



Non-potable Grant Program Rules

Grant Program Overview

The San Francisco Public Utilities Commission (SFPUC) Non-potable Grant Program encourages retail water users to collect, treat, and use alternate water sources including rainwater, stormwater, graywater, foundation drainage, blackwater, and brewery process water for non-potable uses. The program targets projects that can reduce potable water use by maximizing available onsite alternate water sources for toilet flushing, irrigation, and other non-potable uses. The SFPUC is seeking proposals for projects that meet one of the following criteria:

1. Projects that replace at least 450,000 gallons of potable water per year are eligible for grant funding up to \$100,000;
2. Projects that replace at least 1,000,000 gallons of potable water per year are eligible for grant funding up to \$250,000; **or**
3. Projects that replace at least 3,000,000 gallons of potable water per year are eligible for grant funding up to \$500,000.

The SFPUC anticipates funding multiple projects during this solicitation round. Eligible projects that meet the grant guidelines will be considered for funding if they can demonstrate offset of potable water supplies by using alternate water supplies to meet non-potable demands. Types of activities considered for funding include the installation of collection systems for onsite alternate water sources, treatment systems to improve the water quality of onsite alternate water sources for beneficial reuse, and/or storage of the treated water.

The deadline for submitting grant applications will be provided on the SFPUC's Non-potable Water Program web page (www.sfwater.org/np) during each solicitation round. Provision of grant funding is based on the eligibility of the proposed project and availability of funds. Each application will be reviewed and evaluated on a case-by-case basis. Grant funding is available on a first come, first serve basis. Grant funding will not be provided to projects that are undertaken to comply with a City and County of San Francisco ordinance, including but not limited to the Non-potable Water Ordinance, San Francisco Health Code Article 12C.

The Non-potable Grant Program helps support customer efforts to implement sustainable water practices in San Francisco and offset potable water use. The collection, treatment and use of onsite alternate water sources for non-potable applications helps diversify our water supply, making us more resilient for the future. In addition to advancing water supply reliability, the Non-potable Grant Program supports the SFPUC's Phased Water System Improvement Program Variant (WSIP) goals adopted by Resolution No. 08-

200 on October 30, 2008. WSIP included a goal of developing an additional 10 million gallons per day (mgd) of locally available water supplies.

Definitions

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

Alternate Water Source – a source of non-potable water that includes graywater, rainwater, stormwater, foundation drainage, and blackwater, and/or any other source approved by the San Francisco Department of Public Health (SFPDH).

Alternate Water Source System or Non-potable Water System – the system of facilities necessary for providing non-potable water for use in a building-scale or district-scale project, including but not limited to all collection, treatment, storage, and distribution facilities.

Applicant – property owner or property tenant that is a retail water customer of the SFPUC, and is seeking grant funds from the SFPUC for an alternate water source project, 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 a Grant Agreement.

Blackwater – wastewater containing bodily or other biological wastes, as from toilets, dishwashers, kitchen sinks and utility sinks.

Brewery Process Water – water that is collected from sources such as filtration, production, and packaging associated with a brewery.

Brewery Process Water Treatment System - an onsite non-potable water system that collects, treats, and uses brewery process water for non-potable applications such as tank rinses, bottle rinses, packaging, clean-in-place (CIP), and production. **Building-scale Project** – the construction or alteration of any commercial, multi-family, or mixed-use building that includes the onsite treatment of alternate water sources for non-potable applications.

District-scale Project – a development project entailing the sharing of an alternate water source system serving two or more parcels or for use in multiple structures, whether under the jurisdiction of one entity or several.

Foundation Drainage – nuisance groundwater that is extracted to maintain a building's or facility's structural integrity and would otherwise be discharged to the sanitary sewer system. Foundation drainage does not include non-potable groundwater extracted for a beneficial use that is subject to City groundwater well regulations.

Grant Agreement (Agreement) – a written contract between the SFPUC and the recipient of grant funds, which includes the obligations and conditions governing the use of grant funds.

Grantee – property owner or property tenant that is a retail water customer of the SFPUC to whom a grant is awarded.

Graywater – untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. Graywater includes, but is not limited to, wastewater from bathtubs, showers, bathroom sinks, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers.

Irrigation – water application on land to assist in the growing of landscaping or crops or to maintain vegetation on recreation areas, such as parks and golf courses.

Non-potable Water – non-potable water collected from alternate water sources, treated, and intended to be used on the applicant’s site or district parcels and is suitable for direct beneficial use. Non-potable water is not of drinking water quality, but may still be used for many other purposes, depending on its quality.

Non-potable Water Ordinance –Article 12C of the San Francisco Health Code.

Operating Year – each consecutive 12-month period during the term of the grant agreement. The first Operating Year commences on the day that the non-potable water reuse system is placed in operation (“Operating Commencement Date”) and ends on the day before the one-year anniversary of the Operating Commencement Date. A new Operating Year will commence on each successive anniversary of the Operating Commencement Date; however the final Operating Year will end on the date the grant term expires or terminates, whether or not consisting of 12 full months.

Potable Offset – potable water saved through the use of an appropriate alternate water source.

Potable Water – water that meets state and federal drinking water standards.

Rainwater – precipitation collected from roof surfaces or other manmade, aboveground collection surfaces. Hydrocarbon-based fuels, hazardous materials, or fertilizers are prohibited to be stored or used on such surfaces.

Recycled Water – non-potable water that meets California Department of Public Health statewide uniform criteria for disinfected tertiary recycled water. Recycled water is also known as “reclaimed water”.

Recycled Water Ordinance –Article 22 of the San Francisco Public Works Code).

Reservation Letter – a written notice of the reservation of grant funds.

Retail Water Customer/User – any institutional, industrial, residential, or commercial customer who receives a water bill directly from the SFPUC for their own water use, and not for resale.

Stormwater – precipitation collected from at-grade or below grade surfaces or from any surface where hydrocarbon-based fuels, hazardous materials, or fertilizers are stored or used shall also be categorized as stormwater.

Treatment System Manager – the qualified person or entity responsible for the daily management and oversight of the alternate water source system.

I. Grant Guidelines

Eligible Applicants

Grant funds are available for building-scale or district-scale projects who are Retail Water Customers of the SFPUC. A Retail Water Customer receives a utility bill directly from the SFPUC for water and sewer use, and not for resale. Proposed activities must meet all of the criteria set forth below to qualify for grant funding. Activities that do not meet one of more of the criteria listed below will be deemed ineligible.

Grant funds are not available for projects undertaken to comply with a City and County of San Francisco ordinance. Additionally, projects that have already received a Start-up Permit from San Francisco Department of Public Health (SFDPH) and projects that have received a certificate of occupancy from San Francisco Department of Building Inspection (SFDBI) before January 1, 2014 are not eligible for grant funding.

Grant Requirements

Eligibility Criteria

- The proposed onsite non-potable water system must be permanent and be operated for a minimum of ten years, unless the General Manager authorizes a longer term.
- The proposed activity is by a Retail Water Customer of the SFPUC as part of the construction or alteration of any commercial, multi-family, or mixed-use building.
- The Applicant cannot propose use of grant funds for the mandatory installation of an onsite non-potable water system to comply with the requirements of the Non-potable Water Ordinance (Article 12C of the San Francisco Health Code).
- Project must comply with San Francisco's Non-potable Water Program including the SFDPH Director's Rules and Regulations Regarding the Operation of Alternate Water Source Systems.
- Project must meet all applicable local, state, and federal laws, regulations and ordinances, including the California Environmental Quality Act (CEQA) and San Francisco Administrative Code Chapter 31 as applicable.
- Project must be constructed within four years of the dated Grant Agreement and must begin to offset SFPUC potable water use within six months after the conclusion of the bypass period required under the SFDPH Conditional Startup Mode Permit.
- Grantees must submit annual status reports to the SFPUC (one per Operating Year), documenting that the project consistently meets the eligibility criteria and water savings.

Projects Must Also Meet One of the Following Eligibility Criteria

- Project is a new development that is voluntarily installing an onsite non-potable water system.
- Project is an existing development that is voluntarily installing an onsite non-potable water system.
- Project is a development that is voluntarily connecting to a district-scale non-potable water system.

Additional Eligibility Criteria for Grant Funding up to \$100,000

- The proposed activity is estimated to replace at least 450,000 gallons per year of the project's potable water use.

Additional Eligibility Criteria for Grant Funding up to \$250,000

- The proposed activity is estimated to replace at least 1,000,000 gallons per year of the project's potable water use.

Additional Eligibility Criteria for Grant Funding up to \$500,000

- The proposed activity is estimated to replace at least 3,000,000 gallons per year of the project’s potable water use.

Documentation Requirements

- The Applicant must provide a complete application package, including the grant application, water budget application, non-potable water use calculator, proposed project schedule, itemized cost documentation, and IRS W-9 form.
- The Applicant must calculate the project’s estimated water savings using the SFPUC’s Non-potable Water Use Calculator available at sfwater.org/np.

Additional Documentation Requirements for District-scale Non-potable Water Projects

- The Applicant must provide information on enforceable legal agreements between property owners within the district-scale project.
- The Applicant must provide documentation that each party is a willing and responsible participant in the district-scale non-potable project and identify each role within the project’s engineering report.

Grant Term

The default term for grant agreements will be 10 years. The grant agreements will require the grantee to (1) operate and maintain the project for 10 years, which is reasonably related to the useful life for these systems, and (2) record against the subject property a Declaration of Restrictions notifying subsequent property owners of the obligations to operate and maintain the system. If the General Manager of the SFPUC determines that a longer operation and maintenance obligation is warranted for a particular project, the General Manager of the SFPUC may seek Board of Supervisors approval for a grant agreement term in excess of 10 years pursuant to Charter Section 9.118.

Grant Process

Step 1 – Grant Application

- The Applicant submits a completed grant application, including any required CEQA compliance documentation, applicable permits, and other supplemental documentation such as the project work plan, schedule, budget, and water savings based on the SFPUC Non-potable Water Use Calculator.
- If the Applicant’s project is selected for grant funding, the SFPUC will issue a Reservation Letter confirming the amount of grant funds reserved for the project.
- A Reservation Letter is a provisional reservation and subject to availability of funds and completion of the following documentation and steps.

Step 2 – Grant Agreement

- Within three months of the dated Reservation Letter, the Grantee shall execute a Grant Agreement with the SFPUC, submit a W-9 tax form, provide a valid copy of insurance documentation, and become an approved Bidder and Supplier with the City and County of San Francisco.

Step 3 – Project Design, Documentation, and Construction

- Within six months of the dated Reservation Letter, the Grantee shall have received approval of the project’s Engineering Report from SFDPH, certifying completed design of the onsite non-potable water system in accordance with San Francisco’s Non-potable Water Program including the SFDPH Director’s Rules and Regulations Regarding the Operation of Alternate Water Source Systems.
- The project must be constructed and operational within four years of the Reservation Letter date.
- The Grantee must reference the SFPUC’s funding and support in all public outreach materials and signage related to the project. The SFPUC will work with Grantee to procure signage if needed.

Step 4 – Grant Disbursement

- Grant funds will be provided to the Grantee in three disbursements:
 - Disbursement of 40% of the total grant will be made upon approval of the project’s engineering report. **An approval letter from SFDPH is required.**
 - Disbursement of 50% of the total grant will be made upon completion of system construction. **A System Construction Verification Letter per the SFDPH Director’s Rules and Regulations Regarding the Operation of Alternate Water Source Systems is required.**
 - Disbursement of the final 10% of grant funds will be made after the Final Permit to Operate has been issued by SFDPH, as applicable, the project is on track to meet the water savings estimated in their grant application, and the project complies with all permitting requirements. **A copy of the Final Use Permit to Operate from SFDPH and water savings documentation is required.**

Expiration

The Grantee has a total of six months from the date of the Reservation Letter to fulfill project documentation and design requirements, including a signed Grant Agreement and an approved engineering report by SFDPH. If a reservation period expires or the project scope changes, the project must reapply under the Non-potable Grant Program’s next solicitation round. Once a Grant Agreement is executed, the project must be constructed and operational within four years.

The Grantee may request a time extension for project documentation and/or construction if a written justification is provided in writing to the SFPUC.

Disbursement Requirements

In order to provide the three grant disbursements, the Grantee must submit the following documentation to the SFPUC:

- A completed W-9 IRS tax form from the designated payee.
- Insurance documentation described in the Grant Agreement.
- A City and County of San Francisco Bidder and Supplier Number. For more information on doing business with the City, please see the San Francisco Office of Contract Administration at www.sfgsa.org.

Reporting and Monitoring

Grantees must submit annual reports to the SFPUC summarizing the project’s potable and non-potable water uses. Annual reports must be submitted provide proof that the project consistently meets the water savings criteria of 450,000 gallons of potable water per year for grant funding up to \$100,000, 1,000,000 gallons of potable water per year for grant funding up to \$250,000, or 3,000,000 gallons of potable water per year for grant funding up to \$500,000. If the annual reports show that the system is not consistently meeting the minimum potable water savings, the Grantee is subject to immediate repayment of previously disbursed grant funds.

The project must also comply with additional reporting and monitoring requirements specified under SFDPH Director’s Rules and Regulations Regarding the Operation of Alternate Water Source Systems.

At the end of the project’s grant term, the Grantee shall prepare and submit a Project Completion Report including a final description of the installed project, accounting of final system costs, daily and annual potable water savings, summary of any operational challenges and benefits.

Additionally, site inspections by SFPUC staff may be conducted for any grant-funded activities, including post-installation verification of water savings.

Grant Funding

Funding Requirements

- Grant funding may be provided following the 1) evaluation of each grant application and the estimated water savings identified in the water budget documentation, 2) delivery of the project's documentation required under the grant guidelines, and 3) availability of grant funds as certified by the Controller of the City and County of San Francisco.
- Grant funds will be disbursed on a reimbursable basis following submittal of invoices for work performed, unless otherwise agreed upon in writing.
- Only accepted expenses incurred for preparation of the water budget documentation are eligible for reimbursement prior to executing the Grant Agreement.

Budget Items Eligible for Funding

- Direct project costs paid, including, but not limited to materials, supplies, salaries and fringe benefits, and payments on construction contracts.
- Unless otherwise agreed to in writing, no other costs are eligible for reimbursement by the SFPUC.

Budget Items Ineligible for Funding

- Plumbing fixtures such as toilets or urinals and landscape materials are not eligible for grant funding.

Return of Grant Funds

The purpose of the Non-potable Grant Program is to encourage and support customers who are taking steps to reduce potable water by maximizing onsite alternate water sources to meet non-potable demands. Therefore, in the event that the project is not constructed and operational within four years of the dated Grant Agreement, unless otherwise extended by mutual agreement, and/or the project does not offset the potable water use specified in its grant application, the SFPUC may demand the immediate return of any previously disbursed grant funds that have been claimed or expended by the Grantee. The SFPUC reserves the right to evaluate each project's activity on a case-by-case basis.

Taxes and Insurance

A grant counts as income and therefore may be taxable. It is the responsibility of the Grantee to determine whether a tax liability exists. The designated Grantee will receive a 1099-Misc tax form from the City in the February after award of the grant. By issuing a 1099-Misc, the City is fulfilling its legal obligation for tax-reporting. In order to issue a 1099-Misc, SFPUC will request relevant tax information from a designated Grantee through a W-9 IRS tax form, which must be completed and returned before a grant disbursement will be made.

The City requires evidence of insurance for all funded activities. Prior to beginning work on an activity, the Grantee must produce a Certificate of General Liability as well as proof of Worker's Compensation Insurance. The Grantee's insurance policy shall name the City and County of San Francisco, the San Francisco Public Utilities Commission, its board members and commissions, and all authorized agents and representatives, and members, directors, officers, trustees, agents and employees as additional insureds.

Permits and Environmental Review

All projects must comply with applicable local, state, and federal permit requirements. A grant will not be awarded until a building permit is issued and the activity has completed compliance with the California

Environmental Quality Act (CEQA) and San Francisco Administrative Code Chapter 31 (e.g. categorical exemption, negative declaration, mitigated negative declaration or EIR). An SFPUC inspection of installed systems does not constitute a building inspection by SFDBI or SFDPH having jurisdiction to issue permits to operate the system.

Grant Rules for Brewery Process Water Treatment Systems

All Non-potable Grant Program Rules stated above are applicable to brewery process water treatment systems. If a conflict exists, the Grant Rules for Brewery Process Water Treatment Systems shall take precedence.

Additional Eligibility Criteria for Brewery Process Water Treatment Systems

- Project must comply with the water quality and monitoring requirements for pathogen, chemical, and organics control included in this section.
- Project must comply with the requirements for documentation, operation, reporting, and recordkeeping included in this section.
- Project must begin to offset SFPUC potable water use within six months after the conclusion of the startup period.
- Project must comply with cross-connection control and backflow protection in accordance with Article 12A of the San Francisco Health Code and the California Plumbing Code.
- Project must comply with all signage requirements included in the California Plumbing Code.

Grant Disbursement

- Grant funds will be provided to the Grantee in three disbursements:
 - Disbursement of 40% of the total grant will be made upon approval of the project’s engineering report. **An approval letter from the SFPUC is required.**
 - Disbursement of 50% of the total grant will be made upon completion of system construction. **A System Construction Verification Letter is required.**
 - Disbursement of the final 10% of grant funds will be made after the startup period is complete and the project is on track to meet the water savings estimated in their grant application. **Documentation of verifiable water savings is required.**

Chemical and Physical Water Quality and Monitoring Requirements

Table 1. Chemical and physical quality requirements for brewery process water treatment systems.

Parameter	Requirement	Monitoring Frequency
BOD ₅	The maximum concentration in treated effluent shall not exceed 10 mg/L at any time.	Weekly (during startup) ¹ Quarterly (ongoing)
Turbidity	Turbidity of treated effluent shall not exceed 0.3 NTU at any time.	Daily (during startup) ¹ Weekly (ongoing)
Chlorine Residual	The chlorine residual in the distribution system shall be maintained at or above 0.5 mg/L.	Daily
pH	At all times, the treated effluent pH shall be between 6 and 9.	Weekly
Odor	The system shall not emit offensive odors.	n/a

Regulated Chemicals	Monitoring of the full suite of regulated chemical contaminants ² (i.e., all constituents with maximum contaminant levels) in the treated effluent.	Once at startup
Targeted chemicals	Monitoring must be conducted in the brewery process water and treated effluent for compounds known to be present at the brewery, e.g., cleaning products.	Quarterly

¹ At least 30 days. ² See Appendix A.

Microbiological Water Quality and Monitoring Requirements

Table 2. Microbiological requirements for brewery process water treatment systems.

Parameter	Requirement	Monitoring Frequency
Source Water Quality Characterization		
<i>E. coli</i>	Source water sampling to determine appropriate pathogen control strategy	Daily for 20 samples (e.g. M-F for one month)
Option 1: if all <i>E. coli</i> samples < 1 MPN / 100 mL in untreated brewery process water		
Virus	Proactive controls to prevent fecal contamination	N/A
Protozoa	Proactive controls to prevent fecal contamination	N/A
Bacteria	<i>E. coli</i> always < 1 MPN / 100 mL in the treated effluent	Daily (during startup) ¹ Weekly (ongoing)
Option 2: if all <i>E. coli</i> samples < 200 MPN / 100 mL in untreated brewery process water		
Virus	Treatment must achieve at least a 4-log reduction in enteric virus	Continuously (via surrogate parameter(s))
Protozoa	Treatment must achieve at least 3-log reduction in <i>Giardia</i> cysts and at least a 2-log reduction in <i>Cryptosporidium</i> oocysts.	Continuously (via surrogate parameter(s))
Bacteria	<i>E. coli</i> always < 1 MPN / 100 mL in the treated effluent	Daily (during startup) ¹ Weekly (ongoing)

¹ At least 30 days.

Additional Documentation Requirements for Brewery Process Water Treatment Systems

- The Applicant must submit an Engineering Report to SFPUC for review and approval. The Engineering Report shall be prepared by a qualified engineer licensed in California and experienced in the field of wastewater treatment, and shall include all items in the Instructions for Alternate Water Source System Engineering Reports. The Engineering Report must be approved within six months of the dated Reservation Letter.
- The Applicant must submit an Operations and Maintenance Manual to SFPUC for review and approval. The manual shall include all items in the Instructions for Alternate Water System Operations and Maintenance Manuals.
- If the brewery process water treatment system differs in any way from the approved Engineering Report, the Applicant must submit an updated Engineering Report to SFPUC. Any modifications to the system are subject to review and approval by SFPUC.
- The Grantee must submit an affidavit signed by the designated Treatment System Manager that verifies knowledge, skills, abilities and training to operate the system.
- The Grantee must submit evidence of a contract with a certified laboratory to perform water quality analysis.
- The Grantee must submit a system construction verification letter provided to SFPUC on company letterhead, signed and stamped by qualified engineer licensed in California stating that the brewery

process water treatment system was constructed in accordance with the approved Engineering Report, professionally certified plans, specifications and applicable sections of state and local code.

- The Grantee must submit evidence of satisfactory performance upon cross-connection wet-test overseen by certified personnel from the SFPUC Water Quality Division or other certified personnel as determined by the SFPUC.

Operation Requirements for Brewery Process Water Treatment Systems

- During startup, brewery process water treatment systems must divert effluent to the sewer. The standard duration of the startup period is 30 days, unless special circumstances warrant a shorter or longer duration, as determined by the SFPUC. Special circumstances could include the brewery process water treatment system not meeting the water quality requirements included in this section.

Additional Reporting Requirements for Brewery Process Water Treatment Systems

- Grantees must keep reports of the water quality monitoring results onsite at all times and shall make the results available to the SFPUC upon request.
- Grantees must notify the SFPUC (phone: 415-5514734, email: nonpotable@sflower.org) of any malfunction that results in or is likely to result in environmental harm or increased public risk. Malfunctions may include, but are not limited to spills or overflows, unanticipated bypasses, or excursions outside of water quality limitations for any of the pollutants monitored.
- Grantees must notify the SFPUC prior to any facility expansion, production increase, or process modification that is expected to result in a change in the character of the treated water.

Recordkeeping Requirements

Grantees must maintain system records on premises and available for inspection by the SFPUC, including but not limited to current Operations and Maintenance Manual; water quality monitoring results delivered by the Certified Laboratory and evidence of chain of custody; log of all calibrations, maintenance, and major changes in operation; and a log of all system auto-generated alarms, causes and corrective actions. Records shall be maintained for at least two years.

II. Grant Evaluation

Projects will be evaluated on the eligibility criteria and documentation requirements identified under *Section I. Grant Guidelines*, including:

- Grant Application - Projects that meet all of the grant application eligibility criteria will be evaluated based on the estimated potable water savings.
- Project Documentation - Projects will also be evaluated on whether their estimated potable water savings identified in the grant application is supported by the additional documentation developed and submitted to the SFPUC and/or SFDPH.

III. Grant Application

The Non-potable Grant Program will be a two-step solicitation, review and selection process for 1) Grant Applications and 2) Project Documentation. Projects that receive final approval from the SFPUC to proceed with their project will enter into a Grant Agreement for grant disbursement and implementation.

The deadline for submitting grant applications will be provided on the SFPUC's Non-potable Water Program web page (www.sfwater.org/np) during each solicitation phase. Applications can be sent by electronic mail to nonpotable@sfwater.org or delivered to:

**San Francisco Public Utilities Commission
Water Resources Division
Attn: Non-potable Grant Program
525 Golden Gate Ave, 10th Floor
San Francisco, CA 94102**

For questions about the Non-potable Grant Program or if you require assistance in completing a grant application, please send electronic mail messages to the SFPUC grant team at nonpotable@sfwater.org or contact the SFPUC Water Resources Division at (415) 551-4734.



Non-potable Grant Program

Grant Application

Project Information	
Project Name:	Date:
Project Type (check one): <input type="checkbox"/> 450,000 gallon potable offset <input type="checkbox"/> 1,000,000 gallon potable offset <input type="checkbox"/> 3,000,000 gallon potable offset	
Grant Type (check one): <input type="checkbox"/> New Site (Voluntary Install of Onsite System) <input type="checkbox"/> Existing Site (Voluntary Install of Onsite System) <input type="checkbox"/> Voluntary Connection to District-scale System <input type="checkbox"/> Brewery Process Water Treatment System	
Building Type (check one): <input type="checkbox"/> Commercial (non-residential) <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use	
Construction Type (check one): <input type="checkbox"/> New Construction <input type="checkbox"/> Major Alteration <input type="checkbox"/> Re-Plumbing Only	
Site or Building Permit No. (if filed):	
Project Address (location of treatment system):	
Assessor's Block & Lot No./ Parcel APN:	
Proposed Onsite Alternate Water Sources:	
Proposed Non-potable Applications:	
Brief Project Description – may provide as separate attachment (for district-scale projects, include a catalogue of all parcels to be served):	

Applicant Information	
Applicant Name:	SFPUC Acct Number:
Contact Person:	
Mailing Address:	Zip Code:
Day/Work Phone:	E-Mail Address:

Project Funding	
Total Grant Funds Requested from SFPUC's Non-potable Grant Program:	\$
Is your organization or any other entity other than the SFPUC providing funding for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how much?	\$
Total Project Cost:	\$

Water Use and Savings	
What is the average annual total water use (gallons) for this project?	
What is the estimated annual potable water offset (gallons) from the project?	
Will the potable water offset be achieved within six months of receiving a SFDPH Start-Up Permit? If no, please provide brief explanation:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the project located in a designated recycled water use area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this site have a dedicated recycled water meter to track recycled water use?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has this project already obtained a plumbing permit from SFDBI?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has an application been filed to obtain a Permit to Operate from SFDPH?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Required Supplemental Information	
Please attach a detailed description of the proposed activity, including the following:	
<input type="checkbox"/> Project Description. Description of the proposed project including the type of onsite alternate water sources available for collection, treatment, and storage and description of the project's non-potable end uses.	
<input type="checkbox"/> Water Use Calculator. Complete the SFPUC Non-potable Water Use Calculator to determine the building's/district's annual water use and non-potable demands, available onsite alternate water sources, and the estimated potable water offset from the project.	
<input type="checkbox"/> Work Plan and Project Schedule. List specific tasks you will undertake to complete the project. You may use additional sheets as necessary. Next to each activity, identify who will be responsible for carrying out the activity. Estimate the date the activity will be completed (month and year). Attach additional information as needed.	
<input type="checkbox"/> Project Budget. If you have more line items than the grid below provides for, use another sheet of paper (or add rows if you are using MS Word). Include a budget corresponding with the work plan tasks and list all staff, vendors, and/or contractors assigned by task. Additionally, include budget items that you are paying for as part of this project.	
<input type="checkbox"/> Permits/Permission. List the permits (i.e. building, plumbing, electrical, SFDPH Start-up Permit, CEQA compliance, etc.) that must be secured (along with the approving entity) for the proposed activity. Attach proof of project approval or permission.	
Type of Approval (Permit) Required	Approving Agency / Approval Date
_____	_____

_____	_____
_____	_____
_____	_____

Hold Harmless and Indemnification Agreement

I am authorized to sign on behalf of the applicant and the information enclosed represents the goals, scope, budget and details of the proposed activity, and assure that any funds received as a result of the application will be used only for purposes set forth herein. I certify I have read, understand and agree to the terms and conditions of this grant program. The undersigned expressly agrees that the SFPUC may inspect all qualifying system installations and that the SFPUC does not warrant any system or installation to be free of defects, the quality of the workmanship, or the suitability of the system for the alternate water source. 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 with the system or installation.

Signature: _____ **Date:** _____

Name (print): _____

Project Work Plan and Schedule			
Task Number and Description	Responsible Person/Group <i>(Note if work will be performed by in-house staff or through a consultant/contractor)</i>	Estimated Start Date	Estimated Completion Date

Project Budget				
Task Number and Description	Amount Requested from SFPUC	Amount Provided by Applicant <i>(if any)</i>	Specify Staff or Consultant/Contractor	Total Budget
Total Amount Requested:	\$		Total Budget:	\$

Please note that the total budget you include in this grant application is final. Scope changes or cost overruns shall be covered by the Grantee. Grant disbursements will be made on a reimbursable basis. If you have a need for any portion of the funds to be provided up-front, please include a proposed payment schedule and explanation for your request. Your request will be reviewed as part of your application.