor team, including requirements during the construction process as well as the steps required for final payment.


## Example Projects

Example projects and definitions to understand what types of projects are eligible for the grant.

## Glossary

A glossary of general terms used throughout the guidebook.

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

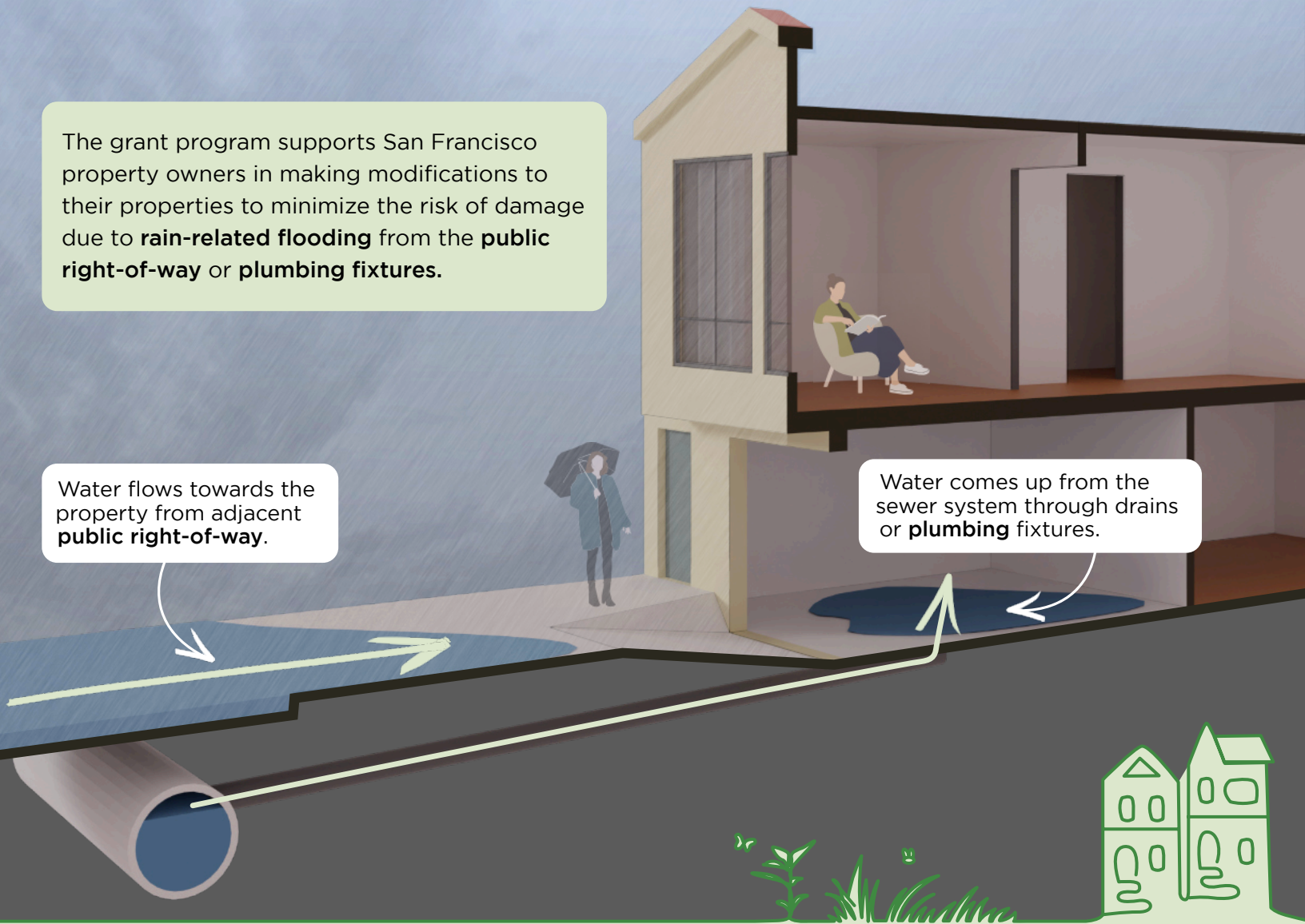
SFPUC provides **administrative and technical assistance** throughout the application process to answer your questions and provide guidance. Please email the SFPUC Floodwater Grant Team (grant team) at [FloodwaterGrants@sfgwater.org](mailto:FloodwaterGrants@sfgwater.org)  or call this number with any questions: 415-523-4412.

# Program Summary

The grant program supports San Francisco property owners in making modifications to their properties to minimize the risk of damage due to **rain-related flooding** from the **public right-of-way** or **plumbing fixtures**.

Water flows towards the property from adjacent **public right-of-way**.

Water comes up from the sewer system through drains or **plumbing fixtures**.



## Flooding in San Francisco

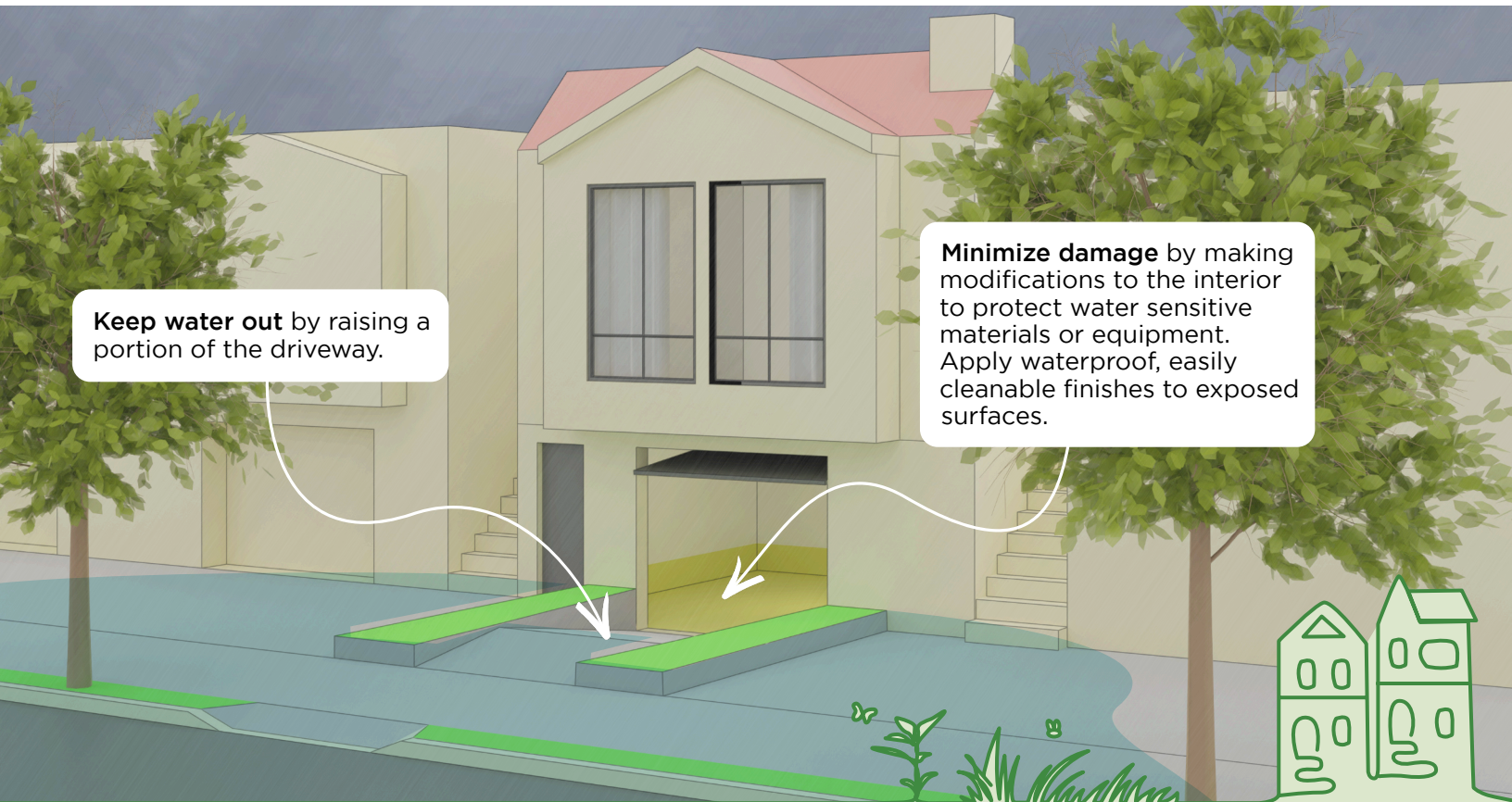
San Francisco usually experiences rainfall from late fall to early spring. Rain-related flooding from an adjacent public right-of-way can occur during heavy rains in certain areas of the city due to steep topography, low-lying areas, and the historical location of streams and creeks.

San Francisco is one of only two cities in California with homes and businesses connected to a combined sewer system (sewer system) that handles both stormwater and sanitary sewage. The sewer system is designed to handle a certain depth of rainfall during storm events. When storms exceed that depth of rainfall, flooding may occur, especially in low-lying areas.

For eligible San Francisco property owners (owners) implementing flood protection measures, the grant program can provide a **maximum grant amount up to \$100,000 per property**. Eligibility for the grant is determined through a site visit and desktop analysis of the property. Grant program projects will implement flood protection measures that:

- **keep water out** - such as plumbing modifications or dry flood proofing; and
- **minimize damage** - such as wet flood risk reduction modifications.

See below for an example grant project. More examples of flood protection measures can be found in the [Project Examples](#) section on page 19.



### Flood Insurance

Homeowner's insurance may not cover flooding damages. Flood insurance may not cover all flooding-related issues. Contact your insurance provider to confirm exact coverage. For more information about flood insurance refer to the [Flood Insurance Guide](https://www.sfpuc.gov/sites/default/files/learning/RainReadySF/FloodInsuranceGuide_multi-lang_08-24-2023_FINAL.pdf) (https://www.sfpuc.gov/sites/default/files/learning/RainReadySF/FloodInsuranceGuide\_multi-lang\_08-24-2023\_FINAL.pdf).



### Taxes

A grant may be considered income and may be taxable. You are responsible for determining whether a tax liability exists. You will receive a 1099-Misc Tax Form from the City in February of the calendar year following the grant payment. The City is obligated by federal law to issue a 1099-Misc Form. To issue a 1099-Misc, SFPUC requires each applicant to provide relevant tax information by submitting a W-9 Form with the application.

# Eligibility Criteria

Key
criteria related to:
flooding
project
application

To qualify for the grant, **all** of the following criteria must be met:

- ✔ **Documentation of a prior storm related flood event** is provided through pictures or videos (if available) and a written detailed description. To be eligible, the flooding must be from the public right-of-way (streets and sidewalk); and/or the sewer system, via plumbing fixtures.
- ✔ **Property is deemed eligible** through a site visit and an analysis of flooding conditions executed by the grant team.
- ✔ **Proposed flood protection measures reduce risk of damage** due to flooding caused by an eligible rain-related flood event.
- ✔ **Projects must be completed within the timeline outlined** in the signed grant agreement.
- ✔ **Application is signed** by the property owner. A tenant or representative can support in the grant application development but the property owner must sign the grant application and grant agreement.
- ✔ **Property has an active SFPUC wastewater account.**

**NOTE:** For condominiums, the project must be consistent with applicable homeowner’s association rules and requirements.

Read through the entire grant guidebook to understand the required steps to apply for the grant and obtain payment.



## Grant Project

- Projects that meet the SFPUC’s grant eligibility criteria will be funded on a first-come-first-served basis.
- Any project scope changes must receive written approval from the grant team prior to construction, and must remain within the approved grant agreement amount. Any changes beyond the agreed upon scope and budget must be paid for out-of-pocket.

# Eligible and Ineligible Costs

**Eligible and ineligible costs may include, but are not limited to:**

## Eligible Costs


- Contractor(s) costs to design and construct approved flood protection measures and restore the immediate work area to pre-construction conditions
- Materials and permit fees
- Flood protection technologies custom-designed by a manufacturer and associated costs, such as shipping and installation

## Ineligible Costs

- Remediation or repair from flooding damages
- On-site maintenance and repairs such as roof repairs or clogged pipes
- Repairs to the sewer lateral (see link below for more information)
- Any work completed prior to receiving funding approval letter from the grant team



### Sewer Laterals

For more information on sewer laterals and repair, visit the [Sewer Laterals & Insurance webpage](https://sfpu.org/learning/emergency-preparedness/sewer-laterals-insurance) . (<https://sfpu.org/learning/emergency-preparedness/sewer-laterals-insurance>)

# Grant Process

**Key**  
Responsibility of:

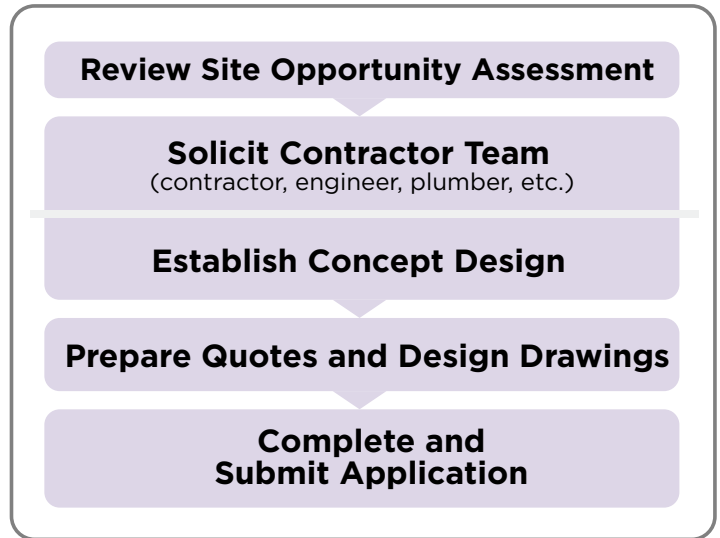
- applicant
- grant team

The flowchart below shows the steps required for the grant program. Details about each step can be found in the corresponding section of the guidebook. Please review this flowchart to understand your responsibilities as the applicant. Steps you are responsible for initiating are shown in purple.

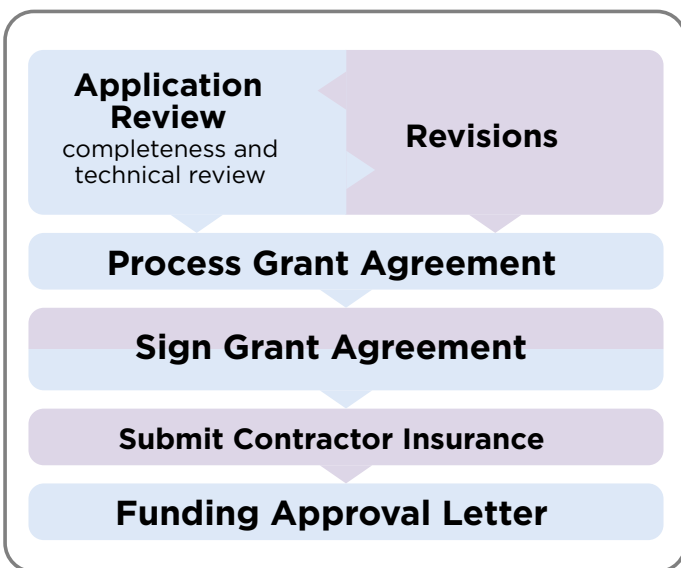
## 1 Determining Eligibility



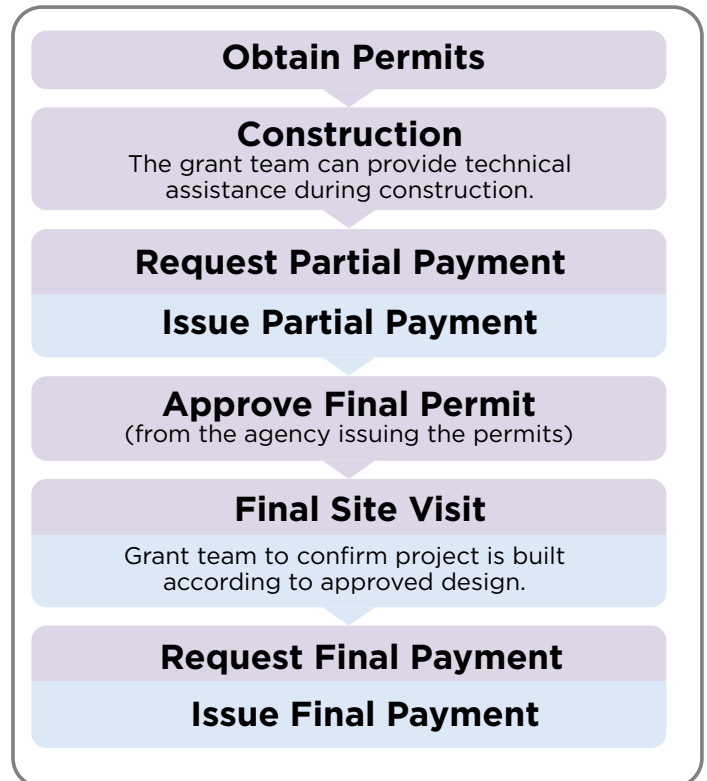
## 2 Preparing the Application



## 3 Application Processing



## 4 Building the Project





# Grant Process



## Step 1 - Determining Eligibility

### Submit Interest Form

To confirm your eligibility for the grant, first review the grant guidebook and then submit a [Floodwater Grant Interest Form](https://forms.office.com/g/W48xfjv72A) (https://forms.office.com/g/W48xfjv72A).

Key components of the interest form:

- full contact information and address of site experiencing flooding
- detailed description of flooding, including dates of flooding event(s)

Once the form has been submitted, the grant team will automatically email a link for you to submit any photo or video documentation of the flooding that occurred.

### Schedule and Attend a Site Visit

After reviewing the interest form, the grant team will contact you to schedule a visit to the property to observe site conditions. This information, along with desktop analysis, will be used to determine whether the property is eligible for the grant.

Important information to know about the site visit:

- The site owner or representative must be present.
- Site visit duration depends on project and property conditions and can take up to an hour.
- Site visits are conducted 9 am - 5 pm, on weekdays, by an engineer from the grant team.
- The area must be prepared for inspection by clearing any obstructions and containing pets in another location.
- Relevant and available plumbing information should be provided before or during the site visit.
- The engineer will take photographs, and ask questions about the property and flooding event(s) that have occurred, and compile this into a Site Visit Review Form which the property owner or representative will sign at the end of the visit.

### Site Opportunity Assessment and Eligibility Determination

Following the site visit, the grant team will send you a Site Opportunity Assessment (assessment), which will include site observations, eligibility determinations, optional flood protection measures to investigate, and next steps toward submitting a grant application form for the property. If the property is deemed eligible for the grant, a grant application will be provided.



## Step 2 - Preparing the Application

### Review Site Opportunity Assessment

Review your assessment to confirm whether your property is eligible for the grant. Included in the assessment are examples of flood protection measures for you to consider including in the grant application. These are not required to be implemented and additional concepts are acceptable. You must work with licensed professionals to develop the project concept design and supporting materials required for the grant application.

### Solicit Contractor Team

For the grant application, at least two competitive quotes are required for all eligible grant costs. Project teams may include general contractors, engineers, designers, and plumbers depending on scope. It is important to discuss with the contractor(s) and City agencies what permits may be required for the project and what lead time may be needed. Further information can be found on the [Permit Overview Chapter](#) [↗](#) on page 18.

Commercial property owners, contractors, and subcontractors performing work on the project are subject to all applicable California and City prevailing wage requirements and must be registered with the California Department of Industrial Relations.

### Determine Project Features

Identify flood protection measures to minimize risks from flooding at your property. Use the flood protection measure examples from the assessment and this guidebook, along with input from your contractor team.



### Don't know where to start?

Check out the [Contractor and Engineer Resource List](https://www.sfpuc.gov/sites/default/files/programs/grants/Q_Contractors-Engineers_Resource_List_Aug_2024.pdf) [↗](#) ([https://www.sfpuc.gov/sites/default/files/programs/grants/Q\\_Contractors-Engineers\\_Resource\\_List\\_Aug\\_2024.pdf](https://www.sfpuc.gov/sites/default/files/programs/grants/Q_Contractors-Engineers_Resource_List_Aug_2024.pdf)) to find licensed professionals to help with your project.

### Prepare Quotes

Obtain at least two competitive construction quotes for your scope of work from licensed professionals. The licensed professionals must have the appropriate license applicable to the work they will complete. The construction quotes must be prepared by a vendor with a California C-36 licensed plumber and/or at least one of the following California contractor's licenses:

- General Engineering "A"
- General Building "B"
- Electrical (C-10)
- Earthwork and paving (C-12)
- Landscaping (C-27)

The two competitive construction quotes must:

- ✓ have line items broken out with a description of materials and associated costs
- ✓ match the scope of work being performed as shown in the design drawings submitted with the application
- ✓ include a labor breakdown
- ✓ include a time estimate for completion of work

Clearly indicate which quote you are accepting. Note that the accepted quote **must be within 10% of the lowest quote.**

Modifications or enhancements that are **not directly necessary for flood protection measures** will not be approved.

Refer to the [Eligible and Ineligible Costs](#) on page 7 for guidance on what costs are eligible.

### Prepare Design Drawings

Your application must include a detailed design drawing(s) that shows the proposed design corresponding to the construction quotes. The example design drawing provided on the next page is for reference only and may not include all possible details required for any given site.



#### Project Construction

- If any work is proposed in the street-facing area of the property, verify property lines with San Francisco Public Works and your contractor team to determine if you require a Sidewalk Encroachment Permit.
- Proposed modifications may not block a natural water flow path across a property line between two adjacent parcels; for example, you may not build a flood wall that would divert water to your neighbor's property.
- Flood walls taller than three feet adjacent to the public right-of-way are subject to review by City Planning.

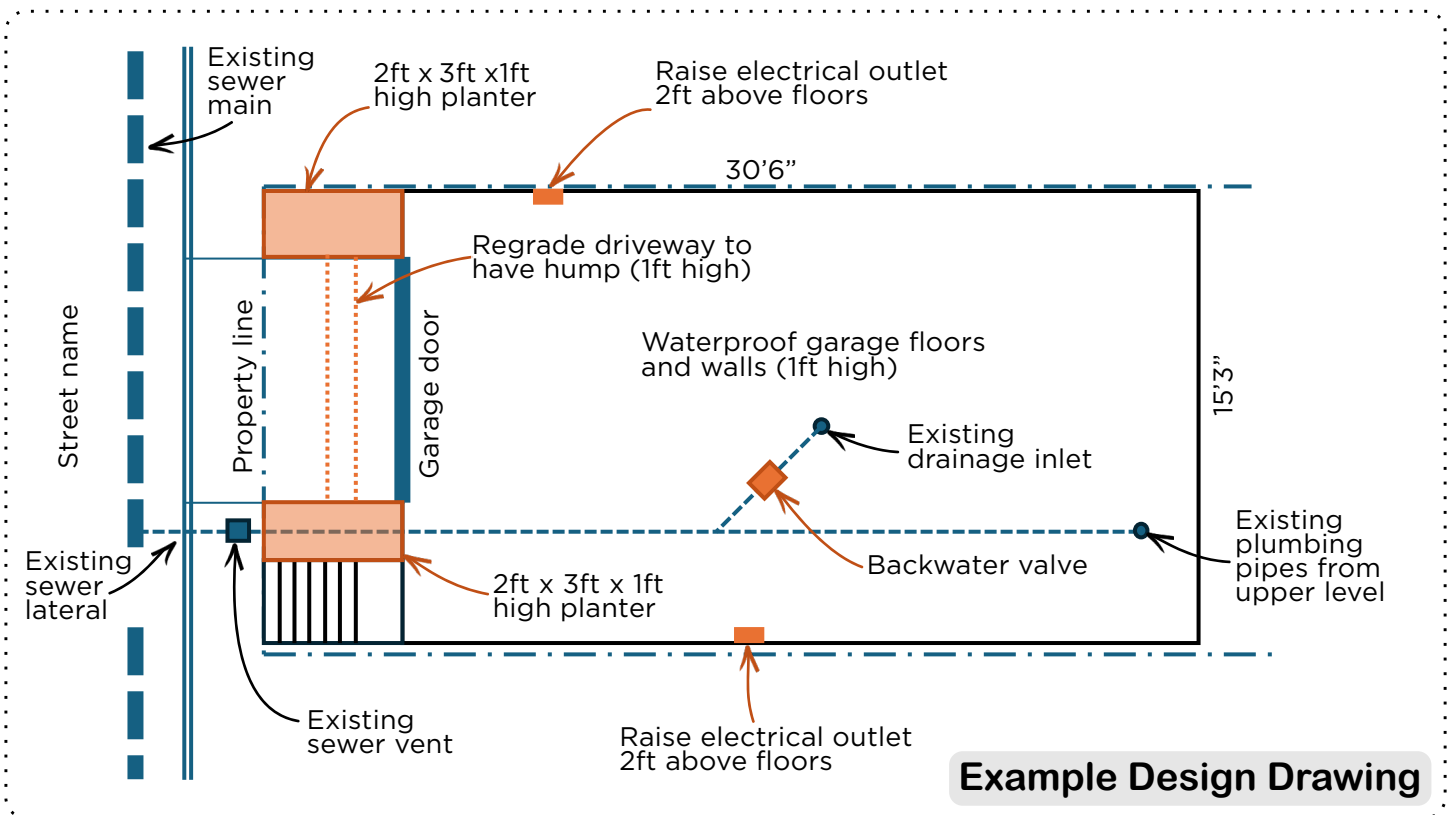
### Example Design Drawing

Work with your contractor team to develop a design drawing that represents your project. The following elements must be noted on your design drawing, as applicable to your project:

- existing site conditions, including:
  - property line
  - exterior walls of the buildings
  - plumbing configuration (can be schematic)
  - location of existing sewer lateral and sidewalk vent
- dimensions and layout of all proposed modifications:
  - plumbing work, including number of new plumbing fixtures
  - height of elevated electrical outlets and/or utilities
  - area to be waterproofed, including height
  - location and number of proposed backwater valve(s)
  - length and location of drains
  - location of rerouting work of plumbing fixtures above the sidewalk vent elevation
- project area restoration details showing access for maintenance
- details of construction; including structural strength requirements for walls or curbs

Additional information that may be required:

- stamped structural details prepared by a licensed California Professional Engineer
- flood barrier manufacturer drawings, including dimensions of opening(s) where flood barrier will be installed and the performance warranty statement



**Example Design Drawing**

**The SFPUC will return incomplete applications. Application review will begin when all required materials are submitted.**

**Project construction cannot begin until a signed agreement between the City and property owner is in place and funding approval has been received.**

### Complete Grant Application

The grant application consists of four required sections and an optional financial hardship form, if applicable. When you submit your application all required sections must be complete.

### Submit Grant Application

Once you have completed the grant application form and compiled all required documentation, the full application should be submitted as an attached PDF via email to [FloodwaterGrants@sfgwater.org](mailto:FloodwaterGrants@sfgwater.org) (preferred method) or mailed to:

**San Francisco Public Utilities Commission  
Attn: Floodwater Grant Program  
525 Golden Gate Ave, 11<sup>th</sup> Floor  
San Francisco, CA 94102**

Please note, there will be additional processing time for hard copy applications received by mail.

#### **required**

1. Application Form - all fields must be completed:
  - ✓ property owner information
  - ✓ installation address
  - ✓ project description
  - ✓ project installation type and related eligible costs
  - ✓ required permit(s) and related eligible costs
  - ✓ total eligible costs
  - ✓ applicant signature
2. two (2) competitive construction quotes, with selected contractor identified
3. detailed design drawings
4. completed IRS Form W-9 Request for Taxpayer ID Number and Certification

#### **custom design**

5. installation requirements and performance warranty statement
6. product price quote
7. installation price quote
8. photographs or drawings of product

#### **if applicable**

9. Financial Hardship Eligibility Form



### Application Considerations

- Applications will be reviewed in the order in which they are received.
- Applications can be submitted at any time after receipt of the site opportunity assessment unless site conditions have changed after the initial site visit (for example, new plumbing or building work completed). If site conditions have changed, a new site visit will need to take place before an application can be submitted.

## Step 3 - Processing the Application

### Application Review

Once you submit your grant application, the grant team will review for completeness and technical accuracy. You may be required to submit additional information or adjust your scope of work during the review process. A site visit from a DBI plumbing inspector may be required as part of the approval process.

### Grant Agreement

If your application is approved, SFPUC will reserve funding and prepare a grant agreement between the property owner and the City. Once the grant agreement is ready for signatures, it will be sent to you via DocuSign. After you review and sign the grant agreement, it will be routed to City staff for countersigning.

### Evidence of Contractor Insurance

The City requires evidence of the contractor's insurance for all grant-funded activities. You must submit proof of the contractor team's insurance, including Workers' Compensation and Commercial General Liability. This proof of insurance is typically provided to you by your contractor team. After signing the grant agreement, provide proof of the contractor's insurance to

[FloodwaterGrants@sfgov.org](mailto:FloodwaterGrants@sfgov.org)

### Funding Approval Letter

Once the grant agreement is executed and SFPUC receives the required insurance documentation, SFPUC will issue funding approval. The funding approval means that funding has been approved for the specific purpose of paying you for the agreed upon project in the grant agreement and will not be depleted or diverted prior to the dates stated. The funding approval means that you can begin working with the approved contractor team, applying for permits, and building the project.



# Step 4 - Building the Project

## Obtain Permits

All projects must comply with applicable local, state, and federal permit requirements. The [Permit Overview](#) on page 18 provides an overview of permits that may be required for your project. Discuss any potential permit requirements with your contractor team early on in your project design process. It is your responsibility as the grantee to obtain all necessary permits.

## Construction Process

After obtaining all applicable permits, project construction can begin. You will work with contractor team to schedule and build the project. You are responsible for documenting the construction process by taking photos and savings receipts to submit as documentation for your grant payment.

The grant team can provide technical support throughout the construction process.

Email [FloodwaterGrants@sfgov.org](mailto:FloodwaterGrants@sfgov.org) or call 415-523-4412 for support.



## Operations and Maintenance

- After your project is complete you are responsible for operating and maintaining the project, per the grant agreement. Operate and maintain your project according to the manufacturer's guidelines and recommendations. Failure to properly maintain the equipment will affect overall performance.
- All plumbing devices shall be placed in an area that will allow for cleaning and maintenance as recommended by the manufacturer. Ensure the access box for any plumbing device is accessible at all times.



## Payments

You may request payment in multiple installments, depending on the grant amount, as shown in the table below. To submit a request for partial payment the following is required:

- Grantee Request for Payment Form (provided with the agreement)
- proof of any applicable DBI permits - view and print documentation here: [Permit Services at DBI](https://www.sf.gov/departments/departments-building-inspection/permit-services-dbi) (https://www.sf.gov/departments/departments-building-inspection/permit-services-dbi)
- documentation of costs incurred (for example, invoice[s] from engineer/contractor/manufacturer, permit fees incurred, etc.)
- documentation that invoices are paid with signature verification from the contractor
- documentation of project process (for example, photos and videos of construction).

Project Grant Amount .....	Number of Allowable Payments
up to \$30,000 .....	Eligible for up to two payments
from \$30,001 up to \$50,000 .....	Eligible for up to three payments
from \$50,001 up to \$100,000 .....	Eligible for up to five payments



### Financial Assistance

The grant program provides financial assistance. Please review the [Financial Assistance Eligibility Form](https://www.sfpuc.gov/sites/default/files/programs/grants/Floodwater_Grant_Financial_Assistance_Eligibility_Form.pdf) (https://www.sfpuc.gov/sites/default/files/programs/grants/Floodwater\_Grant\_Financial\_Assistance\_Eligibility\_Form.pdf) to determine if you are eligible and review the documentation required for submittal. The Financial Assistance Eligibility Form must be submitted with your application package in order to be considered for financial assistance. Below is an overview of who can apply for financial assistance and the types of assistance offered.

Financial assistance is available to:

- owners who have demonstrated that they are experiencing financial hardship
- small businesses or nonprofits with no more than 50 full-time employees

Financial assistance is provided through:

- an up-front payment prior to the start of work, to use for deposit or start of work payment to the contractor, limited to 10% of total project costs or \$1,000 (whichever is less)
- all payments up to the full grant amount as installments, rather than numerous payments




### Final Permit Approval

Once the project is complete, you must schedule any required inspections with the appropriate permitting agencies to obtain final permit approval.

### Final Site Visit

After you receive final permit approval, you must request a final site visit with the grant team prior to the submittal for final payment. At the final site visit, the grant team will verify that the project was built in accordance with the approved scope of work outlined in the grant agreement.

Schedule a final site visit by emailing [FloodwaterGrants@sfwater.org](mailto:FloodwaterGrants@sfwater.org) .

### Final Payment

Once the permit approval and final site visit have taken place, confirming that the project has been built in accordance with the approved scope of work, final payment can be requested. A request for the final payment of grant funds must be submitted within 2 months of project completion. To submit a request for final payment, the following is required:

- Grantee Request for Payment Form (provided with the agreement)
- documentation of costs incurred (for example, invoice[s] from engineer/contractor/manufacturer, permit fees incurred, etc.)
- documentation that invoices are paid with signature verification from the contractor
- documentation of final inspection approval for all permits
- documentation of completed project via photographs or video


SFPUC will review the request and, if consistent with the requirements of the grant agreement, approve the issuance of payment to you.



### Risk and Responsibilities

The homeowner assumes the risk and responsibility if the project does not perform as it was intended—for example: flood wall failing structurally during a flood, flood barriers improperly deployed during storm events, sump pumps not functioning during electrical outages, etc.

It is your responsibility to be aware of forecast storms and prepare your property for potential flooding. The Urban/Small Stream Flood Advisories issued by the National Weather Service sends alerts through email, text, and social media.

For more information, visit [NWS Enterprise Resources](http://www.weather.gov/enterprise)  (<http://www.weather.gov/enterprise>), where you can find a variety of ways to receive weather alerts.

# Permit Overview

This list shows the permits most frequently required for the types of projects commonly funded by the grant program; it will help you understand what permits **might** be required for your project.

## Key

Permitting agency:

San Francisco Public Works (SFPW)

SFPW - Bureau of Street Use and Mapping (SFPW-BSM)

San Francisco Department of Building Inspection (SFDBI)

### Plumbing Permit

SFDBI

Examples: backwater valve installation.

### Over-the-counter (OTC) Permit

SFDBI

Examples: exterior door replacement, including garage doors; any fences taller than 3 feet in front yard; replacement of wall finishes; and garage slab replacement.

### Building Permit

SFDBI

Examples: grading, excavation.

### Excavation Permit

SFPW-BSM

Examples: sidewalk excavation and restoration

### Encroachment Permit

SFPW

Examples: raised planters, raised driveways, nonstandard driveway, sidewalk slopes, and deployable flood barrier installed outside the property line.

### Sidewalk Landscaping Permit

SFPW

Examples: converting impervious sidewalk areas to at-grade landscape areas.

### Street Improvement Permit

SFPW

Examples: raising curb heights, minor regrading and repaving within the public right-of-way.

## Helpful links

To determine your property line, visit:

[Property Information Map \(PIM\)](https://sfplanninggis.org/PIM/) [↗](#) (<https://sfplanninggis.org/PIM/>)

[Map of Official Sidewalk Widths | data.sfgov.org](https://data.sfgov.org/Transportation/Map-of-Sidewalk-Widths/ygcm-bt3x) [↗](#)

(<https://data.sfgov.org/Transportation/Map-of-Sidewalk-Widths/ygcm-bt3x>).

If the property line boundary is not clear from the above maps, you may need to work with a surveyor to confirm property line boundary.

For additional information on permits, visit:

[Permit Process | sfbetterstreets.org](https://sfbetterstreets.org/learn-the-process/permit-process/) [↗](#) (<https://sfbetterstreets.org/learn-the-process/permit-process/>)

[Green Infrastructure Permit Guidebook](https://www.sfpuc.gov/sites/default/files/programs/grants/GIG-PermitGuidebook.pdf) [↗](#)

(<https://www.sfpuc.gov/sites/default/files/programs/grants/GIG-PermitGuidebook.pdf>)

[Permits | Public Works](https://sfpublicworks.org/services/permits) [↗](#) (<https://sfpublicworks.org/services/permits>)

[Permit Services at DBI | sf.gov](https://www.sf.gov/departments/departments/building-inspection/permit-services-dbi) [↗](#)

(<https://www.sf.gov/departments/departments/building-inspection/permit-services-dbi>)



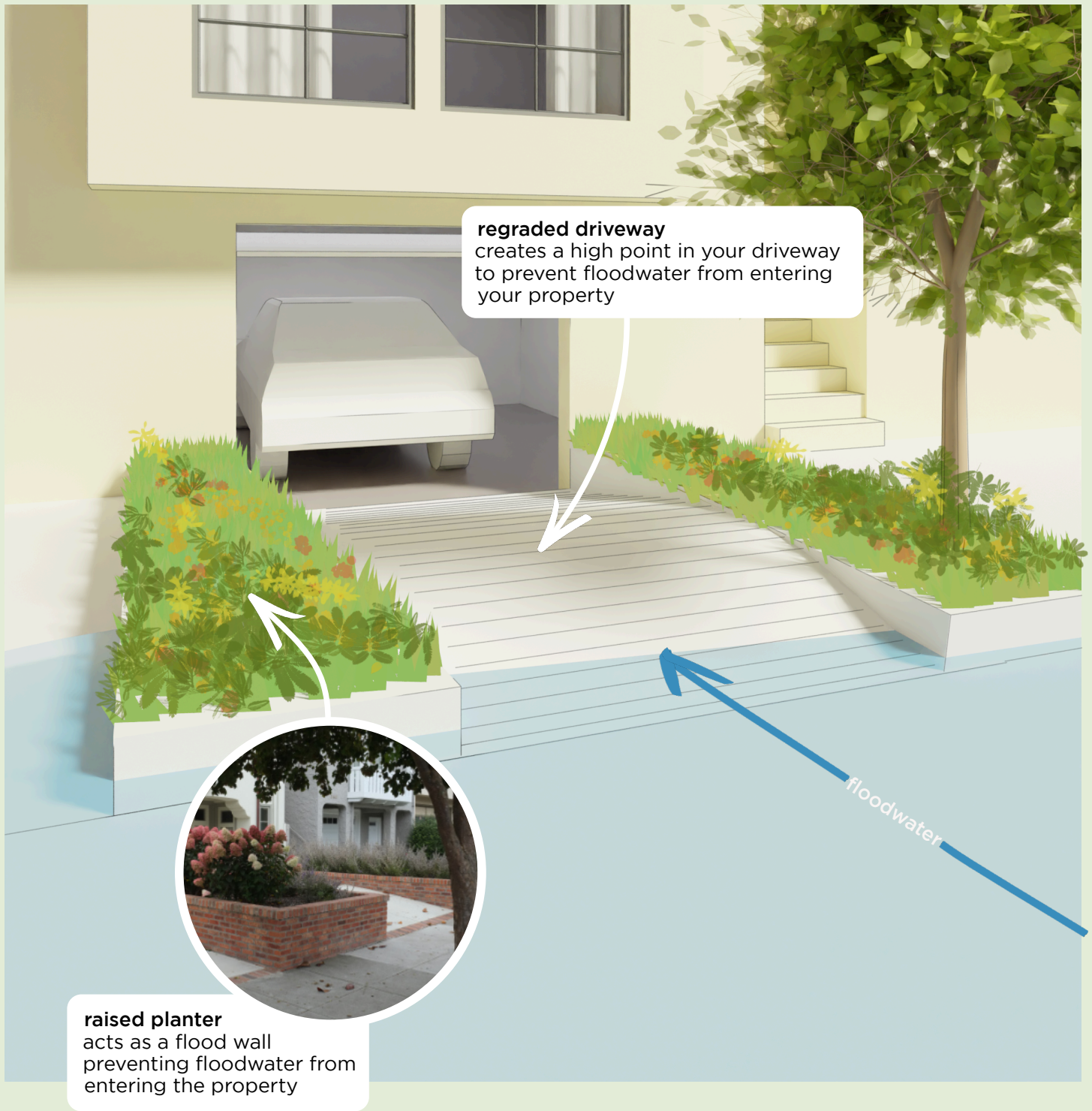
## Permits

- Permit fees are eligible costs for grant payments.
- 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.”

# Example Projects



## Regraded Driveway with Raised Planters



## French Drain with Sealed External Surfaces

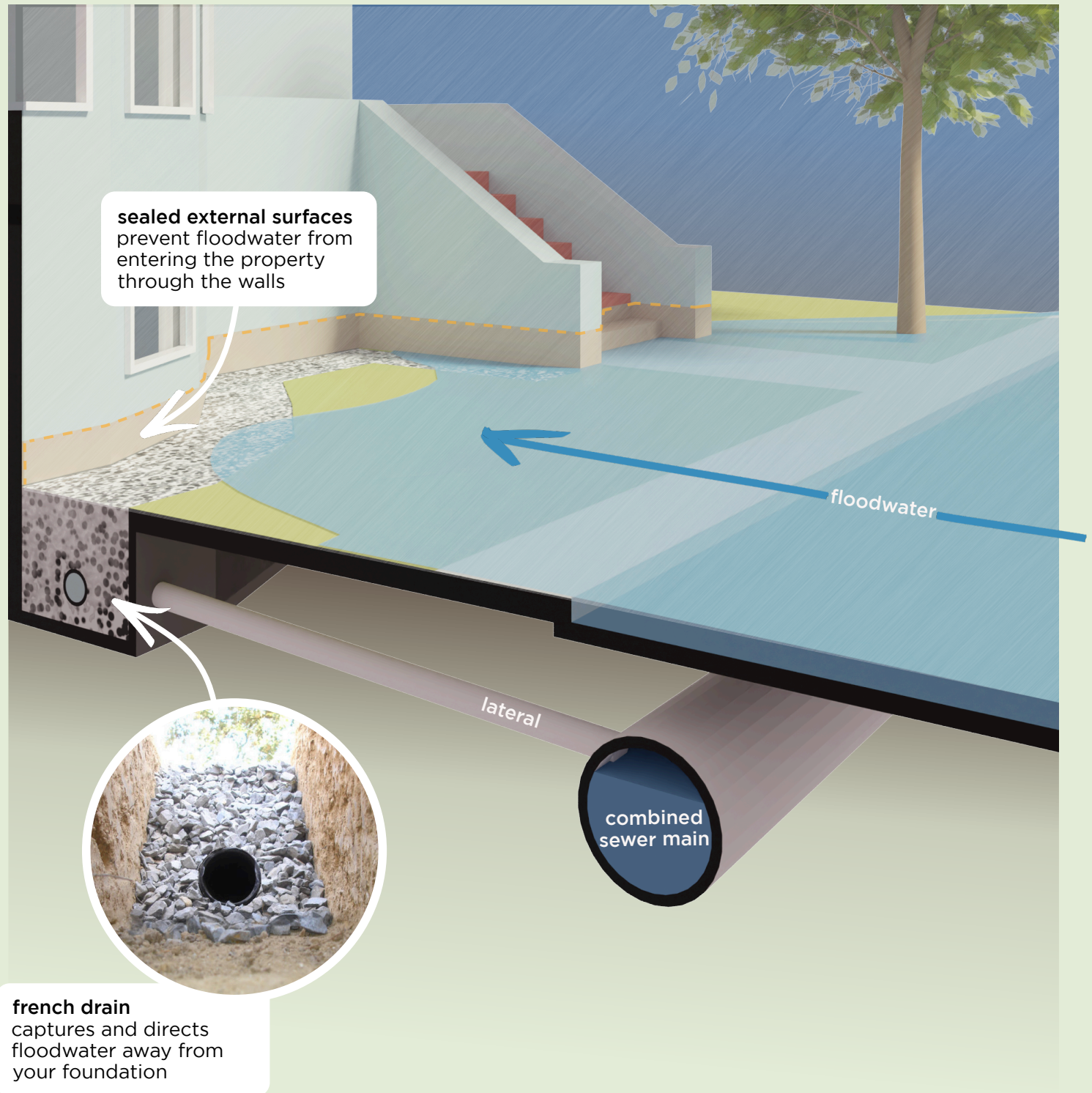
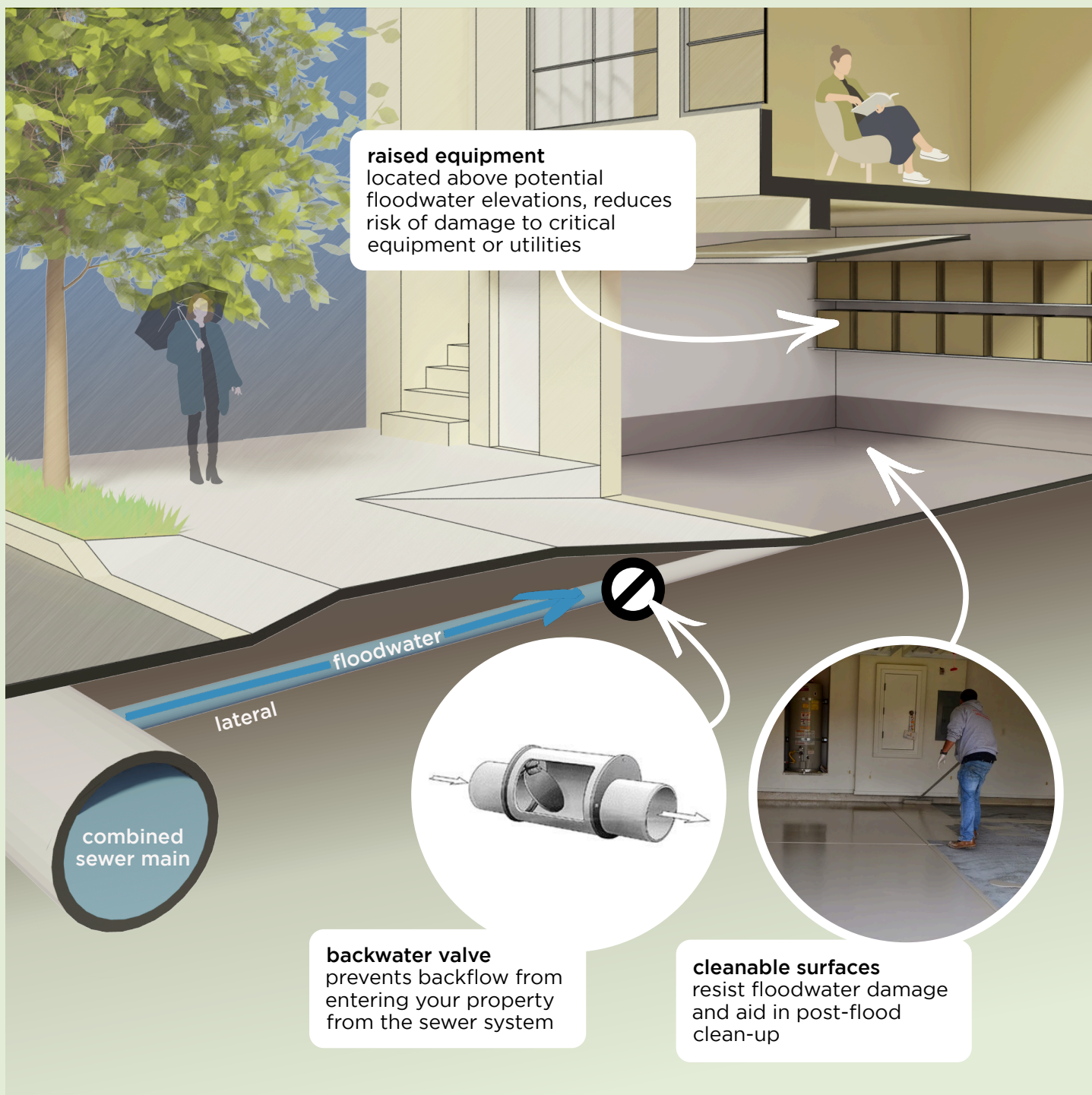
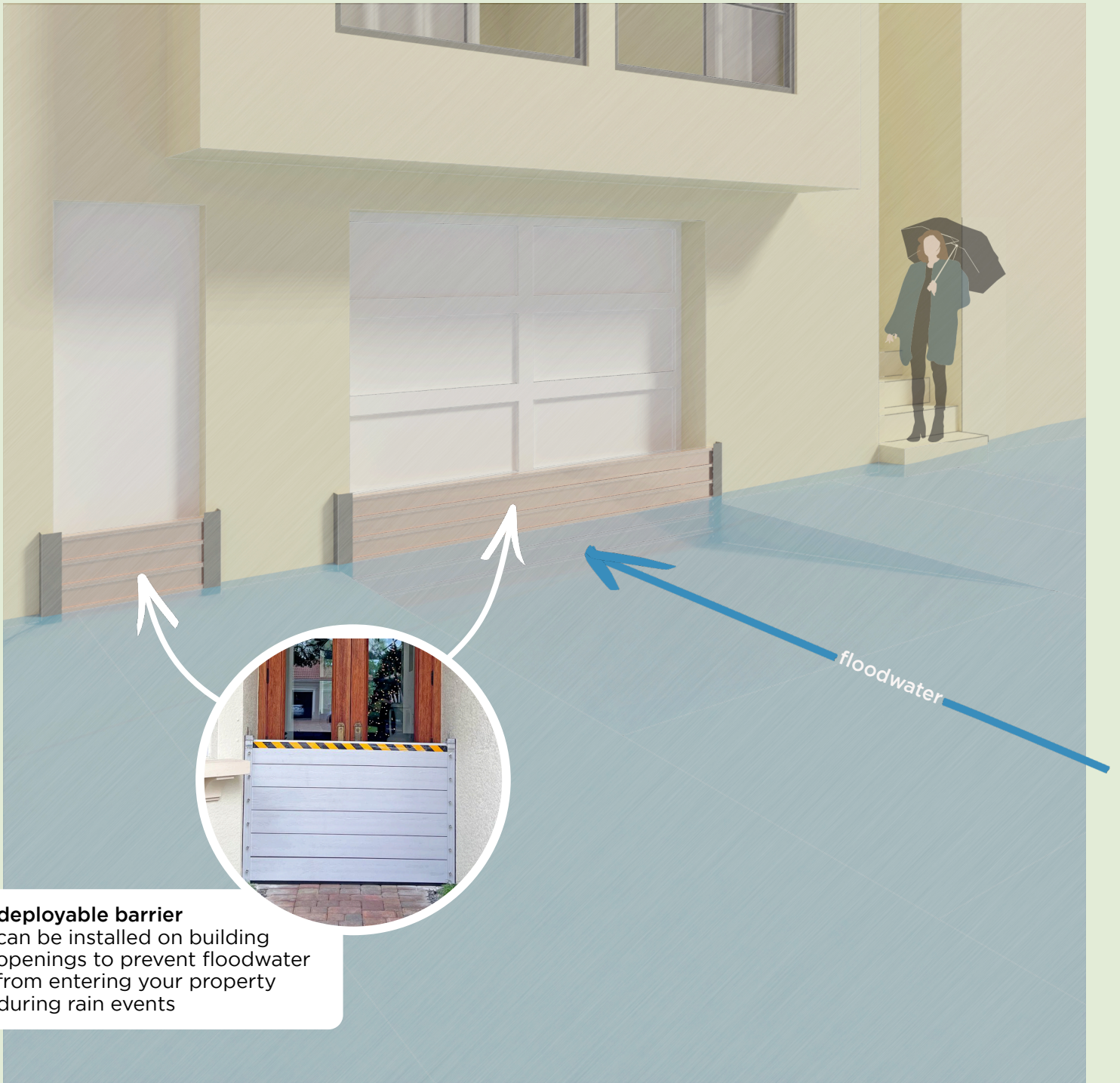


Photo source: Modified image from Scooter133 at English Wikipedia

## Backwater Valve, Cleanable Surfaces, Raised Equipment



## Deployable Flood Barrier



**deployable barrier**  
can be installed on building  
openings to prevent floodwater  
from entering your property  
during rain events

*Photo source: Garrison Flood Control*

## Automatic Flood Barrier



Photo source: PS Flood Barriers



# Example Projects Definitions

Flood protection measures that may be eligible for grant funding and are shown in this guidebook have the meanings described below in alphabetical order:

**backwater valve** - device installed on private plumbing lines to maintain flow in one direction and prevent backflow from the City sewer system into the property by automatically shutting when water flows toward the property. Modifications to the existing plumbing configuration for correct installation of backwater valve(s) may be needed, such as rerouting of upstream fixtures and roof drains. Also known as a backflow prevention device or backflow preventer valve.

**cleanable surfaces** - floor and wall surfaces composed of water-resistant materials. Used in areas that experience flooding as they can withstand damage from water and are easily cleanable after floodwaters have receded or have been removed.

**dry flood proofing** - temporary and/or permanent physical barriers to prevent floodwaters from entering the property (for example, regraded driveway and/or entry points, temporary or permanent flood barriers, flood walls/curbs, flood doors, or exterior wall sealing).

**elevate utilities** - elevating electrical outlets and other fixtures or utilities above flood levels to prevent water from reaching and damaging critical utilities.

**flood barrier** - a deployable or automatic physical barrier installed at entrances to minimize floodwater intrusion through openings such as pedestrian doorways, garages, or warehouse doorways.

**flood bump** - raised linear bump installed on the property driveway or entryway to prevent overland flows from an adjacent public right-of-way from entering the property and redirect as much runoff back into public right-of-way as possible.

**flood curb/wall** - raised concrete curb or wall along or adjacent to the edge of a parcel to prevent overland flows from an adjacent public right-of-way from entering the property and redirect as much runoff back into public right-of-way as possible. Existing fence bottoms may be retrofitted into a flood curb or flood wall.

**flood door** - door designed to withstand standing water and prevent it from entering the property.

**floodable spaces** - space designed to allow floodwater to pass through back to the public right-of-way. Floodable spaces may include use of flood vents and wet flood proofing.

**french drain** - linear perforated drain system installed underground to capture and convey infiltrated overland flows from an adjacent public right-of-way into the City sewer system. French drain installation to capture groundwater is not eligible for the grant.

**garage door seal** - rubber or vinyl strips attached to the sides and bottom of garage door to create a seal that can prevent small amounts of overland flows from an adjacent public right-of-way from entering the garage space.

**plumbing modifications** – property-specific plumbing modifications to prevent backflow from the sewer system and/or overland flows from adjacent public right-of-way from entering into the property (for example, backwater valve(s), trench drain, or french drain).

**raised building openings** – building entryways raised with ramps or stairs to prevent overland flows from an adjacent public right-of-way from entering the property and redirect as much runoff back into public right-of-way as possible.

**raised property/floors** – interior floor level raised above flood level in the public right-of-way through regrading or by placing on pedestals or blocks. Ramps or stairs may be needed to maintain access to street level.

**regraded driveway** – existing driveway regraded to a higher elevation to prevent overland flows from an adjacent public right-of-way from entering the property and redirect as much runoff back into public right-of-way as possible.

**sump pump** – mechanical device to remove water that has entered the property through backflow from the sewer system and/or overland flows from adjacent public right-of-way by pumping water back into the City sewer system.

**trench drain** – linear floor drain with grated cover installed in front of building entrances, such as garage doors, to capture overland flows from an adjacent public right-of-way. Also known as a channel drain.

**waterproof exterior walls** – use of waterproof materials or treatment on the exterior walls of building that can withstand damage from water and prevent water intrusion through the exterior building walls. Any openings or cracks in the building exterior walls should be filled in and sealed as part of the waterproofing process.

**wet flood proofing** – additions and/or modifications to minimize damage from water that gets into the property (e.g., cleanable surfaces, elevating critical utilities and appliances, or creating floodable space).

# Glossary



General terms used in this guidebook have the meanings described below in alphabetical order:

**applicant** – San Francisco Property Owner (owner), with an active SFPUC account for wastewater services, who is seeking grant funds from SFPUC for modifications to their property to minimize risk of damage at that property due to eligible rain-related flooding, as set forth in this guidebook.

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

**combined sewer system (sewer system)** – a sewer system that captures and conveys both storm-water and sanitary sewage.

**eligible costs** – costs directly related to approved flood protection measures for eligible rain-related flooding.

**final payment** – the final payment provided for a project. In order to receive final payment, a complete final payment request must be submitted with all supporting documentation and a final site visit must take place verifying that the project was built in accordance with the grant agreement.

**financial assistance** – assistance provided by SFPUC to eligible grantees which allows for upfront installment payments rather than reimbursement payments.

**Floodwater Grant Agreement (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. The grant agreement must be signed by all required parties to be fully executed.

**Funding Approval Letter (funding approval)** – a written notice of approved grant funds for a specific project, made on a case-by-case basis and subject to availability of funds. This is sent after a grant agreement is fully executed and the required insurance documentation is received. This serves as the notice to proceed with the grant project.

**installment payments** – payments issued as upfront installments throughout the project, rather than reimbursement payments. This is only an option for those that qualify for financial assistance.

**multiple payments** – reimbursement payments made during the delivery of the project. The number of payments allowed is based on the project grant amount. Payments are made after the review and approval of a Payment Request Form with all required documentation.

**project** - approved flood protection measures to the property to minimize the owner's risk of damage due to flooding caused by overland flow from the public right-of-way and/or backflow events from the sewer system during rain events.

**public right-of-way** - for the purposes of the grant program, all City roadways and sidewalks bordered by private properties. Parks and open spaces owned by the City are not considered public right-of-way.

**San Francisco Department Of Building Inspection (SFDBI)** - San Francisco City agency responsible for enforcement of City and County of San Francisco's building, housing, plumbing, electrical, and mechanical codes.

**San Francisco Public Works (SFPW)** - San Francisco City agency responsible for design, management, construction, and maintenance of civic buildings, streets, and right-of-way.

**San Francisco Public Utilities Commission (SFPUC)** - San Francisco City agency responsible for providing water, wastewater, and power services to the City of San Francisco.