

Pilot Community Garden Irrigation Meter Grant Program

Guidelines, Application and Agreement



Program Overview

The San Francisco Public Utilities Commission (SFPUC) Pilot Community Garden Irrigation Meter Grant Program (Grant Program) is designed to help urban agriculture, community and demonstration gardens in San Francisco track and manage irrigation water use through the installation of a dedicated irrigation water service. Installation of a dedicated irrigation water service and meter helps property owners and tenants accurately track irrigation water use, reduce wastewater fees associated with indoor uses, and allows for a separate shutoff for the irrigation system if needed. Irrigation meters also allow owners or tenants to track their usage in relation to their calculated annual water budget established by the SFPUC. Without a dedicated irrigation meter, it is difficult to measure how much water is actually used for irrigation at a property.

Provision of grant funding is based on the eligibility of the proposed activity and availability of grant funds. A maximum of \$10,000 in SFPUC fees will be waived per urban agriculture, community or demonstration garden for the installation of a new dedicated irrigation water service and meter. Installation of the new service shall be performed by the SFPUC. Each grant application will be reviewed and evaluated on a first-come-first serve basis until grant funds have been expended.

I. Grant Guidelines

Eligible Applicants

The Grant Program is available to any institutional, residential or commercial water user who needs retail water service to maintain an urban agriculture, community or demonstration garden. The applicant's project shall also meet one of the four grant criteria below to be eligible for the Grant Program. Applicants may include City departments, hospitals, schools, non-profits, community groups, neighborhood associations, developers, homeowners, landlords, or businesses.

Proposed activities shall meet one of the criteria and all of the terms set forth below to qualify for the Grant Program. Activities that do not meet one or more of the criteria and all of the terms listed below will be deemed ineligible.

Grant Criteria

Projects that meet one of the following criteria are eligible under this Grant Program:

- An urban agriculture project with proof of receiving, or intent to receive, a change-of-use permit from the San Francisco Planning Department per the Urban Agriculture Ordinance approving their status as an urban agriculture site;
- A small scale urban market garden designed and operated for urban food production;
- A community garden sponsored by the San Francisco Recreation and Parks Department with a signed Community Garden Plot Agreement; or
- A garden established for demonstration or other instructional programming purposes.

Grant Terms

- A complete Grant Application, all requested supporting documentation, and a W-9 IRS tax form shall be submitted to the SFPUC to be determined a complete application.

- The Grantee must establish a new water service account with the SFPUC and continually pay its own water bills.
- The Grantee will not receive monetary funds from the SFPUC under this Grant Program.
- The Grantee will receive a subsidized installation of a new dedicated irrigation water service and meter from the SFPUC.
- The proposed activity shall meet all applicable local, state and federal laws, regulations and ordinances, including environmental review and backflow prevention requirements.
- Water service provided through this program is for garden irrigation only. Sites are subject to unscheduled post-installation inspection by SFPUC staff. Grantees found to be using the water service for indoor or non-irrigation purposes are subject to paying the SFPUC in full for the cost of meter installation.

Funding Rules

- An award for a new service installation shall be based on 1) the evaluation of each application on a first come, first serve basis, and 2) the availability of funds, as certified by the Controller of the City and County of San Francisco.
- A grant approval letter and a copy of the application signed by the SFPUC will be issued to the Grantee notifying them of their award for a new dedicated irrigation water service. Grant funds will not be issued to the Grantee. The grant covers a new dedicated irrigation water service installation and meter up to \$10,000 per site. Additional costs required to install the irrigation service connection and the required backflow prevention device shall be covered by the Grantee.
- Grantees must visit the SFPUC's New Installation Division at 525 Golden Gate Avenue, 2nd Floor in person within 60 days of award of this Grant to initiate the installation process. Grantees who fail to visit New Installations will not receive a service connection and their award will be revoked.

Permits and Inspections

All activities must comply with applicable local, state and federal permit requirements. A plumbing permit from the San Francisco Department of Building Inspection is required to install the approved backflow prevention device for the new irrigation service. Installation of the irrigation service will not be awarded until a permit is issued. Grantee sites are subject to an unscheduled post-inspection by SFPUC staff.

Backflow Prevention

An approved backflow prevention device is required for all irrigation water service connections. A backflow prevention device is used to protect the City's water distribution system from any potential contamination. Under normal conditions, water from the City's distribution system flows into a customer's property. When backflow occurs (often from a drop in water pressure caused by a water main break or firefighting episode), water can flow from the customer's property back into the distribution system bringing any potential contaminants into the main water supply.

It is the responsibility of the Grantee to install a backflow prevention device for the irrigation service. For a list of approved backflow prevention devices, contact the SFPUC Water Quality Cross Connection Division at (650) 652-3199. Please note there are additional costs associated with installing a backflow device that shall be covered by the Grantee. Costs include a plumbing permit from the San Francisco Department of Building Inspection, installation charges from your plumber, and annual testing of the backflow device from a certified backflow prevention tester. For more information on backflow prevention requirements, please contact the SFPUC Water Quality Cross Connection Division at (650) 652-3199 or visit www.sfwater.org/index.aspx?page=163.

II. Grant Evaluation and Process

Applications must meet the eligibility criteria and grant terms. Applications will be reviewed on a pass/fail basis against these eligibility criteria. Applications that meet all of the eligibility criteria and grant terms are further subject to the availability of funds, which is based on certification by the Controller of the City and County of San Francisco.

If your project is selected and you have received an approval letter from the SFPUC, you must visit SFPUC New Installations in person within 60 days to complete an application for a new service connection and to establish a customer of record for billing purposes. New Installations is located at the SFPUC headquarter at 525 Golden Gate Avenue, 2nd floor and is open weekdays between 8 a.m. and 5 p.m. For questions, please call (415) 551-2900. Grantees who fail to visit New Installations within 60 days of receipt of their grant award letter are subject to losing their award.

III. Grant Application

Applications for the Pilot Community Garden Irrigation Meter Grant Program will be accepted until funding has been expended on a first come, first serve basis. Completed and signed applications with all supporting documentation should be emailed to landscape@sfwater.org or mailed to:

**San Francisco Public Utilities Commission
Water Resources Division
Grant Program for Community Gardens
525 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102**

Urban Agriculture and Community Garden Grant Application for Irrigation Water Service



Services of the San Francisco Public Utilities Commission

Applicant Information		
Applicant Name:	Phone:	
Mailing Address:	Email:	
Organization Name:	Role or Title:	
Please select one: <input type="checkbox"/> My project is an urban agriculture site <input type="checkbox"/> My project is a community garden sponsored by the San Francisco Recreation and Parks Department with a signed Community Garden Plot Agreement <input type="checkbox"/> My project is a small urban market garden designed and operated for urban food production <input type="checkbox"/> My project is a demonstration or instructional garden	Please attach corresponding documentation: <input type="checkbox"/> Copy of the change-of-use permit received from the Planning Department, or a written letter from Planning indicating intent to issue a permit <input type="checkbox"/> Copy of the signed Community Garden Plot Agreement with the Recreation and Parks Dept. <input type="checkbox"/> Detailed description of the nature of the operation and who it benefits and serves <input type="checkbox"/> Detailed description of the demonstration and instructional nature of the garden and who it serves <input type="checkbox"/> All projects must submit an W-9 IRS Tax Form	
Name of person and/or organization who will pay the water bills once a new irrigation water service has been established (if different than the applicant information above)		
Name	Address	Phone

Garden Information	
Project Name:	
Project Location:	Site Description (ex. Vacant Lot):
Please select one: <input type="checkbox"/> The garden for which I seek water service is already in operation. <input type="checkbox"/> The garden for which I seek water service is new.	
If you have an existing garden, please indicate how it is currently watered: _____	
SFPUC Account Holder Name: _____	Account Number: _____
Please select one: <input type="checkbox"/> I own or lease the property which the project occupies. <input type="checkbox"/> The above organization owns or leases the property which the project occupies. <input type="checkbox"/> The property used for this project is owned by a third party. Owner's Name: _____	
Brief Project Description (use back side or additional sheets if more space needed)	

Water Budget Calculation

All urban agriculture and community gardens must stay within the Maximum Applied Water Allowance (MAWA) calculated for their site. A garden's MAWA, or water budget, is the annual gallons of water allowed to maintain the planted area. Gardens with edible plants are provided an additional water allowance in the MAWA calculation, as edible plants are considered a "Special Landscape Area." The formula for calculating MAWA is:

$$\text{MAWA} = 35.1 \times 0.62 \times [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

Where: 35.1 = ETo or Reference Evapotranspiration for San Francisco (inches per year)
 0.62 = Conversion Factor (to gallons)
 0.7 = ET Adjustment Factor (ETAF)
 LA = Landscape Area including SLA (square feet)
 0.3 = Additional Water Allowance for SLA
 SLA = Special Landscape Area (square feet) includes edible plants, areas irrigated with rainwater or graywater, water features using only rainwater, and areas dedicated to active play such as parks

Total Landscaped Area (sqft):	Your Project's Annual Water Budget (MAWA):
Special Landscape Area (SLA)(sqft):	

Planting and Irrigation Information

Planting Methods

Please describe the type of planting which will be used in the project area (ex. raised beds or planted rows).

Irrigation Method(s)

Please describe the type of irrigation which will be used in the project area. If multiple types of irrigation will be used, please indicate the square footage which will be served by each type (ex. drip irrigation – 2,000 ft²).

Irrigation Controller

- This project will not use an automatic irrigation controller.
 This project will use an automatic irrigation controller. Controller make/model: _____

Irrigation Management

Please describe how water will be used on-site, including any water conserving strategies.

Irrigation Manager's Name:	Phone:
Role or Title:	Email:

Irrigation Education

The SFPUC encourages all garden and irrigation managers to receive education on water efficient irrigation techniques. For a list of available classes, visit www.sfwater.org/landscape.

- The irrigation manager above has received education in efficient irrigation techniques.
 Please describe classes/coursework: _____

Applicant Certification

By typing or signing my name below I certify that I am an individual with the authority to complete this application for this project. I further certify the information provided in this application and all additional documentation is, to the best of my knowledge, accurate and complete. I understand that upon the installation of a dedicated irrigation water service and meter, the project's annual water use must stay within the water budget. The undersigned further agrees to defend, indemnify and hold harmless the SFPUC, their directors, officers, and employees, against all loss, damage, expense, claims, suits and liability, including attorney's fees resulting from the loss, destruction or damage to property arising out of or in any way connected to the installation of the irrigation water service and meter.

Applicant Signature _____

Date _____

THIS SECTION IS FOR SFUC USE

Application Approved

Application Denied / Date & Reason: _____

Approvals

Water Conservation: _____
Name Date