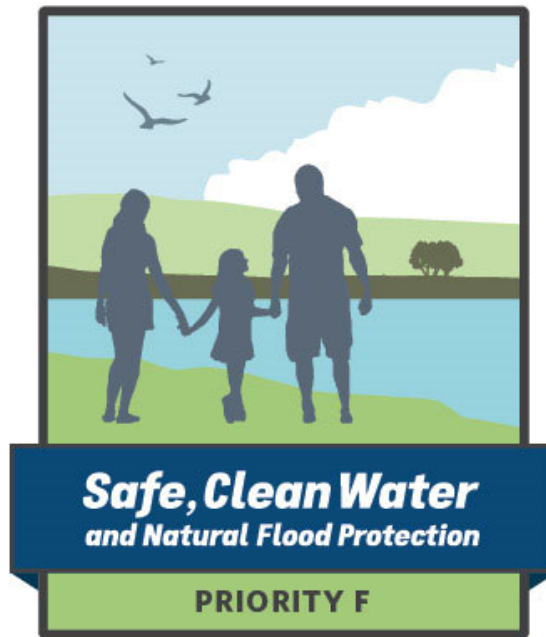


**SAFE, CLEAN WATER  
GRANTS & PARTNERSHIPS PROGRAM**

**2022 STANDARD GRANT GUIDELINES**



**A Safe, Clean Water and Natural Flood Protection**

**Special Parcel Tax Funded Program**

**YOUR TAX DOLLARS AT WORK**



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## 1. ABOUT SANTA CLARA VALLEY WATER DISTRICT

The Santa Clara Valley Water District (Valley Water) manages an integrated water resources system that includes the supply of clean, safe water, flood protection, and stewardship of streams on behalf of Santa Clara County's 1.9 million residents.

Valley Water was created by an act of the California Legislature, and operates as a state of California Special District, with jurisdiction throughout Santa Clara County. Valley Water's mission is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

## 2. ABOUT SAFE, CLEAN WATER PROGRAM

In November 2020, voters in Santa Clara County overwhelmingly approved Measure S, a renewal of Valley Water's Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program). The program was first passed by voters in 2000 as the Clean, Safe Creeks and Natural Flood Protection Plan, then again in 2012 as the Safe, Clean Water and Natural Flood Protection Program. The renewal of the Safe, Clean Water Program will continue to provide approximately \$47 million annually for local projects that deliver safe, clean water, natural flood protection, and environmental stewardship to all the communities in Santa Clara County.

In the renewed Safe, Clean Water Program, funding for community grants and partnerships was re-organized and consolidated under Project F9: Grants and Partnerships for Safe, Clean Water, Flood Protection and Environmental Stewardship (Project F9). Project F9 includes four Key Performance Indicators that identify annual funding for standard grants, water bottle filling stations, mini-grants, and partnerships.

## 3. PURPOSE, ELIGIBILITY, FUNDING

### 3.1. Purpose

This FY22 Standard Grant Guidelines provides information about the 2021-2022 standard grant funding opportunities, which include the following:

- *Water Conservation Research Grants* are for programs to study and test new water conservation activities. This program encourages applicants to undertake research projects of new and innovative water conservation programs and technologies. The primary goal is to identify water savings devices and strategies that can assist Valley Water with its water conservation efforts.
- *Pollution Prevention Grants* are for programs that reduce contaminants in surface or groundwater, and reduce emerging contaminants, such as public education to prevent pharmaceuticals from entering waterways, technical assistance to help growers protect groundwater and to keep agricultural pollutants away from surface water, and partnerships to reduce litter and graffiti.
- *Support Volunteer Cleanup Efforts and Education Grants* are for creek cleanup, education, outreach, and watershed stewardship activities.

- *Wildlife Habitat Restoration Grants* are for activities that support, restore, and/or conserve native wildlife, such as creating or enhancing wetland, riparian and tidal marsh habitat; protecting special status species; removing fish migration barriers; installing fish ladders; removing non-native, invasive plant species; and planting native species.
- *Access to Trails & Open Space Grants* are for activities that provide and increase access to open space and creekside trails, or to trails that provide a significant link to a creekside trail network.

### 3.2. Funding

In the 2021-2022 standard grant cycle, a total of **\$1,400,000** in grants is available, aiming for a diversity of project types, project locations, and project sizes. There is no minimum or maximum dollar amount per project.

Valley Water Board of Directors reserves the right to approve full or partial funding of the requested amount. Not all projects that meet minimum requirements are guaranteed to be funded.

Projects must be completed within five (5) years following the agreement effective date.

Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

### 3.3. Eligible Applicants

Eligible entities for *Pollution Prevention Grants, Support Volunteer Cleanup Efforts and Education Grants, Wildlife Habitat Restoration Grants, and Access to Trails & Open Space Grants* could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts

- Schools, community colleges, and colleges/universities (public, not for profit)

Eligible entities for *Water Conservation Research Grants* could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts
- For-profit organizations
- Schools, community colleges, and colleges/universities (public, not for profit, private)

Eligible Applicants may seek grant funding for more than one project.

### **3.4. Eligible Projects**

Proposed projects must be located within Santa Clara County and meet the following:

- *Water Conservation Research Grants* must provide one or more of the following benefits:
  - Help identify potential water reduction devices, technologies, strategies, and/or methods
  - Research studies that determine potential cost-effectiveness of water conservation related projects.
- *Pollution Prevention Grants* must provide one of the following benefits:
  - Help prevent contaminants such as pharmaceuticals, household hazardous waste (such as auto products and fuels, yard and garden products, cleaning products, paints, light bulbs, batteries, and electronic waste) and trash from entering our waterways
  - Help meet regulatory requirements as listed under the impaired water bodies listing of the federal Clean Water Act
  - Reduce contaminant source loads in groundwater and surface water, and protects local watersheds

- Provide public education to reduce contaminants in our waterways
- Leverage community resources for efficient use of funds
- *Support Volunteer Cleanup Efforts and Education Grants* must be focused on creek cleanup, education, outreach, or watershed stewardship activities resulting in one or more of the following benefits:
  - Reduce contaminants entering Santa Clara County waterways and groundwater
  - Engage community and support watershed stewardship
  - Leverage volunteer community resources for efficient use of funds to support watershed cleanup and education efforts
- *Wildlife Habitat Restoration Grants* must provide one of the following benefits:
  - Create or enhance wetland, riparian, and tidal marsh habitats
  - Protect special status species
  - Remove fish migration barriers
  - Install fish ladders
  - Remove non-native, invasive plant species
  - Plant native species
- *Access to Trails & Open Space Grants* must provide one of the following benefits:
  - Provide open space access
  - Provide access to creekside trails or trails that provide a significant link to the creekside trail network

### **3.5. Ineligible Projects**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects



- Projects designed to meet regulatory or permit obligations (unless grant funding is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects
- Land acquisition, unless parcel(s) or title acquired will be specifically deemed for use in habitat or species restoration or protection

### 3.6. Environmental Compliance and Permitting

Projects must comply with all applicable local, state, and federal environmental laws and regulations. Applicants are responsible for obtaining all permits necessary to complete project work.

As a public agency, Valley Water is required to comply with the California Environmental Quality Act (CEQA). For most projects, Valley Water will serve as a responsible agency under CEQA, unless there is no other public agency responsible for carrying out or approving the project for which the applicant seeks funding. Proposals should demonstrate that CEQA compliance will be complete prior to the execution of the agreement.

Valley Water will consider CEQA complete when the lead agency has filed a Notice of Determination (NOD) with the Santa Clara County clerk, or upon adequate documentation that the project qualifies for an exemption.

If the project requires discretionary approval (e.g., permits) from any state agency, the lead agency shall also have filed the NOD with the state Office of Planning and Research. Valley Water's concurrence of the lead agency's CEQA documents is fully discretionary and will constitute a condition precedent to any work for which it is required. Valley Water will exercise its independent judgment about whether a project qualifies for a statutory or categorical CEQA exemption. Implementation project proposals should include documentation of compliance with these requirements to the extent it is available at the time of proposal submission.

In instances where Valley Water must act as the CEQA lead agency, applicants should note that CEQA requires Valley Water to analyze a project's potential environmental impacts. Applicants will need to provide adequate detailed information about the project activities to allow Valley Water to complete environmental review, including details about site locations and access routes, species and habitat(s) that could be affected, ground disturbing activities, work schedule, and any environmental concerns that may exist.

Implementation projects must have CEQA completed prior to the awarding of any funds (when applicable). If CEQA is not complete, upon execution of the grant agreement, grantee may work on and invoice Valley Water for eligible costs related to planning and design. **PLEASE NOTE:** Up to 20 percent of the total award amount may be used for planning and design purposes, and the remaining 80 percent must be spent on implementation.

#### 4. INFORMATIONAL WORKSHOPS

Valley Water will hold four virtual informational workshops to provide an overview of the grant program and available funding, application guidelines and process, including a demonstration of Valley Water web-based grant administration system (Fluxx) that all parties will be required to use to submit their applications. Participation is recommended but not mandatory.

**December 9, 2021, 9:30-11 a.m.**

Register for the online Zoom session: <https://bit.ly/Grants2021Dec9>

**December 15, 2021, 6:00-7:30 p.m.**

Register for the online Zoom session: <https://bit.ly/Grants2021Dec15>

**January 12, 2022, 6:00-7:30 p.m.**

Register for the online Zoom session: <https://bit.ly/Grants2022Jan12>

**January 25, 2022, 1:00-2:30 p.m.**

Register for the online Zoom session: <https://bit.ly/Grants2022Jan25>

**NOTE:** Please register at the links above to receive the online Zoom meeting link.

If you need assistance with registering or have any questions, contact grants staff at (408) 630-2080 or [grants@valleywater.org](mailto:grants@valleywater.org).

Questions:

Kristen Yasukawa, Supervising Program Administrator

Phone: (408) 604-5356

Email: [kyasukawa@valleywater.org](mailto:kyasukawa@valleywater.org)

#### 5. KEY APPLICATION DATES AND DEADLINES

Activity	Schedule
Release the Request for Proposals (RFP)	December 1, 2021
Virtual informational workshops	December 9, 2021, 9:30–11:00 a.m. December 15, 2021, 6:00–7:30 p.m.
Open application for online submission	January 3, 2022
Virtual informational workshops	January 12, 2022, 6:00–7:30 p.m. January 25, 2022, 1:00–2:30 p.m.
Deadline for online grant proposal submission	March 4, 2022 at 11:59 p.m. (PST)
Review and evaluate grant proposals by a panel of Valley Water staff and/or external members	March 4, 2022–April 15, 2022
Present evaluated proposals and recommend grant awards to Valley Water Board of Directors for approval	May 2022

Send out notice of funding to awarded grantees	June 2022
CEO executes grant agreements	June–December 2022

**NOTE:** The above dates are subject to change.

## 6. APPLICATION PREPARATION & SUBMISSION

### 6.1. Online Application (see Attachment 2 for instructions)

- a. **Application Submissions** – All grant applications must be submitted electronically through the Fluxx web portal at [valleywater.fluxx.io](http://valleywater.fluxx.io).
- b. **Grant Applications Deadline** – Online application and all supporting documentation must be submitted by **Friday, March 4, 2022 at 11:59 p.m. (PST)**.
- c. **Late Submittals** – Valley Water will not accept grant applications after the grant due date/time. Further, Valley Water will not be responsible for slow and/or delayed grant application submissions regardless of whether it is caused by, but not limited to, the World Wide Web, Internet Service Provider, third-party system, Fluxx or Valley Water security system or infrastructure.
- d. **Valley Water Contact** – All questions shall be directed to the Supervising Program Administrator, Kristen Yasukawa, via email at [grants@valleywater.org](mailto:grants@valleywater.org).

## 7. STANDARD PROVISIONS AND INSURANCE REQUIREMENTS

The following outlines key provisions in Valley Water’s standard grant agreement.

### 7.1. General Provisions

- a. Grant Agreement should be signed and fully executed by the Grantee and Valley Water within six months of the grant award.
- b. Grantee should complete funded Project and submit final documentation within the Project Performance Period and before the expiration of the Grant Agreement.
- c. Grantee may submit reimbursements for work within the Project Performance Period, beginning upon execution of Grant Agreement by both Parties and no later than end of the expiration of the Agreement.
- d. All grant funds not expended by Grantee shall revert to the Safe, Clean Water and Natural Flood Protection Program reserve fund and be available for reallocation by Valley Water to other projects as deemed appropriate.

- e. Grantee must own the land or hold a lease or other long-term interest in the land that is the subject of the Project. Exceptions to the rule include projects proposing use of Valley Water owned land, such as use of a maintenance road for a multiple-use trail; in which case a Joint Use Agreement would be required prior to construction and opening to public access.
- f. If the Grantee does not own the land or hold a lease or other long-term interest in the land that is the subject of the Project, the Grantee must obtain written permission from the property owner and provide it to Valley Water.
- g. Grantee is responsible for obtaining proper Valley Water encroachment permits to access and for proposed improvements on Valley Water property prior to commencing of proposed work.
- h. Maintain and operate the property funded pursuant to the Grant Agreement for a period that is commensurate with the type of Project and the proportion of funds or property allocated to the capital costs of the Project. A lease or other short-term agreement cannot be revocable at will by the leaser.
- i. Grant funds are not available for expenditure until they are authorized by Valley Water Board of Directors and appropriated via a contract (i.e., Grant Agreement) that has been executed between Valley Water and Grantee. **Pre-award expenditures are not covered.** **NOTE:** Grantees are advised not to commence Project until Grant Agreement has been fully executed by both parties. Expenditures incurred outside of the term of the Grant Agreement will not be eligible for reimbursement.
- j. Matching funds may include cash and/or in-kind services, however, shall not include Valley Water resources. **NOTE:** No more than seventy-five percent (75%) of the total match expenditures may be in the form of third-party in-kind contributions. To calculate the in-kind value of volunteer hours, please use the Independent Sector's estimated hourly rate for volunteer time. In 2020, the California volunteer value was estimated at \$33.61 per hour, per person. Please visit the website here: <https://independentsector.org/value-of-volunteer-time-2021/>
- k. Grantee may spend up to 20 percent of the Project Funding Amount for non-construction costs, including project administration, CEQA compliance, permits, plans, specifications, and design.
- l. Benefit rates shall be limited to 20 percent of labor rates.
- m. Overhead costs shall be limited to ten (10) percent of labor costs.
- n. Insurance shall be required to be provided by Grantee prior to contract negotiations, at the expense of the Grantee as outlined in the Grant Agreement.

Prior to implementation and/or billing for eligible implementation related costs, the Grantee must complete the CEQA process and provide documentation (where applicable). The required documentation must include the final environmental document. Valley Water must also have access to the lead agency record of project approval. If a Notice of Determination was filed for the project, a copy of the lead agency's filing receipt must be provided.

**NOTE:** The Grantee is responsible for all fees/cost associated to the CEQA process even if Valley Water acts as the lead agency. If the Grantee is the lead agency, Valley Water will act as a responsible agency. Therefore, the grantee must provide CEQA documentation to Valley Water.

- o. Prior to beginning implementation of a grant project, the Grantee is responsible for procuring any permits associated with said project. Grantee must also provide documentation and/or copies of the permits to Valley Water staff.
- p. Grantee shall comply with all federal, state, and local laws and regulations, and Valley Water policies, rules and regulations, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and disabled access laws.
- q. All collateral materials associated with the grantee's project, including, but not limited to signage, educational and marketing materials, must contain Valley Water's Safe, Clean Water logo that will be provided by staff. Where a Grantee posts a funder's sign at the Project site, the sign shall contain acknowledgment of Valley Water's contribution. **NOTE:** All signage and collateral materials must be reviewed and approved by Valley Water prior to the usage of logo.

## **7.2. Insurance Requirements (see Attachment 4)**

Grantee shall adhere to the insurance requirements detailed in **Attachment 4, Grantee Insurance Requirements**.

Final insurance requirements will be issued on a case-by-case basis for each Project. Details will be included as part of the Grant Agreement.

## **8. GRANT PROCESS**

- a. Valley Water releases online application for grant proposals on January 3, 2022.
- b. Applicants submit grant proposals online by March 4, 2022 at 11:59 p.m. (PST).
- c. Valley Water evaluates all grant applications based on Eligibility and Evaluation Criteria (see Attachment 1) using a review team of Valley Water staff and/or external members.

- d. Valley Water Grants Program staff will make funding recommendations to the Valley Water Board of Directors based on the review team's scores and the grant funding allocation matrix (see the matrix enclosed with each project evaluation criteria table). The Board will have the final approval on grant funding at a public Board meeting.
- e. Following the Board approval of the grant awards, Valley Water will inform the Applicants of grant award status. Grant awardees will begin the process to execute the Grant Agreement. Valley Water and Applicant/Grantee complete execution of the Grant Agreement within six months of the grant award.
- f. Grantee commences work on the Project and submits invoices upon completion of tasks for reimbursement. Final ten (10) percent of reimbursement is held as retention until project completion.
- g. Grantee submits quarterly reports, with or without an invoice, during the duration of the grant agreement period. Reports must be submitted using the Fluxx grants management system using the sample template(s), attached hereto as Appendix E, F, and G, unless otherwise approved by Valley Water. Reports must include: a claim for reimbursement, invoices, interim deliverables/project documents, and a brief description of project status.
- h. Grantee completes the Project.
- i. Grantee submits a draft of the final report no later than thirty (30) days before expiration of the Grant Agreement. Grantee shall revise all or part of the report, if needed, based on comments from Valley Water. The final report is due on or before the expiration of the Grant Agreement unless otherwise approved by Valley Water in writing.
- j. Grantee presents completed project to Valley Water Board.
- k. Grantee submits the final invoice, including Notice of Completion (if applicable).
- l. Valley Water makes a final on-site project inspection. **NOTE:** Valley Water reserves the right to request site visits prior to completion of the Project.
- m. Valley Water processes the final payment.
- n. Valley Water may perform an audit of the completed Project.

## **9. GRANT ADMINISTRATION POST AWARD PROVISIONS**

### **9.1. Changes to Project Scope and Schedule**

Valley Water will not approve changes in the Project Scope and Project Schedule unless the revision supports the original Application. Revisions to the Project Scope/description and schedule following execution of a Grant Agreement requires a written amendment executed by both parties. Requests for amendment must be received a minimum of 60 days prior to expiration of an executed agreement. Changes do not allow for an increase in grant funds

awarded. Any changes in scope will require an amendment to the original Grant Agreement and thus will require Board Approval.

## **9.2. Project Withdrawals**

Grantee may withdraw a Project with notification to Valley Water in writing. Any paid invoices will be required to be repaid to Valley Water within 45 days of withdrawal notification.

## **9.3. Payment Process**

The grant program is operated on a reimbursement basis. Up to 90 percent may be requested for reimbursement, with the final payment (10 percent) coinciding with completion of the Project. Grantee may invoice Valley Water as often as once a month.

## **9.4. Payment Request Forms**

All Payment Request Forms are available through Valley Water's Fluxx grants management system ([valleywater.fluxx.io](http://valleywater.fluxx.io)). Requests for payment are submitted on the Payment Request Form, along with Project invoice and Project Status Report Form using Fluxx. Any request for reimbursement must be accompanied by documentation to support charges (i.e., subcontractor invoices, receipts, photographs, etc.), and proof of accomplishments for those tasks being charged against.

## **9.5. Loss of Funding**

The following actions may result in a Grantee's loss of funding:

- a. Grantee and Valley Water fail to enter into a Grant Agreement within six months after grant award date.
- b. Grantee fails to complete the Project and/or fails to submit all documentation within the grant timeframe specified under Agreement Term of the Grant Agreement.
- c. Grantee fails to utilize the funds for the purposes designated in the Grant Agreement.
- d. Grantee submits misleading or inaccurate information in the application leading to a project that is not feasible.

## **9.6. Site Visits**

Grantee shall permit periodic on-site visits by Valley Water staff, including a final inspection of the Project facilities, to evaluate consistency with the approved Project Scope.

### **9.7. Public Access**

Grantee shall provide for public access to the Project lands and/or facilities as deemed appropriate and described in the Project Scope, in accordance with the intent of Safe, Clean Water.

### **9.8. Project Completion**

**Projects must be completed within the timeframe specified in the executed of the Agreement.** Upon project completion, Grantee submits the final payment request, final Project costs, and certification that Project is complete (i.e., Notice of Completion). The Grantee will also provide a presentation to Valley Water Board of Directors, a final project fact sheet, and photographs to be posted on Valley Water's website and other channels, such as Valley Water blogs, social media, videos, news releases, and reports.

### **9.9. Valley Water Board of Directors Involvement**

Thirty (30) days prior to any event and/or ceremony related to projects which have received grant funding from Valley Water, Grantee shall provide the Valley Water Board Directors an opportunity to designate a person to speak at such event and/or ceremony. Events shall include, but are not limited to, groundbreaking ceremonies, project opening ceremonies, and any other event where similar public officials with an interest in the Project receive an invite. Grantees shall also present their completed Project to the Board via a short oral or written presentation.

### **9.10. Audit Provisions**

#### *a. Audit Purpose*

Projects are subject to audit by Valley Water for three (3) years following the final payment of grant funds. The audit shall include all books, papers, accounts, documents, or other records of Grantee as they relate to the Project for which the funds were granted.

Grantee shall have the Project records, including the source documents and cancelled warrants, readily available to an auditor. Grantee shall also provide a representative having knowledge of the Project to assist the auditor. Grantee shall provide a copy of any document, paper, record, or the like requested by Valley Water.

#### *b. Financial Statements*

Nonprofits will be required to provide their IRS Form 990 and/or internally-prepared audited financial statements for the previous two years. Schools, school districts and public agencies will be required to provide their annual budget for the previous two years.

#### *c. Accounting Requirements*

Grantee shall maintain an accounting system that does the following:



- (1) Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- (2) Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.).
- (3) Provides accounting data so the total cost of each individual Project can be readily determined.

d. *Records Retention*

In addition to the three-year retention of Project records, all Project records must be retained by Grantee for at least one year following the audit.

e. *Pre- and Post-Surveys*

Any projects with a community outreach and/or an educational component will be required to submit pre- and post-surveys accounting for knowledge gained by program participants and demographic information including age, ethnicity, education level, and household income.

f. *Project Extension Limits*

Awarded projects are allowed three (3) extensions to their corresponding agreement. Any extensions are subject to Valley Water approval and will require a formal amendment. Any additional extensions beyond three (3) amendments will **NOT** be considered.

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# **WATER CONSERVATION RESEARCH GRANTS**

## **(Formerly Priority A2)**

### **PURPOSE**

The *Water Conservation Research Grants* are for programs to study and test new water conservation activities. This program encourages applicants to undertake research projects of new and innovative water conservation programs and technologies. The primary goal is to identify water savings devices and strategies that can assist Valley Water with its water conservation efforts.

### **FUNDING**

- No funding minimum or maximum per project.
- Not all projects that meet minimum requirements are guaranteed to be funded.
- A project may be authorized for full or partial requested funding based on the grant funding allocation matrix and the Board of Directors.
- Length of funding: all projects must be completed within five (5) years following the effective date of the agreement.
- Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

### **ELIGIBLE APPLICANTS**

Eligible entities could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts

- For-profit organizations
- Schools, community colleges, and colleges/universities (public, not for profit, private)

Eligible applicants may seek grant funding for more than one project.

### **PROJECT BENEFITS**

Proposed projects must provide one of the following benefits:

- Help identify potential water reduction technologies and methods
- Research studies that determine potential cost-effectiveness of water conservation related projects

### **INELIGIBLE PROJECTS**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless proposed work is for project activities above and beyond required activities)

## MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

Minimum Requirements	
1.	All checklist items complete in Fluxx by application due date: <ul style="list-style-type: none"> <li>• Online Proposal</li> <li>• Project Scope</li> <li>• Project Budget</li> <li>• Resolution</li> <li>• 501(c)(3) Determination Letter</li> <li>• W-9 Form</li> <li>• Form 990</li> <li>• Audited Financial Statements</li> <li>• Organizational Budget</li> <li>• Resumes of Key Staff</li> </ul>
2.	Identifies as one of the following entities: <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Local nonprofit organizations with a 501(c)(3) tax exempt status</li> <li>• Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status</li> <li>• Open space districts</li> <li>• Mutual water agencies/districts (public, not for profit)</li> <li>• Resource conservation districts</li> <li>• For-profit organizations</li> <li>• Schools, community colleges, and colleges/universities (public, not for profit, private)</li> </ul>
3.	Project must physically be located in Santa Clara County.
4.	Identifies the rationale for the project as <b>discretionary</b> and not required per other applicant obligations. The proposed project does not fill regulatory or permit obligations, or if the project includes required activities, that grant funding will only be used for work being done in addition to required activities.
5.	Demonstrate tentative concurrence by project partners, including Valley Water, where a project is proposed.
6.	Consistent with <a href="#">Santa Clara Valley Water District Act</a> and <a href="#">Mission</a> . All projects must support or enhance flood protection or water supply per <a href="#">Santa Clara Valley Water District Act</a> .
7.	Eighty percent or greater of project grant request must be focused on implementation with a tangible result.
8.	Identifies appropriate maintenance and monitoring for proposed project.
9.	Project includes a minimum 25% match fund (25% of total project cost) prior to Valley Water funding.
10.	Project will be completed within five (5) years following the Agreement effective date.

<b>PROJECT EVALUATION CRITERIA</b>			
<b>Criteria</b>	<b>Criteria Name</b>	<b>Max Points</b>	<b>Evaluator's Score</b>
1	<p>Water savings and research plan</p> <ul style="list-style-type: none"> <li>Up to 10 points: A description of the potential water savings expressed as gallons per day or acre feet per year (see template on following page, which is also included in Fluxx). Include any other potential savings (e.g., energy, environmental, etc.); and</li> <li>Up to 15 points: A scientifically strong research plan that includes the following components: review of past literature (are there existing studies or reports that support the savings estimates?); clearly defined objective and hypothesis; identification of target audience; clear and logical research design (i.e. will you have a control group?); a description of your data collection methods (i.e. will it be metered or will submeters be needed?); and a description of the analysis that will be used.</li> </ul>	10  15	
2	<p>Water Conservation Research Project innovation or new features</p> <p>Response should, at a minimum, answer the following questions: How is the proposed project and/or technology better and/or different than what currently exists? What new markets will it open and how will they be affected? What is the lifespan of the new technology and how reliable is it?</p>	25	
3	<p>Cost effectiveness</p> <p>The goal is to fund projects that provide the largest water savings per dollar awarded. Describe your project's potential water savings (Criteria 1) in the context of funds requested and total project costs. If applicable, include cost per gallon saved.</p>	20	
4	<p>Market impact potential</p> <p>Response should, at a minimum, answer the following questions: What audience or demographic will benefit from your project? What is the potential market size or impact size for your project?</p>	15	
5	<p>Water Conservation Research Project preparedness</p> <p>Please provide a description of your experience or skills that will allow you to complete the proposed project. Also, describe how thoroughly the project will be planned, including any preparatory work, and understanding of potential obstacles and strategies to overcome them.</p>	15	
<b>TOTAL POINTS</b>		100	

<b>BONUS CRITERIA</b>			
6	Financial Stability More than half of the applicant's required matching funds come from a monetary source (not in-kind). Applicant shows strong financial ability to carry-out the project.	5	
7	Diverse Applicant Pool The applicant has never received a prior Valley Water Safe, Clean Water Program grant (excluding mini-grants).	5	
8	Environmental Justice Proposed project scope of work includes serving/impacting a Disadvantaged Community (as defined by Valley Water). <sup>1</sup>	5	
<b>TOTAL BONUS POINTS</b>		15	

<b>Grant Funding Allocation Matrix</b>		
Tier 1	70-100% Funding	85-100 points
Tier 2	30-69% Funding	70-84 points

**POTENTIAL WATER SAVINGS AND COST EFFECTIVENESS**

		<b>Amount*</b>	<b>Basis of Savings and Costs</b>
A.	Gallons saved per year (1)		<input type="checkbox"/> Device <input type="checkbox"/> Site <input type="checkbox"/> Installation <input type="checkbox"/> Other (please explain)
B.	Cost (2)		
C.	Cost Effectiveness = B/A		

\* Cost should be normalized by the total years the project expects to generate savings.

- (1) Explain water savings assumption based on Criteria 1—Water savings and research plan in the Water Conservation Research Grants Evaluation Criteria table.
- (2) Explain cost assumption based on Criteria 3—Cost effectiveness in the Water Conservation Research Grants Evaluation Criteria table.

<sup>1</sup> Valley Water defines a Disadvantaged Community as an area whose residents are disproportionately impacted by a combination of economic, health, and environmental burdens, such as poverty, high unemployment, environmental pollution, the presence of hazardous waste, or environmental degradation. These communities often are comprised of people who have suffered historical discrimination based on race, color, national origin, tribe, culture, income, immigration status, or English language proficiency. For the purposes of Valley Water policies, projects, services, and programs, disadvantaged communities include any of the following:

- Low-income households (Household incomes below 80 percent of the Area Median Income (AMI) in Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually.
- Low-income census tracts (Census tracts where aggregated household incomes are less than 80 percent of the Area Median Income for Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually; and/or
- An area defined by California Environmental Protection Agency (pursuant to Section 39711 of the California Health and Safety Code), using the CalEnviroScreen tool, which was developed to determine communities most burdened by environmental, socioeconomic, and health factors.

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# **POLLUTION PREVENTION GRANTS**

## **(Formerly Priority B3)**

### **PURPOSE**

The *Pollution Prevention Grants* are for programs that reduce contaminants in surface or groundwater, and reduce emerging contaminants, such as public education to prevent pharmaceuticals from entering waterways, technical assistance to help growers protect groundwater and surface water from agricultural pollutants, and partnerships to reduce litter and graffiti.

### **FUNDING**

- No funding minimum or maximum per project.
- Not all projects that meet minimum requirements are guaranteed to be funded.
- A project may be authorized for full or partial requested funding based on the grant funding allocation matrix and the Board of Directors.
- Length of funding: all projects must be completed within five (5) years following the effective date of the agreement.
- Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

### **ELIGIBLE APPLICANTS**

Eligible entities could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts

- Schools, community colleges, and colleges/universities (public, not for profit)

Eligible applicants may seek grant funding for more than one project.

## **PROJECT BENEFITS**

Proposed projects must provide one of the following benefits:

- Help prevent contaminants such as pharmaceuticals, household hazardous waste, and trash from entering our waterways
- Help meet regulatory requirements as listed under the impaired water bodies listing of the federal Clean Water Act
- Reduce contaminant source loads in groundwater and surface water, and protects local watersheds
- Provide public education to reduce contaminants in our waterways
- Leverage community resources for efficient use of funds

## **INELIGIBLE PROJECTS**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless proposed work is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects

## MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

Minimum Requirements	
1.	All checklist items complete in Fluxx by application due date: <ul style="list-style-type: none"> <li>• Online Proposal</li> <li>• Project Scope</li> <li>• Project Budget</li> <li>• Resolution</li> <li>• 501(c)(3) Determination Letter</li> <li>• W-9 Form</li> <li>• Form 990</li> <li>• Audited Financial Statements</li> <li>• Organizational Budget</li> <li>• Resumes of Key Staff</li> </ul>
2.	Identifies as one of the following entities: <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Local nonprofit organizations with a 501(c)(3) tax exempt status</li> <li>• Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status</li> <li>• Open space districts</li> <li>• Mutual water agencies/districts (public, nonprofit)</li> <li>• Resource conservation districts</li> <li>• Schools, community colleges, and colleges/universities (public, not for profit)</li> </ul>
3.	Project must physically be located in Santa Clara County
4.	Proposed project focuses on at least one of the following priority themes: <ol style="list-style-type: none"> <li>a. Implement specific pollution prevention or reduction activities identified in existing countywide or regional plans</li> <li>b. Increase the permeability of urban areas</li> <li>c. Reduce trash in riparian areas</li> <li>d. Prevent pharmaceutical waste and other pollutants from entering our waterways</li> </ol>
5.	Identifies the rationale for the project as <b>discretionary</b> and not required per other applicant obligations. The proposed project does not fill regulatory or permit obligations, or if the project includes required activities, that grant funding will only be used for work being done in addition to required activities.
6.	Demonstrates cooperation with any project partners, including Valley Water, where a project is proposed.
7.	Consistent with <a href="#">Santa Clara Valley Water District Act</a> and <a href="#">Mission</a> . All projects must support or enhance flood protection or water supply per <a href="#">Santa Clara Valley Water District Act</a> .
8.	Eighty percent or greater of project grant request must be focused on implementation with a tangible result
9.	Identifies appropriate maintenance and monitoring for proposed project
10.	Project includes a minimum 25% match fund (25% of total project cost) prior to Valley Water funding.
11.	Project will be completed within five (5) years following the Agreement effective date.

**PROJECT EVALUATION CRITERIA**

Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
1	<p><b>PROJECT GOALS &amp; THEMES</b> Proposed project implements pollution prevention, reduction, removal, remediation, or improvement activities, either independently, or collaboratively. Project may focus on physical improvements under Pollution Prevention (formerly B3) and <u>priority themes</u> as listed:</p> <ul style="list-style-type: none"> <li>Implement specific pollution prevention or reduction activities identified in existing countywide or regional plans.</li> <li>Increase the permeability of urban areas.</li> <li>Reduce trash in riparian areas.</li> <li>Prevent pharmaceutical waste and other pollutants from entering our waterways.</li> </ul>	Project identifies which specific pollutant is the target of the project.	No identification of a specific pollutant(s) as the focus of the project.	Project addresses pollutants in priority reaches or areas identified in TMDL or 303d listings.		X	0.25		2.5
		Project clearly states how it will prevent, reduce, remove, or remediate the identified pollutant.	Able to link project to Valley Water's One Water Objectives (See Attachment 5).	General description and some specifics of project methods and process for addressing the identified pollutant(s).		X	0.25		2.5
		Physical projects that bring long-lasting solutions beyond the life of the grant funding.	Project provides solutions lasting only the life of the grant.	Project provides solutions lasting beyond the life of the grant by 1-2 years.		X	0.25		2.5
		Establish baselines to account for existing conditions versus new conditions to measure success.	No baseline data identified to measure success.	Some baseline data identified to measure success.		X	0.25		2.5
		Maintenance and monitoring.	Maintenance and monitoring component identified with no funding source.	Maintenance and monitoring component identified with funding source.		X	0.25		2.5
2	<p><b>CONNECTIVITY</b> Where applicable, project demonstrates connectivity of two or more related activities consistent with Pollution Prevention objectives.</p>	No identified connectivity.	Connectivity with other planned enhancements, open space, or habitat areas.	Demonstrated connectivity with existing enhancements, open space, or habitat areas.		X	0.25		2.5
3	<p><b>PROJECT SCOPE</b> Proposed project includes a well-defined scope (see application in <a href="#">Fluxx</a>) with clearly identifies the following:</p> <ul style="list-style-type: none"> <li>Project description</li> <li>Tasks</li> <li>Deliverables</li> <li>Success measures</li> <li>Outreach/presentation to Valley Water Board of Directors</li> </ul>	Most deliverables and associated tasks, success measures are clearly defined.	All deliverables and associated tasks, success measures are clearly defined.	All deliverables and associated tasks, success measures, and change management tasks are clearly defined.		X	0.75		7.5

**PROJECT EVALUATION CRITERIA**

Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
4	<p><b><u>PROJECT SCHEDULE</u></b> Proposed project includes a well-defined schedule (see application in <a href="#">Fluxx</a>), including:</p> <ul style="list-style-type: none"> <li>• Tasks</li> <li>• Milestones</li> <li>• Deliverables</li> <li>• Performance measures</li> <li>• Project related events</li> <li>• Outreach/presentation to Valley Water Board of Directors</li> <li>• Close-out</li> </ul>	Target completion date, key milestone dates (including key events or board presentation dates) are clearly identified.	Clear base schedule along with identification of critical path items.	Clear base schedule along with identification of critical path items, and ways to address anticipate schedule slip.		X	0.75		7.5
5	<p><b><u>PROJECT BUDGET</u></b> Proposed project includes a well-defined budget that clearly identifies the following:</p> <ul style="list-style-type: none"> <li>• Tasks</li> <li>• Resources</li> <li>• Matching funds</li> </ul>	What tasks are included and which are requested for reimbursement through this grant?	Most budget items align well with those described in scope and schedule.	All budget items align well with those described in scope and schedule.	Identified budget items for change management beyond well-defined budget.	X	0.75		7.5
		Level of matching funds (% of total project cost).	25-30% matching funds.	31 to 50% matching funds	51% or greater matching funds	X	0.75		7.5
		Unit cost is reasonable, effective, and efficient.	Identified unit cost.	Identified unit cost and provided benchmark data.	Identified unit cost, provided benchmark data, and demonstrated competitiveness against cost effectiveness.	X	0.5		5
6	<p><b><u>PROJECT READINESS</u></b> Readiness of CEQA documents (Proposals demonstrate that CEQA compliance will be complete prior to execution of the agreement).  Readiness of Permit documents (if permits are not required give full points).</p>	Notation of CEQA in project application with no clear date of expected completion.	Planned completion of CEQA within 1 year of signed agreement.	Completed CEQA.		X	0.75		7.5
		Notation of permits in project application with no clear date of expected completion.	Planned completion of permits within 1 year of signed agreement.	Completed permits.		X	0.75		7.5

**PROJECT EVALUATION CRITERIA**

Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
7	<p><b><u>LIKELIHOOD OF PROJECT SUCCESS</u></b> Project team has clearly defined roles and responsibilities and worked successfully from project planning to project completion in the past.</p> <p>Assess whether the applicant has applied for grant opportunities (Valley Water and otherwise) previously and been successful.</p>	Project team has clearly defined roles and responsibilities.	Project team worked together on project proposals in the past.	Project team has completed projects successfully.		X	0.5		5
		Applicant has no experience in applying for grants, Valley Water or otherwise.	Experience includes having applied and received but not yet completed a grant project.	Experience includes having applied, received, carried out a grant project successfully.		X	0.5		5
8	<p><b><u>ENCOURAGES COOPERATIVE EFFORTS</u></b> Assesses how many organizations would benefit and how the project improves coordination.</p>	Experience working together collaboratively with other organizations.	Worked together on one or more planning or funding proposals.	Completed one project working together as a team.	Worked together on 2 or more completed projects.		X	0.5	5
		Authorization and coordination with landowners or land use planning processes.	No coordination with landowner and land use agencies.	Letter of intent or draft resolution with scheduled dates for approval by landowners and land use agency where appropriate.	Resolution or support by landowner or land use agency where appropriate.		X	0.5	5
9	<p><b><u>KNOWLEDGE SHARING</u></b> Project demonstrates creativity for knowledge/information sharing.</p> <p>Proposed project includes educational opportunities/ outreach (i.e., outreach in disadvantaged communities, planting seedlings, educational plaques, partnerships with schools and other educational programs) while carrying out physical project improvements.</p>	What mechanisms in place to share the successes and learning throughout the Project?	No knowledge sharing beyond project reporting.	Quarterly updates incorporated into a project website.	Posting of reports or pictures of project factsheets at a project website through periodic newsletters.		X	0.75	7.5
		What educational opportunities are included in the project?	Project does not include educational opportunities.	Project includes passive educational opportunities (i.e., installation of interpretive signage).	Project includes active educational opportunities (i.e., engagement through meetings, workshops, class visits, etc.).		X	0.75	7.5
<b>TOTAL POINTS</b>									<b>100</b>

BONUS CRITERIA									
		Low (0)		High (5)					
10	<u>Financial Stability</u> More than half of the applicant's required matching funds come from a monetary source (not in-kind). Applicant shows strong financial stability to carry-out the project.	0-49% of matching funds are from a monetary source.	N/A	50-100% of monetary funds are from a monetary source.					5
11	<u>Diverse Applicant Pool</u> The applicant has never received a prior Valley Water standard grant (excluding mini-grants).	Applicant has received at least one standard Valley Water grant in the past.	N/A	Applicant has never received a standard Valley Water grant in the past.					5
12	<u>Environmental Justice</u> Proposed project scope of work includes serving/impacting a Disadvantaged Community (as defined by Valley Water). <sup>2</sup>	Scope of work does not indicate working in a Disadvantaged Community.	N/A	Scope of work clearly defines how a Disadvantaged Community will benefit from the project.					5
<b>TOTAL BONUS POINTS</b>									<b>15</b>

Grant Funding Allocation Matrix		
Tier 1	70-100% Funding	85-100 points
Tier 2	30-69% Funding	70-84 points

<sup>2</sup> Valley Water defines a Disadvantaged Community as an area whose residents are disproportionately impacted by a combination of economic, health, and environmental burdens, such as poverty, high unemployment, environmental pollution, the presence of hazardous waste, or environmental degradation. These communities often are comprised of people who have suffered historical discrimination based on race, color, national origin, tribe, culture, income, immigration status, or English language proficiency. For the purposes of Valley Water policies, projects, services, and programs, disadvantaged communities include any of the following:

- Low-income households (Household incomes below 80 percent of the Area Median Income (AMI) in Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually.
- Low-income census tracts (Census tracts where aggregated household incomes are less than 80 percent of the Area Median Income for Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually; and/or
- An area defined by California Environmental Protection Agency (pursuant to Section 39711 of the California Health and Safety Code), using the CalEnviroScreen tool, which was developed to determine communities most burdened by environmental, socioeconomic, and health factors.

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# **SUPPORT VOLUNTEER CLEANUP EFFORTS AND EDUCATION GRANTS**

**(Formerly Priority B7)**

## **PURPOSE**

The *Support Volunteer Cleanup Efforts and Education Grants* are for creek cleanup, education, outreach, and watershed stewardship activities.

## **FUNDING**

- No funding minimum or maximum per project.
- Not all projects that meet minimum requirements are guaranteed to be funded.
- A project may be authorized for full or partial requested funding based on the grant funding allocation matrix and the Board of Directors.
- Length of funding: all projects must be completed within five (5) years following the effective date of the agreement.
- Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

## **ELIGIBLE APPLICANTS**

Eligible entities could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts
- Schools, community colleges and colleges/universities (public, not for profit)

Eligible Applicants may seek grant funding for more than one project.

## **ELIGIBLE PROJECTS**

Proposed projects must be located within Santa Clara County, and focused on cleanup, education, outreach, or watershed stewardship activities resulting in one or more of the following benefits:

- Reduce contaminants entering Santa Clara County waterways and groundwater
- Engage community and support watershed stewardship
- Leverage volunteer community resources for efficient use of funds to support watershed cleanup and education efforts

Projects that have received funding in the past include:

- Providing education and outreach activities on the need for clean, effective creeks and waterways in under-resourced communities
- Organizing cleanups with volunteers from local schools
- Developing and implementing curriculum around the relationship between water quality and riparian area health for local businesses and their employees

## **INELIGIBLE PROJECTS**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless proposed work is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects

## MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

Minimum Requirements	
1.	All checklist items complete in Fluxx by application due date: <ul style="list-style-type: none"> <li>• Online proposal</li> <li>• Project Scope</li> <li>• Project Budget</li> <li>• Resolution</li> <li>• 501(c)(3) Determination Letter</li> <li>• W-9 Form</li> <li>• Form 990</li> <li>• Audited Financial Statements</li> <li>• Organizational Budget</li> <li>• Resumes of Key Staff</li> </ul>
2.	Identifies as one of the following entities: <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Local nonprofit organizations with a 501(c)(3) tax exempt status</li> <li>• Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status</li> <li>• Open space districts</li> <li>• Mutual water agencies/districts (public, not for profit)</li> <li>• Resource conservation districts</li> <li>• Schools, community colleges, and colleges/universities (public, not for profit)</li> </ul>
3.	Project must physically be located in Santa Clara County.
4.	Proposed project focuses on at least one of the following priority themes: <ul style="list-style-type: none"> <li>• Education and outreach on increasing permeability in urban areas</li> <li>• Education and outreach on increasing trash free locations in riparian areas</li> <li>• Education and outreach for reducing waste and other pollutants in our waterways (showing benefits through awareness and engagement)</li> </ul>
5.	Identifies the rationale for the project as <b>discretionary</b> and not required per other applicant obligations. The proposed project does not fill regulatory or permit obligations, or if the project includes required activities, that grant funding will only be used for work being done in addition to required activities.
6.	Demonstrates cooperation with any project partners, including Valley Water, where a project is proposed.
7.	Consistent with <a href="#">Santa Clara Valley Water District Act</a> and <a href="#">Mission</a> . All projects must support or enhance flood protection or water supply per the <a href="#">Santa Clara Valley Water District Act</a> .
8.	Eighty percent or greater of project grant request must be focused on implementation with a tangible result.
9.	Identifies appropriate maintenance and monitoring for proposed project.
10.	Project includes a minimum 25% match fund (25% of total project cost) prior to Valley Water funding.
11.	Project will be completed within five (5) years following the Agreement effective date.

PROJECT EVALUATION CRITERIA					
Criteria #	Criteria Name	Low (0-3)	High (8-10)	Weight	Max Score
1	<p><b><u>PROJECT BENEFITS</u></b> Proposed project provides one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Reduce contaminants entering our waterways and groundwater</li> <li>• Engage community and supports watershed stewardship</li> <li>• Leverage volunteer community resources for efficient use of funds to support watershed cleanup and education efforts</li> </ul>	Project meets one benefit.	Project meets all three benefits.	1.0	10
2	<p><b><u>PROJECT GOALS</u></b> Proposed project clearly identifies at least one of three themes listed below and includes measurable outcomes:</p> <ul style="list-style-type: none"> <li>• Education and outreach on increasing permeability in urban areas</li> <li>• Education and outreach on increasing trash-free locations in riparian areas</li> <li>• Education and outreach for reducing waste and other pollutants in in our waterways (showing benefits through awareness and engagement)</li> </ul>	Identified theme, but measurable outcome has little correlation to the theme.	Identified theme clear and specific with measurable outcome(s) including outcomes which demonstrate the inclusion of diverse communities.	1.0	10
3	<p><b><u>PROJECT SCOPE</u></b> Proposed project includes a well-defined scope (see application in Fluxx) with clearly identifies the following:</p> <ul style="list-style-type: none"> <li>• Project description</li> <li>• Tasks</li> <li>• Deliverables</li> <li>• Success measures Outreach/presentation to Valley Water Board of Directors</li> </ul>	Scope does not relate to schedule and budget.	Well-defined scope including items clearly listed and explained, and clear coordination with schedule and budget.	1.5	15

PROJECT EVALUATION CRITERIA					
Criteria #	Criteria Name	Low (0-3)	High (8-10)	Weight	Max Score
4	<p><b><u>PROJECT SCHEDULE</u></b> Proposed project includes a well-defined schedule (see application in Fluxx), including:</p> <ul style="list-style-type: none"> <li>• Tasks</li> <li>• Milestones</li> <li>• Deliverables</li> <li>• Performance measures</li> <li>• Project related events</li> <li>• Outreach/presentation to Valley Water Board of Directors</li> <li>• Close-out</li> </ul>	Schedule does not relate to scope and budget.	Well-defined schedule, including items clearly listed and explained with performance measures, and coordination with scope and budget, and involvement of Valley Water Board of Directors.	1.5	15
5	<p><b><u>PROJECT BUDGET</u></b> Proposed project includes a well-defined budget that clearly identifies the following:</p> <ul style="list-style-type: none"> <li>• Tasks</li> <li>• Resources</li> <li>• Matching funds</li> </ul>	25-34% matching funds.	50% or greater matching funds.	0.6	6
		Budget does not relate scope and schedule.	Well-defined budget including items listed here and coordination with scope and schedule.	1.0	10
6	<p><b><u>COLLABORATIVE EFFORT</u></b> Proposed project demonstrates:</p> <ul style="list-style-type: none"> <li>• Encourages collaborative efforts through partnerships</li> <li>• Outreach to the community</li> <li>• Consistent with land use planning</li> </ul>	1 other collaborating partner on this project.	3 or more partners, including partners from diverse communities.	0.5	5
		No description of outreach.	Demonstrated robust and diverse outreach.	0.5	5
		No coordination with land-use agencies.	Receipt or acknowledgement of support from land-use agencies where appropriate.	0.5	5

<b>PROJECT EVALUATION CRITERIA</b>					
<b>Criteria #</b>	<b>Criteria Name</b>	<b>Low (0-3)</b>	<b>High (8-10)</b>	<b>Weight</b>	<b>Max Score</b>
<b>7</b>	<b><u>PROJECT READINESS</u></b> Readiness of CEQA documents (Proposal demonstrates the CEQA compliance will be complete prior to execution of the agreement) <ul style="list-style-type: none"> <li>• Readiness of Permit documents (if permits are not required give full points)</li> <li>• Planned date of completion</li> </ul>	Notation of CEQA in project application with no clear date of expected completion.	Completed CEQA.	0.3	3
		Notation of permits in the project application with no clear date of expected completion.	Completed Permits.	0.3	3
		Project completion within five (5) years from the agreement effective date.	Project completion within five (5) years from the agreement effective date	0.3	3
<b>8</b>	<b><u>LIKELIHOOD OF PROJECT SUCCESS</u></b> Applicant's experience in applying and receiving grants <ul style="list-style-type: none"> <li>• Proposal includes performance measures and measurable milestones for determining success of project</li> </ul>	Applicant has no experience in applying for grants (Valley Water or otherwise) previously.	Experience includes having applied, received, and carried out a grant project successfully.	0.5	5
		No mention of performance measures and/or measurable milestones.	Project includes performance measures AND measurable milestones.	0.5	5
<b>TOTAL POINTS</b>					<b>100</b>

<b>BONUS CRITERIA</b>					
	<b>Criteria Name</b>	<b>Low (0)</b>	<b>High (5)</b>	<b>Weight</b>	<b>Max Score</b>
<b>9</b>	<b><u>FINANCIAL STABILITY</u></b> More than half of the applicant's required matching funds come from a monetary source (not in-kind). Applicant shows strong financial stability to carry out the project.	0-49% of matching funds are from a monetary source.	50-100% of monetary funds are from a monetary source.	N/A	<b>5</b>
<b>10</b>	<b><u>DIVERSE APPLICANT POOL</u></b> The applicant has never received a prior Valley Water standard grant (excluding mini-grants).	Applicant has received at least one standard Valley Water grant in the past.	Applicant has never received a standard Valley Water grant in the past.	N/A	<b>5</b>
<b>11</b>	<b><u>ENVIRONMENTAL JUSTICE</u></b> Proposed project scope of work includes serving/impacting a Disadvantaged Community (as defined by Valley Water). <sup>3</sup>	Scope of work does not indicate working in a Disadvantaged Community.	Scope of work clearly defines how a Disadvantaged Community will benefit from the project.	N/A	<b>5</b>
<b>TOTAL BONUS POINTS</b>					<b>15</b>

<b>Grant Funding Allocation Matrix</b>		
Tier 1	70-100% Funding	85-100 points
Tier 2	30-69% Funding	70-84 points

Valley Water defines a Disadvantaged Community as an area whose residents are disproportionately impacted by a combination of economic, health, and environmental burdens, such as poverty, high unemployment, environmental pollution, the presence of hazardous waste, or environmental degradation. These communities often are comprised of people who have suffered historical discrimination based on race, color, national origin, tribe, culture, income, immigration status, or English language proficiency. For the purposes of Valley Water policies, projects, services, and programs, disadvantaged communities include any of the following:

- Low-income households (Household incomes below 80 percent of the Area Median Income (AMI) in Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually.
- Low-income census tracts (Census tracts where aggregated household incomes are less than 80 percent of the Area Median Income for Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually; and/or
- An area defined by California Environmental Protection Agency (pursuant to Section 39711 of the California Health and Safety Code), using the CalEnviroScreen tool, which was developed to determine communities most burdened by environmental, socioeconomic, and health factors.

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# **WILDLIFE HABITAT RESTORATION GRANTS**

## **(Formerly Priority D3 Habitat)**

### **PURPOSE**

The *Wildlife Habitat Restoration Grants* are for activities such as creating or enhancing wetland, riparian and tidal marsh habitat; protecting special status species; removing fish migration barriers; installing fish ladders; removing non-native, invasive plant species; and planting native species.

### **FUNDING**

- No funding minimum or maximum per project.
- Not all projects that meet minimum requirements are guaranteed to be funded.
- A project may be authorized for full or partial requested funding based on the grant funding allocation matrix and the Board of Directors.
- Length of funding: all projects must be completed within five (5) years following the effective date of the agreement.
- Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

### **ELIGIBLE APPLICANTS**

Eligible entities could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts
- Schools, community colleges, and colleges/universities (public, not for profit)

Eligible applicants may seek grant funding for more than one project.

### **PROJECT BENEFITS**

Proposed projects must provide one of the following benefits:

- Create or enhance wetland, riparian, and tidal marsh habitats
- Protect special status species
- Remove fish migration barriers
- Install fish ladders
- Remove non-native, invasive plant species
- Plant native species

### **INELIGIBLE PROJECTS**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless proposed work is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects
- Land acquisition, unless parcel(s) or title acquired will be specifically deemed for use in habitat or species restoration or protection

## MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

Minimum Requirements	
1.	All checklist items complete in Fluxx by application due date: <ul style="list-style-type: none"> <li>• Online Proposal</li> <li>• Project Scope</li> <li>• Project Budget</li> <li>• Resolution</li> <li>• 501(c)(3) Determination Letter</li> <li>• W-9 Form</li> <li>• Form 990</li> <li>• Audited Financial Statements</li> <li>• Organizational Budget</li> <li>• Resumes of Key Staff</li> </ul>
2.	Identifies as one of the following entities: <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Local nonprofit organizations with a 501(c)(3) tax exempt status</li> <li>• Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status</li> <li>• Open space districts</li> <li>• Mutual water agencies/districts (public, not for profit)</li> <li>• Resource conservation districts</li> <li>• Schools, community colleges, and colleges/universities (public, not for profit)</li> </ul>
3.	Project must physically be located in Santa Clara County
4.	Proposed project focuses on at least one of the following priority themes: <ul style="list-style-type: none"> <li>• Further the wildlife habitat restoration goals of existing plans, e.g., the Santa Clara Valley Habitat Plan and South Bay Salt Pond Restoration Plan;</li> <li>• Restore and protect riparian corridor, tidal or other wetland habitats, including freshwater wetlands and vernal pools; and</li> <li>• Protect special status species and support habitat improvements</li> <li>• Emphasize projects with ecosystem, watershed-scale benefits</li> </ul>
5.	Identifies the rationale for the project as <b>discretionary</b> and not required per other applicant obligations. The proposed project does not fill regulatory or permit obligations, or if the project includes required activities, that grant funding will only be used for work being done in addition to required activities.
6.	Consistent with <a href="#">Santa Clara Valley Water District Act</a> and <a href="#">Mission</a> . All projects must support or enhance flood protection or water supply per <a href="#">Santa Clara Valley Water District Act</a> .
7.	Eighty percent or greater of project grant request must be focused on implementation with a tangible result.
8.	Identifies appropriate maintenance and monitoring for proposed project.
9.	Project includes a minimum 25% match fund (25% of total project cost) prior to Valley Water funding
10.	Project will be completed within five (5) years following the Agreement effective date.
11.	Demonstrates cooperation with any project partners, including Valley Water, where a project is proposed.

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
1	<p><b>PROJECT THEMES/BENEFITS</b> Proposed project focuses on one or more of the following priority <u>themes</u>:</p> <p>a. Further the wildlife habitat restoration goals of existing plans, e.g., the Santa Clara Valley Habitat Plan and South Bay Salt Pond Restoration Plan.</p> <p>b. Restore and protect riparian corridor, tidal or other wetland habitats, including freshwater wetlands and vernal pools.</p> <p>c. Protect special status species and support habitat improvements.</p> <p>d. Emphasize projects with ecosystem, watershed-scale benefits.</p>	Project identifies theme, but measurable outcome has little correlation to theme or benefits.	N/A	Project identifies themes with measurable outcome(s) that demonstrate improvements relevant to theme and benefits associated with Wildlife Habitat Restoration (formally D3).			1.5		15
	Proposed project provides one or more of the following <u>benefits</u> :	Project meets 1 benefit.	Project meets 2 benefits.	Project meets 3 or more benefits.			1.5		15
2	<p><b>PROJECT GOALS</b> Proposed project is focused on one or more of the scoring metrics listed below:  <b>B1</b> Creation or restoration of tidal, wetland or riparian habitat.  <b>B2</b> Improvement of special status species habitat.  <b>B3</b> Fish barrier removal/fish ladder installation.  <b>B4</b> Removal of non-native, invasive plants; Planting of native species.  Applicant must select one or more subcategory to be scored upon (e.g., B1, B2, B3, and/or B4).</p>								
	<b>B1 Creation or Restoration of Tidal, Wetland or Riparian Habitat</b>								
	Quantity	Project results in <2 acres of habitat created or restored.	Project results in 2 to 5 acres of habitat created or restored.	Project results in >5 acres of habitat created or restored.			0.25		2.5

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
	Species Assemblage	Proposed enhancement for single species.	N/A	Proposed enhancement for multiple species.			0.25		2.5
	Buffer	Little or no buffer planned between restored habitat and disturbance.	50-100 ft. buffer planned.	>100 ft buffer planned.			0.25		2.5
	Monitoring	One year of monitoring or maintenance plan proposed.	2 to 4-year monitoring and maintenance plan proposed.	5 years or more monitoring and maintenance plan proposed.			0.25		2.5
<b>B2 Improvement of Special Status Species Habitat</b>									
	Species	Proposed enhancement for single special status species.	N/A	Proposed enhancement for multiple special status species.			0.5		5.0
	Habitat Quality	Habitat to support one life history phase to occur onsite.	Habitats to support all life history phases within dispersal distance of site.	Habitats to support all life history phases to occur on-site.			0.25		2.5
	Management Plan	No plan for management/ monitoring of habitat.	Management/ monitoring plan included but general with few details.	Detailed management/ monitoring plan with success criteria included.			0.25		2.5
<b>B3 Fish Barrier Removal/Fish Ladder Installation</b>									
	The project helps to create a continuous aquatic habitat corridor for fish with the installation of a fishway or removal of an in-stream barrier.	Project opens up less than 1 river-mile of instream habitat for fish.	Project opens up between 1 and 5 river-miles of instream habitat for fish and/or is only designed to allow passage for salmonids.	Project opens up >5 river-miles of instream habitat for fish and is designed to allow passage for all native fish rather than just salmonids.			0.5		5.0

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
	Project installs additional habitat improvements adjacent to removed fish barrier.	0 points for no habitat improvements in addition to fish barrier removal.	7 points for additional habitat improvements in general.	10 points for additional habitat improvements related specifically to fish for which the barrier was removed.			0.5		5.0
<b>B4 Removal of Non-Native, Invasive Plants and Planting of Native Species</b>									
	Project length	Short term project (1 year) with minimal monitoring component.	Mid-term project (2-3 years), with monitoring component.	At least 4 years, with monitoring component.			1.0		10
	Revegetation following removal	No active revegetation.	Revegetation with natives.	Revegetation with local native species (watershed specific).			0.5		5.0
	More credit will be given for the use of locally native species as outlined in Valley Water's Guidelines and Standards for Land Use Near Streams. <sup>4</sup>	Project includes a planting plan of native species but no follow up maintenance or site preparation.	Project includes plan with some maintenance (1-year post-project).	Project includes a comprehensive planting plan and schedule, utilizing locally specific natives as outlined in sources such as Valley Water's Guidelines and Standards for Land Use Near Streams.			1.5		15

<sup>4</sup> When preparing the scope of work and planning the Project, applicants are encouraged to review Guidance for Trail Design (<https://www.valleywater.org/sites/default/files/WRPM%20Ch%203%20Trail%20Design.pdf>) contained in Guidelines and Standards for Land Use Near Streams, a list of constraints when working on trails project on or near Valley Water facilities, along with other best practices for trails design.

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
3	<p><b><u>ECOSYSTEM OR SPECIES NEEDS</u></b> Proposed enhancement provides benefit to habitat on an ecosystem or watershed scale.</p> <ul style="list-style-type: none"> <li>Proposed enhancement is listed in a published document (plan, study, report, etc.) which cites its importance.</li> <li>Establish baselines to account for existing conditions versus new conditions as a way to measure success.</li> <li>Monitoring.</li> </ul>	0 points for project that is site specific with no description of benefits to larger ecosystem or watershed.	N/A	10 points for project that clearly demonstrates benefits to larger ecosystem or watershed as a whole.			0.5		5.0
		Enhancement (whichever type under Criteria #2) is not identified in a published document or no evidence is provided with the application to indicate so.	Enhancement (whichever type indicated under Criteria #2) is identified in a published document.	Enhancement (whichever type indicated under Criteria #2) is listed in a published document as critical.			0.5		5.0
		No baseline data identified to measure success.	N/A	Baseline data identified to measure success of project objective.			0.5		5.0
		Monitoring component identified with no funding source.	N/A	Monitoring component identified with funding source.			0.5		5.0
4	<p><b><u>ACCOMPLISHES VALLEY WATER MISSION AND OBJECTIVES</u></b> <b><u>Identifies</u></b> Valley Water ends policy(ies) and related objective(s) that the project meets.</p> <p>Valley Water mission: <i>Providing Silicon Valley safe, clean water for a healthy life, environment and economy.</i></p> <p>For related objectives: Review the <i>One Water Objectives</i> document (Attachment 4) to identify related objectives. Objectives E, F and G may be the most relevant.</p>	0 points for identified mission component with no specific objective(s) that the project meets.	N/A	10 points for an identified mission component and at least one specific objective that grant funds will support.			0.5		5.0

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
5	<b><u>COOPERATIVE EFFORTS</u></b> Proposed project demonstrates: <ul style="list-style-type: none"> <li>How many entities are partnering on this project?</li> <li>What geographic area does the project benefit?</li> <li>Applicant applying for Valley Water grant program for the first time.</li> <li>Consistent with land use planning.</li> </ul>	3 points for 1 partner.	7 points for 2 partners.	10 points for 3 or more partners.			0.25		2.5
		3 points for 1 city.	7 points for 2 or more cities.	10 points for countywide.			0.25		2.5
		0 points if applicant has previously applied for Valley Water grants (successful or not).	N/A	10 points for first-time applicants.			0.25		2.5
		No coordination with land-use agencies.	Project includes formal notification to a land-use agency (such as a local municipality) where appropriate.	Receipt of support by land-use agency where appropriate.			0.25		2.5
6	<b><u>COMMUNITY INVOLVEMENT &amp; OUTREACH</u></b> Proposed project: <ul style="list-style-type: none"> <li>Demonstrates outreach to the community.</li> <li>Project includes educational opportunities/outreach (i.e., planting seedlings, educational plaques, partnerships with schools and other educational programs, outreach to underserved communities) while carrying out physical project improvements.</li> </ul>	No description of outreach.	Planned outreach (included in scope and schedule).	Demonstrated outreach (already conducted).			0.5		5.0
		0 points for no description of education opportunities.	N/A	10 points for inclusion of educational opportunities.			0.5		5.0
7	<b><u>PROJECT SCOPE</u></b> Proposed project includes a well-defined scope (see application in <a href="#">Fluxx</a> ) that clearly identifies the following: <ul style="list-style-type: none"> <li>Project description</li> <li>Tasks</li> <li>Deliverables</li> <li>Outreach/presentation to Valley Water Board of Directors</li> </ul>	Scope does not relate to schedule and budget.	N/A	10 points for well-defined scope including items clearly listed and explained, and clear coordination with schedule and budget.			1.0		10



PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
8	<p><b><u>PROJECT SCHEDULE</u></b> Proposed project includes a well-defined schedule (see application in <a href="#">Fluxx</a>), including:</p> <ul style="list-style-type: none"> <li>• Tasks</li> <li>• Milestones</li> <li>• Project-related event</li> <li>• Outreach/presentation to Valley Water Board of Directors</li> <li>• Close-out</li> </ul>	Schedule does not relate to scope and budget.	N/A	10 points for well-defined schedule including items listed here and coordination with scope and budget.			0.75		7.5
9	<p><b><u>PROJECT BUDGET</u></b> Proposed project includes a well-defined budget (see application in <a href="#">Fluxx</a>) that clearly identifies the following:</p> <ul style="list-style-type: none"> <li>• Resources</li> <li>• Matching funds</li> <li>• Tasks</li> </ul>	Grantee funding only (in addition to Valley Water grant).	2 funding sources (in addition to Valley Water grant).	3 or more funding sources (in addition to Valley Water grant).			0.25		2.5
		25 to 34% matching funds.	35 to 49% matching funds.	50% or greater matching funds.			0.5		5.0
		Budget does not relate scope and schedule.	N/A	10 points for well-defined budget including items listed here and coordination with scope and schedule.			1.0		10
10	<p><b><u>PROJECT READINESS</u></b></p> <ul style="list-style-type: none"> <li>• Project completion following agreement execution.</li> <li>• Readiness of CEQA documents (Proposals demonstrate that CEQA compliance will be complete prior to execution of agreement).</li> <li>• Readiness of Permit documents (if permits are not required give full points)</li> </ul>	3 points for completion within 5 years of signed agreement.	7 points for completion within 2 years of signed agreement.	10 points for completion within 1 year of signed agreement.			0.5		5.0
		3 points for notation of CEQA in project application with no clear date of expected completion.	7 points for planned completion within 1 year of signed agreement.	10 points for completed CEQA (as required).			0.5		5.0
		3 points for notation of permits in project application with no clear date of expected completion.	7 points for planned completion within 1 year of signed agreement.	10 points for completed permits (as required).			0.5		5.0

PROJECT EVALUATION CRITERIA									
Criteria	Criteria Name	Low (0-3)	Moderate (4-7)	High (8-10)	Raw Score (1-10)	Multiply by Weight	Weight	Final Score	Max Score
11	<u>LIKELIHOOD OF SUCCESS</u> • Grant experience. • Performance measures.	0 points if applicant has no experience in applying for grants, Valley Water or otherwise.	4 points for applied and received and not completed yet.	10 points for applied, received, carried out successfully.			0.25		2.5
		No mention of performance measures and/or milestones.	Includes performance measures OR measurable milestones.	10 points for project that includes performance measures AND measurable milestones.			0.75		7.5
12	<u>CONNECTIVITY</u> Project demonstrates connectivity.	0 points for no identified connectivity.	Demonstrates connectivity with existing enhancements, open space, or habitat areas.	10 points for demonstrated connectivity with existing enhancements, open space, or habitat areas.			0.5		5.0
<b>TOTAL POINTS</b>									<b>200</b>

BONUS CRITERIA									
		Low (0)		High (5)					
13	<b>Financial Stability</b> More than half of the applicant's required matching funds come from a monetary source (not in-kind). Applicant shows strong financial stability to carry out the project.	0-49% of matching funds are from a monetary source.	N/A	50-100% of monetary funds are from a monetary source.					5.0
14	<b>Diverse Applicant Pool</b> The applicant has never received a prior Valley Water standard grant (excluding mini-grants).	Applicant has received at least one standard Valley Water grant in the past.	N/A	Applicant has never received a standard Valley Water grant in the past.					5.0
15	<b>Environmental Justice</b> Proposed project scope of work includes serving/impacting a Disadvantaged Community (as defined by Valley Water). <sup>5</sup>	Scope of work does not indicate working in a Disadvantaged Community.	N/A	Scope of work clearly defines how a Disadvantaged Community will benefit from the project.					5.0
<b>TOTAL BONUS POINTS</b>									<b>15</b>

Grant Funding Allocation Matrix		
Tier 1	70-100% Funding	140-200 points
Tier 2	30-69% Funding	110-139 points

<sup>5</sup> Valley Water defines a Disadvantaged Community as an area whose residents are disproportionately impacted by a combination of economic, health, and environmental burdens, such as poverty, high unemployment, environmental pollution, the presence of hazardous waste, or environmental degradation. These communities often are comprised of people who have suffered historical discrimination based on race, color, national origin, tribe, culture, income, immigration status, or English language proficiency. For the purposes of Valley Water policies, projects, services, and programs, disadvantaged communities include any of the following:

- Low-income households (Household incomes below 80 percent of the Area Median Income (AMI) in Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually.
- Low-income census tracts (Census tracts where aggregated household incomes are less than 80 percent of the Area Median Income for Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually; and/or
- An area defined by California Environmental Protection Agency (pursuant to Section 39711 of the California Health and Safety Code), using the CalEnviroScreen tool, which was developed to determine communities most burdened by environmental, socioeconomic, and health factors.

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# **ACCESS TO TRAILS AND OPEN SPACE GRANTS**

## **(Formerly Priority D3 Trails)**

### **PURPOSE**

The *Access to Trails & Open Space Grants* are for activities that provide open space access and access to creekside trails or trails that provide a significant link to the creekside trail network.

### **FUNDING**

- No funding minimum or maximum per project.
- Not all projects that meet minimum requirements are guaranteed to be funded.
- A project may be authorized for full or partial requested funding based on the grant funding allocation matrix and the Board of Directors.
- Length of funding: all projects must be completed within five (5) years following the effective date of the agreement.
- Awards will be provided on a reimbursement basis. The final ten (10) percent of the reimbursable amount will be retained until project completion.

The funding amount is subject to change. Funds may not be used for:

- Pre-award costs
- Proprietary work of which the results cannot be released to the public

### **ELIGIBLE APPLICANTS**

Eligible entities could include:

- Local cities, towns, and county agencies
- Local nonprofit organizations with a 501(c)(3) tax exempt status
- Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts
- Schools, community colleges, and colleges/universities (public, not for profit)

Eligible Applicants may seek grant funding for more than one project.

### **ELIGIBLE PROJECTS**

Proposed projects must be located within Santa Clara County and provide one of the following benefits:

- Provide open space access
- Provide access to creekside trails or trails that provide a significant link to the creekside trail network

### **INELIGIBLE PROJECTS**

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless grant funding is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects
- Land acquisition, unless parcel(s) or title acquired will be specifically deemed for use in habitat or species restoration or protection

## MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

Minimum Requirements	
1.	<p>All checklist items complete in Fluxx by application due date:</p> <ul style="list-style-type: none"> <li>• Online Proposal</li> <li>• Project Scope</li> <li>• Project Budget</li> <li>• Resolution</li> <li>• 501(c)(3) Determination Letter</li> <li>• W-9 Form</li> <li>• Form 990</li> <li>• Audited Financial Statements</li> <li>• Organizational Budget</li> <li>• Resumes of Key Staff</li> </ul>
2.	<p>Identifies as one of the following entities:</p> <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Local nonprofit organizations with a 501(c)(3) tax exempt status</li> <li>• Local nonprofits without a 501(c)(3), but can demonstrate that they are an affiliate of a nonprofit organization that possesses a 501(c)(3) tax exempt status</li> <li>• Open space districts</li> <li>• Mutual water agencies/districts (public, not for profit)</li> <li>• Resource conservation districts</li> <li>• Schools, community colleges, and colleges/universities (public, not for profit)</li> </ul>
3.	Project must physically be located in Santa Clara County.
4.	<p>Proposed project focuses on at least one of the following priority themes:</p> <ul style="list-style-type: none"> <li>• Provide open space access</li> <li>• Provide access to creekside trails or trails that provide a significant link to the creekside trail network</li> </ul>
5.	Project creates new public access where it did not previously exist.
6.	Project includes a new creekside trail or a significant link to support the creekside trail network.
7.	Project does not inhibit Valley Water access.
8.	Project will be completed within five (5) years following the Agreement effective date.
9.	Project is consistent with District Act and Mission.
10.	Project can meet a minimum 25% matching fund (of total project cost) prior to Valley Water funding.
11.	Project applicant has provided evidence to show public outreach/communication about project.

<b>PROJECT EVALUATION CRITERIA</b>					
<b>Criteria #</b>	<b>Criteria</b>	<b>Low (0-3)</b>	<b>High (8-10)</b>	<b>Weight</b>	<b>Max Score</b>
<b>1</b>	Applicant's readiness to begin the project.	Project plan ready for implementation within 5 years.	Project plan currently ready for implementation.	0.8	8
<b>2</b>	Status of CEQA process and obtaining of necessary permits.	Project timeline indicates CEQA process and/or other permitting has yet to be initiated.	Project timeline indicates CEQA and other necessary permits have been obtained and project completion expected within the next 2 years.	0.4	4
<b>3</b>	Project minimizes impacts to the environment.	Project does not include measures to avoid and/or minimize negative impacts to the environment.	Project specifically designed with measures to <u>avoid</u> negative impacts to the environment, or has no negative impacts.	0.4	4
<b>4</b>	Applicant has a plan to maintain the project.	Maintenance plan for project not complete.	Maintenance plan for project is complete, long-term and specific.	0.4	4
<b>5</b>	Project supports additional benefits consistent with Valley Water's mission.	Project supports recreation only.	Project supports 2 or more objectives consistent with Valley Water mission other than recreation or the preservation of open space.	0.4	4
<b>6</b>	Project incorporates environmental restoration/enhancement activities and/or protects open space adjacent to trail.	Project does not incorporate restoration/enhancement activities or protect open space in the project description.	Project incorporates significant restoration/enhancement activities or protects open space in the project description.	0.8	8
<b>7</b>	Cost to Valley Water as a percentage of the total estimated project cost.	Project provides at least 25% matching fund (i.e., more Valley Water funding required).	Project provides >50% matching fund (i.e., less Valley Water funding required).	0.8	8
<b>8</b>	Miles of new trail/open space to be created for the amount of funding requested.	Project includes public access to <1 mile of new trail.	Project includes public access to >2 miles of new trail.	0.8	8



<b>PROJECT EVALUATION CRITERIA</b>					
<b>Criteria #</b>	<b>Criteria</b>	<b>Low (0-3)</b>	<b>High (8-10)</b>	<b>Weight</b>	<b>Max Score</b>
<b>9</b>	Project demonstrates its contribution to underserved communities, including the deficiency of similar recreational opportunities in the project area.	Project does not demonstrate benefit to an underserved area and/or fulfill a deficiency in recreational opportunities in its vicinity.	Project demonstrates benefits to an underserved area and/or fulfills a deficiency in similar recreational opportunities in its vicinity.	0.8	8
<b>10</b>	Distribution of trail grant funds per entity and geographic area.	Project received prior trail grant funds from Valley Water.	Entity (and geographic area) has not received prior trail grant funding from Valley Water.	0.8	8
<b>11</b>	Demonstrates available access (public transportation, persons with disabilities, bicycle lanes, staging areas, access to public restrooms and public parking, etc.) and improves access to public areas.	Project does not demonstrate access to the project site and/or does not improve access to public areas.	Project demonstrates access to the project site and offers public access where it is otherwise poor and limited.	0.8	8
<b>12</b>	Demonstrate connectivity to the project site by connections between existing trails, parks, and open space or by being a part of a trail network.	Project is a standalone trail with no connections to existing trails, parks or open space.	Project includes a connection between existing trails, parks, and/or open space; and is part of a trail network.	0.8	8
<b>13</b>	Project demonstrates safe passage for public access to trails and open space, including street and bridge crossings.	Project does not demonstrate how public safety is taken into consideration.	Project demonstrates safe public access by recognizing and mitigating high-traffic areas, tight corridors, publicly less visible areas, and areas of disrepair.	0.4	4
<b>14</b>	Project receives community support and demonstrates an understanding of the community served.	Project shows no support by the community (i.e., local officials, environmental groups, community groups).	Project enjoys community support from local officials and a broad range of community interests.	0.8	8

<b>PROJECT EVALUATION CRITERIA</b>					
<b>Criteria #</b>	<b>Criteria</b>	<b>Low (0-3)</b>	<b>High (8-10)</b>	<b>Weight</b>	<b>Max Score</b>
<b>15</b>	Project includes educational opportunities/outreach (i.e., planting seedlings, adopt-a-trail, educational plaques, cleanup, partnerships with schools, and educational programs).	Project does not include an element of educational opportunity/outreach.	Project includes a partnership with a school or the incorporation of an adopt-a-trail or other educational program.	0.4	4
<b>16</b>	Project offers multiple points of interest (historic, cultural, geographic, educational, or scenic) to the public.	Project acts singly as a means of recreation or transportation.	Project acts as a means of recreation AND transportation and incorporates at least one additional point of public interest.	0.4	4
<b>TOTAL POINTS</b>					<b>100</b>

<b>BONUS CRITERIA</b>					
<b>Criteria #</b>	<b>Criteria</b>	<b>Low (0)</b>	<b>High (5)</b>	<b>Weight</b>	<b>Max Score</b>
<b>1</b>	<b><u>FINANCIAL STABILITY</u></b> More than half of the applicant's required matching funds come from a monetary source (not in-kind). Applicant shows strong financial stability to carry-out the project.	0-49% of matching funds are from a monetary source.	50-100% of monetary funds are from a monetary source.	N/A	<b>5</b>
<b>2</b>	<b><u>DIVERSE APPLICANT POOL</u></b> The applicant has never received a prior Valley Water standard grant (excluding the mini-grant).	Applicant has received at least one standard Valley Water grant in the past.	Applicant has never received a standard Valley Water grant in the past.	N/A	<b>5</b>
<b>3</b>	<b><u>ENVIRONMENTAL JUSTICE</u></b> Proposed project scope of work includes serving/impacting a Disadvantaged Community (as defined by Valley Water). <sup>6</sup>	Scope of work does not indicate working in a Disadvantaged Community.	Scope of work clearly defines how a Disadvantaged Community will benefit from the project.	N/A	<b>5</b>
<b>TOTAL BONUS POINTS</b>					<b>15</b>

<b>Grant Funding Allocation Matrix</b>		
Tier 1	70-100% Funding	85-100 points
Tier 2	30-69% Funding	70-84 points

**NOTE:** When preparing the scope of work and planning the Project, applicants are encouraged to review Guidance for Trail Design (<https://www.valleywater.org/sites/default/files/WRPM%20Ch%203%20Trail%20Design.pdf>) contained in Guidelines and Standards for Land Use Near Streams, a list of constraints when working on trails project on or near Valley Water facilities, along with other best practices for trails design.

<sup>6</sup> Valley Water defines a Disadvantaged Community as an area whose residents are disproportionately impacted by a combination of economic, health, and environmental burdens, such as poverty, high unemployment, environmental pollution, the presence of hazardous waste, or environmental degradation. These communities often are comprised of people who have suffered historical discrimination based on race, color, national origin, tribe, culture, income, immigration status, or English language proficiency. For the purposes of Valley Water policies, projects, services, and programs, disadvantaged communities include any of the following:

- Low-income households (Household incomes below 80 percent of the Area Median Income (AMI) in Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually.
- Low-income census tracts (Census tracts where aggregated household incomes are less than 80 percent of the Area Median Income for Santa Clara County), as of 2020 AMI for average household of three is \$100,950; however, AMI is updated annually; and/or
- An area defined by California Environmental Protection Agency (pursuant to Section 39711 of the California Health and Safety Code), using the CalEnviroScreen tool, which was developed to determine communities most burdened by environmental, socioeconomic, and health factors.

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# **ATTACHMENT 1**

## **Fluxx Grants Management System**

All grant applications, reports and invoices must be submitted through our grants management system - Fluxx. Emailed submissions will not be accepted.

### **WHY FLUXX?**

- Streamlines the application, invoicing and reporting process for current grantees and prospective applicants.
- Greater transparency and ability for applicants and grantees to track both their applications and reports/invoices through the approval process.
- Ability for applicants to pull historical info on their respective organizations, including past grant applications.

### **HOW TO REGISTER (for Prospective Grantees)**

If your organization has not previously applied for a grant from Valley Water, you will have to register as a first-time user in Valley Water's Fluxx Grants Management System. To do so, please follow these steps:

- Please note that the information for organizations that have existing active grant projects were automatically migrated into the Fluxx system. Thus, these organizations will not need to create a new account, and the Valley Water Grants staff will provide them with login credentials via email.
  1. Go to the Landing Page using the following link: [valleywater.fluxx.io](http://valleywater.fluxx.io).
  2. Click the "Create an Account Now" button on the right side of the Landing Page.
  3. Fill out the Eligibility Questionnaire and click the submit button when you are finished. If you do not pass the Eligibility Questionnaire, you will not be able to register for an account or apply for a grant.
  4. Fill out the Organization Information and Primary Contact Information on the following page. When you are finished, click the Submit Request button at the bottom.
  5. Your registration request will be sent to the Valley Water Grants staff, and confirmation of its submission will be sent to you via the email you provide under Primary Contact Information. You will be notified of its approval via the same email, along with information on how to log into the grantee portal.
    - This account is the master account for your organization, and the person attached to it via registration will be the primary contact for that account. If you would like to create accounts for other employees or associates of your organization or project, email the Valley Water Grants staff with the name(s) and email address(s) of the person(s) for whom you would like to

create account(s). Valley Water Grants staff will create an account for each person, link them to your organization, and send them temporary login credentials so they can access Fluxx.

### **HOW TO REGISTER (for Current and Past Grantees)**

If your organization is a current or past grantee with Valley Water, you should have a registered account. Please use Fluxx's "Reset or create password" function if you forgot the password.

Please contact Valley Water Grants staff at [grants@valleywater.org](mailto:grants@valleywater.org) if you need further assistance. **NOTE:** If you would like to assign additional login credentials to other staff members at your organization, please contact [grants@valleywater.org](mailto:grants@valleywater.org).

**ATTACHMENT 2**  
**Sample Resolution**

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE (TITLE OF GRANTEE'S GOVERNING BODY) (APPLICANT'S GOVERNING BODY) APPROVING (APPLICANT NAME) (APPLICANT) TO APPLY FOR GRANT FUNDS UNDER THE SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM**

WHEREAS, the Santa Clara Valley Water District has enacted the **FY2022** Safe Clean Water Grant Program, which provides funds for Water Conservation Research Grants, Pollution Prevention Grants, Support Volunteer Cleanup Efforts and Education Grants, Wildlife Habitat Restoration Grants, and Access to Trails and Open Space Grants; and

WHEREAS, the Santa Clara Valley Water District's Office of Civic Engagement has been delegated the responsibility for the administration of the grant program, and setting up necessary procedures; and

WHEREAS, said procedures established by the Santa Clara Valley Water District require Applicant's Governing Body to certify by resolution the approval of Applicant to apply for and accept grant program funds; and

WHEREAS, Applicant will enter into a Grant Agreement with the Santa Clara Valley Water District.

NOW, THEREFORE BE IT RESOLVED that the Applicant's Governing Body hereby:

1. Approves the submission of an Application for grant funds from the Safe, Clean Water and Natural Flood Protection Program;
2. Approves the acceptance of grant funds from the Safe, Clean Water and Natural Flood Protection Program, upon approval of grant funding for the Project by appropriate authorities;
3. Certifies that Applicant has or will have sufficient funds to operate and maintain the Project(s);
4. Certifies that Applicant will review and agree to the Special Provisions, General Provisions, Financial Provisions and Insurance Requirements contained in the Agreement; and
5. Appoints the (designated position) as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the (day) day of (month), 20(XX). I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by (Applicant's Governing Body) following a roll call vote:

AYES:

NOES:

ABSENT:

(Clerk)

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## **ATTACHMENT 3 Grantee Insurance Requirements**

### **SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM**

**Please Note: Failure to comply with the instructions below could result in a delay in executing the Agreement. Valley Water will not be responsible for time lost or costs incurred due to failure to comply with these requirements. Please note the check-list of documents needed at end of this Attachment 3, Grantee Insurance Requirements.**

Without limiting the Grantee's indemnification of, or liability to, Valley Water, the Grantee must provide and maintain at its own expense, during the term of the Grant Agreement, or as may be further required herein, the following insurance coverages and provisions as listed below.

Grantee must provide its insurance broker(s)/agent(s) with a copy of these requirements and warrants that these requirements have been reviewed by Grantee's insurance agent(s) and/or broker(s), who have been instructed by Grantee to procure the insurance coverage required herein.

In addition to certificates, Grantee must furnish Valley Water with copies of all original endorsements affecting coverage required by this Attachment 3. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. **All endorsements and certificates are to be received and approved by Valley Water before the Agreement is effective.** In the event of a claim or dispute, Valley Water has the right to require Grantee's insurer to provide complete, certified copies of all required pertinent insurance policies, including endorsements affecting the coverage required by this Attachment 3, Grantee Insurance Requirements.

If your insurance broker has any questions about the above requirements, please advise him/her to call Mr. David Cahen, Valley Water Risk Manager at (408) 630-2213.

### **CERTIFICATES OF INSURANCE**

Grantee shall furnish Valley Water with a Certificate of Insurance. The certificates will be issued on a [standard ACORD Form](#).

Grantee shall instruct their insurance broker/agent to submit all insurance certificates and required notices electronically in PDF format to the designated Valley Water Program Administrator and email a copy to [grants@valleywater.org](mailto:grants@valleywater.org).

The certificates will:

1. Identify the underwriters, the types of insurance, the insurance limits, the deductibles and the policy term;
2. Include copies of all the actual policy endorsements required herein; and

3. In the "Certificate Holder" box include:

**Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118  
Agreement XXXXX**

**IMPORTANT: The agreement number must be included. The agreement number will be provided upon execution of the grant agreement.**

In the Description of Operations/Locations/Vehicles/Special Items Box:

1. Certificate Holder shall be named as Additional Insured;
2. Valley Water agreement or project number shall appear;
3. The list of policies scheduled as underlying on the Umbrella policy shall be listed; and
4. Waiver of Subrogation must be indicated as endorsed to all policies.

**If Grantee receives any notice that any of the insurance policies, required by this Attachment 3, Grantee Insurance Requirements, may be cancelled or coverage reduced for any reason whatsoever, Grantee or insurer shall immediately provide written notice to the designated Valley Water Program Administrator that such insurance policy required by this Attachment 3, Grantee Insurance Requirements, is canceled or coverage is reduced.**

#### **MAINTENANCE OF INSURANCE**

If Grantee fails to maintain such insurance as is called for herein, Valley Water, at its option, may suspend payment for work performed and/or may order Grantee to suspend all Grantee's work at Grantee's expense until a new policy of insurance is in effect.

#### **RENEWAL OF INSURANCE**

Grantee will provide Valley Water with a current Certificate of Insurance and endorsements within thirty (30) business days from the expiration of insurance.

Grantee shall instruct its insurance broker/agent to:

1. Submit all renewals of insurance certificates and required notices electronically in PDF format to: [grants@valleywater.org](mailto:grants@valleywater.org)
2. Provide the following information in the "Certificate Holder" box:

**Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118  
Agreement No. XXXXX**

**IMPORTANT: The agreement number must be included. The agreement number will be provided upon execution of the grant agreement.**

Grantee must, at its sole cost and expense, procure and maintain during the entire period of this Agreement the following insurance coverage(s).

## REQUIRED COVERAGES

**1. Commercial General/Business Liability Insurance** with coverage as indicated:

**\$1,000,000** per occurrence/**\$1,000,000** aggregate limits for bodily injury and property damage

**\$1,000,000** Products/Completed Operations aggregate (to be maintained for at least three (3) years following acceptance of the work by Valley Water.

General Liability insurance must:

- a. Be written on standard ISO forms and be approved by Valley Water Risk Manager.
- b. Include coverage at least as broad as found in standard ISO form CG 0001.
- c. Include Premises and Operations.
- d. Include Contractual Liability expressly including liability assumed under this contract.
- e. If Grantee will be working within fifty (50) feet of a railroad or light rail operation, any exclusion as to performance of operations within the vicinity of any railroad bridge, trestle, track, roadbed, tunnel, overpass, underpass, or crossway must be deleted, or a railroad protective policy in the above amounts provided.
- f. Include Owners and Grantee's Protective liability.
- g. Include Severability of Interest.
- h. Include Explosion, Collapse and Underground Hazards, (X,C, and U).
- i. Include Broad Form Property Damage liability.
- j. Contain no restrictive exclusions (such as but not limited to CG 2153, CG 2144 or CG 2294).

Valley Water reserves the right to require certain restrictive exclusions be removed to ensure compliance with the above.

**2. Business Auto Liability Insurance** with coverage as indicated:

**\$1,000,000** combined single limit for bodily injury and property damage per occurrence, covering all owned, non-owned and hired vehicles.

**Excess or Umbrella policies** may be used to reach the above limits for the General Liability and/or Business Auto Liability insurance limits, however all such policies must contain a primacy clause and meet all other General Conditions below.

### 3. **Workers' Compensation and Employer's Liability Insurance**

Statutory California Workers' Compensation coverage covering all work to be performed for Valley Water.

Employer Liability coverage for not less than \$1,000,000 per occurrence.

## **GENERAL REQUIREMENTS**

**With respect to all coverages noted above, the following additional requirements apply:**

1. **Additional Insured Endorsement(s):** Grantee must provide an additional insured endorsement for Commercial General/Business Liability and Business Automobile liability coverage naming the **Santa Clara Valley Water District, its Directors, officers, employees, and agents, individually and collectively**, as additional insureds, and must provide coverage for acts, omissions, etc. arising out of the named insureds' activities and work. **NOTE:** This section does not apply to the Workers' Compensation.
2. **Primacy Clause:** Grantee will provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that Grantee's insurance is primary with respect to any other insurance which may be carried by Valley Water, its Directors, its officers, agents and employees, and Valley Water's coverage must not be called upon to contribute or share in the loss. **NOTE:** This section does not apply to the Workers' Compensation policies.
3. **Cancellation Clause:** Grantee will provide endorsements for all policies stating that the policy will not be cancelled without 30 days prior notification to Valley Water.
4. **Acceptability of Insurers:** All coverages must be issued by companies admitted to conduct business in the State of California, which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by Valley Water's Risk Manager. Non-Admitted companies may be substituted on a very limited basis at the Risk Manager's sole discretion.
5. **Self-Insured Retentions or Deductibles:** Any deductibles or self-insured retentions must be declared to and approved by Valley Water. At the option of Valley Water, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Valley Water, its officers, officials, employees and volunteers; or the Grantee shall provide a financial guarantee satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Grantee agrees that in the event of a claim they will pay down any agreed upon SIR in a prompt manner as soon as bills are incurred in order to trigger the insurance related to the SIR.
6. **Subcontractors:** The Grantee shall secure and maintain or shall be responsible for ensuring that all subcontractors performing the Contract Services secure and maintain all insurance coverages appropriate to their tier and scope of work in a form and from insurance companies reasonably acceptable to Valley Water.
7. **Amount of Liability Not Limited to Amount of Insurance:** The insurance procured by Grantee for the benefit of Valley Water must not be deemed to release or limit any

liability of Grantee. Damages recoverable by Valley Water for any liability of Grantee must, in any event, not be limited by the amount of the required insurance coverage.

8. **Coverage to be Occurrence Based:** Except for Professional Liability, all coverage must be occurrence-based coverage. Claims-made coverage is not allowed.
9. **Waiver of Subrogation:** Grantee agrees to waive subrogation against Valley Water to the extent any loss suffered by Grantee is covered by any Commercial General Liability policy, Automobile policy, Workers' Compensation policy described in **Required Coverages** above. Grantee agrees to advise its broker/agent/insurer and agrees to provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that subrogation has been waived by its insurer.
10. **Non-compliance:** Valley Water reserves the right to withhold payments to the Grantee in the event of material noncompliance with the insurance requirements outlined above.

## CHECKLIST OF DOCUMENTS NEEDED

<b>General Liability:</b>	A.	Limits <b>(\$1,000,000)</b>	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
<b>Auto Liability:</b>	A.	Limits <b>(\$1,000,000)</b>	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
<b>Umbrella:</b>	A.	Limits (\$)	
	B.	Primacy (Endorsement or policy language)	
<b>Workers' Comp:</b>	A.	Limits <b>(\$1,000,000)</b>	
	B.	Waiver of Subrogation (Endorsement or policy language)	
	C.	Cancellation Endorsement	

# ATTACHMENT 4

## One Water Objectives

### 1.5 OBJECTIVES

The One Water Framework's five objectives represent intermediary steps to reaching goals. Their purpose is to bring the three higher-level goals into sharper focus as tangible concepts.

For each objective, Valley Water developed two to four key attributes representing critical measures or components of that objective. As the One Water Framework is applied and implemented, Valley Water will track progress in meeting each objective by evaluating various metrics and targets associated with these attributes (see Chapter 4). More specific targets will be included in the forthcoming watershed-based plans. The combination of the objective statements plus their related attributes, metrics, and targets add up to SMART (specific, measurable, achievable, realistic, time based) objectives.

Development of One Water objectives engaged diverse communities that represent Santa Clara County. The effectiveness of the ongoing effort will derive from the quality, duration, and extent of community participation in decision making. Community engagement is woven throughout the following five objectives. Under One Water, engagement is not an end in itself but rather as a means to gathering community support for future priorities that protect, enhance and sustain water resources.



#### A. Protect and Maintain Water Supplies

This One Water objective is to protect and maintain a reliable water supply that draws on a diverse mix of water sources — groundwater, local rainwater, imported water, and recycled water— to supply diverse needs. The objective also acknowledges an ongoing emphasis on expanding local supply, especially recycled water and water conservation, as a means of meeting future demands. While the current One Water Framework focuses more on local rainwater and groundwater and less on recycled water and water being treated at water treatment plants, these are all still elements of One Water in a broader sense.

Valley Water's strategy for maintaining a reliable current and future supply includes efforts to manage demand, to develop recycled water supplies, and to secure and optimize its flexible and interconnected water supplies and infrastructure.

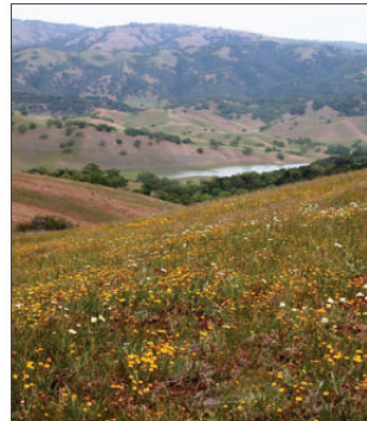
This objective also recognizes the importance of managing local groundwater subbasins to ensure water supply reliability for all uses, avoid permanent land subsidence, and minimize water quality degradation, including from saltwater intrusion. This requires continued implementation of comprehensive conjunctive use programs and the exploration of expanded programs as needed. It also requires the ongoing coordinated use of multiple supply sources, including conserved or recycled water, to offset demands on groundwater, as well as storage of supply in groundwater subbasins for use during water shortages. Sustainable groundwater management supports urban, rural, agricultural, and environmental water supply needs.



#### B. Protect and Improve Surface and Ground Water Quality

This One Water objective is to maintain high quality water in reservoirs, creeks, groundwater subbasins, and the Bay. The county needs high quality surface water and groundwater to safeguard public and ecological health and to support myriad beneficial uses. Maintaining high water quality involves Valley Water in water quality protection at many scales, ranging from meeting or surpassing regulatory standards for drinking water to preventing pollution and protecting source water (including groundwater).

Meeting this objective, in conjunction with objectives for stream health, will require Valley Water to continue working with others to improve physical, chemical, and biological water quality parameters such as temperature, dissolved oxygen, turbidity, trash, and other pollutants of concern, as well as food supply for fish (benthic macro-invertebrates).



Coyote Ridge over Anderson Lake. Photo: USFWS



**C. Reduce Flood Risk**

This One Water objective is to practice, encourage, and support flood and floodplain management that integrates risk reduction with enhancement of natural creek corridors and floodplain functions. By promoting managed flooding and natural flood protection, Valley Water can also meet multiple objectives. One Water projects will be developed to not only enhance natural riparian functions, but also to increase water infiltration, diversify habitats, manage woody debris, provide life-cycle cues to sensitive species, and move gravel and fine sediment through the system.

One component of reducing flood risk is expanding buffer lands adjacent to creeks, reservoirs, the Bay, and other water bodies. These buffers allow for natural creek meanders and periodic overtopping of floodwaters into safe areas. Expanding buffers will also support natural processes, create water-to-land habitat transitions, and provide recreational opportunities along waterways where appropriate.

Expanding landscapes to buffer waterways and water bodies could also offer Valley Water more flexibility in meeting multiple objectives. As high energy flows or floods spill over banks, for example, they reduce erosion, filter through vegetation, and deposit sediment on buffering floodplains rather than in channels where it can impede flow. Buffers will be increasingly critical in the future, as Valley Water works to help creeks, communities, and shorelines adapt to climate change, extreme storms or heat, sea level rise, and increased urbanization.



**D. Protect, Enhance & Sustain the Natural Ecosystem**

Resilience is an important concept for One Water integrated planning and can be applied to water-related habitats and systems in the hills, the valley floor, and the baylands (see sidebar). This One Water objective is to strengthen the resilience of natural environments and resources so they can better withstand the stresses and disturbances brought about by urbanization, drought, climate change, and sea level rise. Meeting this objective might involve building more connections between habitats throughout the county. Habitat connectivity, often best achieved along creek corridors, can help sustain native and migratory terrestrial and aquatic species. From an integrated One Water perspective, resilient habitats may occupy the same spaces as areas used for other important water management functions, such as groundwater recharge or flood and water quality protection.

One aspect of promoting habitat resilience in watersheds is to encourage more natural stream flows (in terms of magnitude, timing, and duration) so that they support natural processes. Many habitats, plant communities, and species along creeks are adapted to an historic, if intermittent and changeable, natural hydrograph and climate. The One Water approach is designed to help Valley Water balance multiple objectives, including supporting biologically healthy streams, as well as water supply and flood protection objectives. This balancing will need to be consistent with the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE) program and other operating agreements and requirements.



**E. Mitigate & Adapt to Climate Change**

This One Water objective is to prepare for and adapt to global warming and climate change effects that include temperature increases, precipitation changes, weather extremes, and sea level rise. These effects may increase water supply risks and uncertainty; increase the severity or duration of droughts, flooding, and wildfire; and create added stress on native species and riparian and wetland ecosystems.

Managing whole watersheds, with an eye for One Water integration, will be critical in creating the kind of flexibility and resilience in water resources management necessary to mitigate and adapt to uncertainties and unforeseen impacts. Climate change is important across all business areas for Valley Water and so is addressed by functional areas within its attributes and metrics.



Driveway flooding. Photo: Valley Water





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## APPENDIX E Sample Invoice Template

INVOICE					TOTAL PROJECT COST				SCVWD GRANT FUNDING				
Organization:					Total Project Costs (For Service Period)	Grantee Project Contributions	Other Project Contributions	SCVWD Grant Request	TASK 1 Planning	TASK 2 Design	TASK 3 Construction	TASK 4 Project Management	TASK 5 Etc
Project Title:	Invoice Date:	Service Period:	(Date thru Date)										
Invoice #													
Personnel Services:									[NOTE: Specific tasks at discretion of Grantee, however, tasks should directly tie to Appendix A.]				
		Salary	Salary	Salary	Benefits Rate %								
Employee (Classification/Title)		Hourly Rate	Hours	Amount	Amount	Salaries + Benefits							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
Indirect Overhead													
Limited to 10% of Salary + Benefits													
		Salary + Benefits Amount	Indirect Overhead Limit	Grant Qualified Overhead									
		\$ -	10%	\$ -	\$ -	\$ -	\$ -						
Land Acquisition													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -									
				\$ -									
				\$ -									
				\$ -	\$ -	\$ -	\$ -						
Design													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -									
				\$ -									
				\$ -									
				\$ -	\$ -	\$ -	\$ -						
Construction													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -									
				\$ -									
				\$ -									
				\$ -	\$ -	\$ -	\$ -						
Other Costs													
Please Describe:	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -									
				\$ -									
				\$ -									
				\$ -	\$ -	\$ -	\$ -						
<b>Grand Totals (FOR CURRENT INVOICE #)</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVOICE	#1				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	#2												
	#3												
	#4												
	#5												
	etc.												
TOTAL INVOICES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% COMPLETE													
BUDGET AMOUNT													

Invoices will be accepted through Valley Water's Fluxx Grants Management Portal. Contact Valley Water Grants staff at [grants@valleywater.org](mailto:grants@valleywater.org) to coordinate.

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**APPENDIX F**  
**Payment Request**

GRANT:	
AGREEMENT:	GRANTEE:
INVOICE NO.:	
PROJECT TITLE:	
1. TYPE OF PAYMENT: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final	
2. PAYMENT INFORMATION (Round all figures to the nearest dollar):	
a. Project Amount	\$ .....
b. Funds Received to Date	\$ .....
c. Available (a. minus b.)	\$ .....
d. Amount of This Request	\$ _____
e. Remaining Funds After This Payment (c. minus d.)	\$ .....
3. SEND PAYMENT TO:	
Grantee Name	.....
Street Address	.....
City, State, Zip Code	.....
Attention:	.....
4. <i>"I certify, under penalty of perjury under the laws of the State of California, that the Quarterly/Monthly Status Report and all attachments, signed on the date below, on behalf of Grantee, were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the loss of the current and future Grant Funding."</i>	
TYPED OR PRINTED NAME OF PERSON AUTHORIZED BY RESOLUTION:	<i>Title</i>
5. SIGNATURE OF PERSON AUTHORIZED BY RESOLUTION:	<i>Date</i>
<b>FOR SANTA CLARA VALLEY WATER DISTRICT USE ONLY</b>	
PAYMENT APPROVAL SIGNATURE	<i>Date</i>

Payment Requests will be accepted through Valley Water's Fluxx Grants Management Portal. Contact Valley Water Grants staff at [grants@valleywater.org](mailto:grants@valleywater.org) to coordinate.

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## APPENDIX G Status Report

Agreement No. \_\_\_\_\_ Invoice No. \_\_\_\_\_

Grantee: \_\_\_\_\_

Funding Program: \_\_\_\_\_

Project Name: \_\_\_\_\_

TASKS	NUMERICAL TARGET IF IDENTIFIED	STATUS (On Target, Modification Needed, or Completed)			COMMENTS (Identify Completed Tasks and Explain Variations)
		Scope	Schedule	Budget	
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
-					
Overall Project					
<b>Issues or Concerns/Proposed Resolution</b>					
<b>Other items</b>					

*Invoices will be accepted through Valley Water's Fluxx Grants Management Portal. Contact Valley Water Grants staff at [grants@valleywater.org](mailto:grants@valleywater.org) to coordinate.*

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## APPENDIX H Definitions

*The terms used in this Standard Grant Guidelines shall have the following meanings, unless otherwise stated:*

**Agreement:** A contract between Valley Water and the Applicant specifying the payment of funds by Valley Water's Clean, Safe Creeks and Natural Flood Protection Special Tax for the performance of the Project Scope within the Project Period by the Grantee.

**Interested Party:** An agency or organization requesting funding through this Grant Program.

**Application:** The individual Grant Application Cover Sheet and its supporting documentation to this Grant Program. FY2022 Safe, Clean Water and Natural Flood Protection Program for Priority F9: Grants and Partnerships for Safe, Clean Water, Flood Protection and Environmental Stewardship.

**CEQA:** The California Environmental Quality Act, *Public Resources Code*, Section 21000 et. seq.; Title 14, *California Code of Regulations* Section 15000 et. Seq.

**Construction Costs:** Expenses directly resulting from new construction of physical works. Maintenance work where existing facilities are replaced in kind is not considered construction.

**Development:** Means improvements to real property by construction of new facilities or additions to existing facilities.

**Direct Costs:** Project expenses attributable only to the Project itself such as construction costs.

**Environmental Enhancement:** Action taken by Valley Water that benefits the environment, is NOT mitigation, and is undertaken voluntarily. Enhancement actions may include environmental restoration, rehabilitation, preservation, or creation. In instances where enhancements are in the same vicinity as a mitigation project, actions must exceed required compliance to compensate for environmental impacts to be considered environmental enhancements.

**Grantee:** An agency or organization receiving funding from this Program, as determined appropriate by the Valley Water Board of Directors.

**Indirect Costs:** Expenses that are not attributable to a project itself but are an overhead or support cost including non-project-related personnel and administrative expenses.

**Mitigation:** Action taken to fulfill CEQA/NEPA, permit requirements and court mandated mitigation to avoid, minimize, rectify, or reduce adverse environmental impacts, or compensate for the impact(s) by replacing or providing substitute resources or environments.

**Non-construction Costs:** Project-related expenses that do not result in a Capital Improvement but are considered necessary to achieve the Project Scope, e.g., permit application fees, signage, or public outreach.

**Preservation:** Action taken by Valley Water to protect an ecosystem or habitat area by removing a threat to that ecosystem or habitat, including regulatory actions and the purchase of land and easements.

**Project:** The planned activity, or development to be accomplished with Valley Water grant funds. If the activity is part of a larger effort, clear delineation must be shown for the scope, schedule, and budget of what Valley Water is funding.

**Project Period:** The term of the Project Agreement and the timeframe for Project completion.

**Project Scope:** The description of activities to be accomplished to fulfill the Project Agreement.

**Safe, Clean Water:** Safe, Clean Water and Natural Flood Protection Program

**Stewardship:** Stewardship means to entrust the careful and responsible management of the environment and natural resources to one's care for the benefit of the greater community.

**Valley Water:** Santa Clara Valley Water District