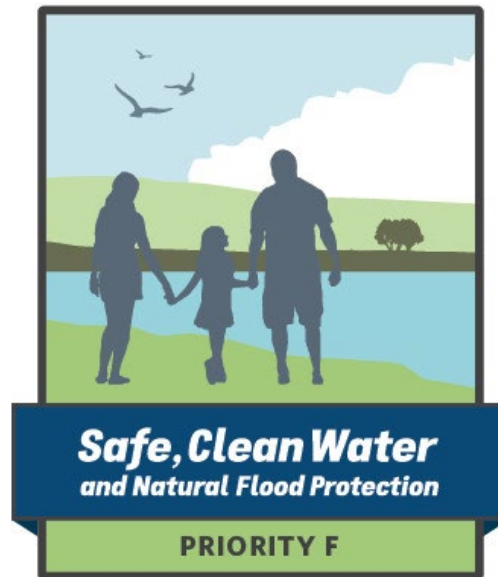


**SAFE, CLEAN WATER AND  
NATURAL FLOOD PROTECTION PROGRAM  
GRANTS & PARTNERSHIPS**

**2026 STANDARD GRANT GUIDELINES**



**Safe, Clean Water and Natural Flood Protection Program  
Funded by a Special Parcel Tax**

**YOUR TAX DOLLARS AT WORK**



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# TABLE OF CONTENTS

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	Page
<b>1. ABOUT SANTA CLARA VALLEY WATER DISTRICT .....</b>	<b>1</b>
<b>2. ABOUT THE SAFE, CLEAN WATER PROGRAM.....</b>	<b>1</b>
2.1. Project F9: Grants and Partnerships for Safe, Clean Water, Flood Protection, and Environmental Stewardship .....	1
<b>3. SAFE, CLEAN WATER GRANTS AND PARTNERSHIPS PROGRAM .....</b>	<b>2</b>
3.1. Program Administration.....	2
3.2. Grants and Partnerships Program Redesign.....	2
<b>4. STANDARD GRANTS .....</b>	<b>4</b>
4.1. Purpose .....	4
4.2. Funding.....	4
4.3. Eligible Applicants .....	4
4.4. Eligible Projects .....	5
4.5. Ineligible Projects.....	5
4.6. Ineligible Costs .....	6
<b>5. VIRTUAL WORKSHOPS .....</b>	<b>7</b>
<b>6. OTHER APPLICATION RESOURCES .....</b>	<b>7</b>
<b>7. KEY APPLICATION DATES AND DEADLINES.....</b>	<b>7</b>
<b>8. APPLICATION PREPARATION &amp; SUBMISSION.....</b>	<b>8</b>
8.1. Online Application .....	8
8.2. Grant Evaluation and Award Timeline .....	8
8.3. Conflict of Interest.....	9
8.4. Grant Lifecycle.....	9
<b>9. STANDARD PROVISIONS AND INSURANCE REQUIREMENTS .....</b>	<b>10</b>
9.1. General Provisions.....	10
9.2. Insurance Requirements.....	12
9.3. Environmental Compliance and Permitting.....	12

<b>10.</b>	<b>GRANT ADMINISTRATION POST AWARD PROVISIONS.....</b>	<b>13</b>
	10.1. Changes to Project Scope and Schedule.....	13
	10.2. Project Withdrawals .....	14
	10.3. Payment Process.....	14
	10.4. Loss of Funding .....	14
	10.5. Site Visits .....	15
	10.6. Public Access.....	15
	10.7. Project Completion.....	15
	10.8. Valley Water Board of Directors Involvement .....	15
	10.9. Audit Provisions .....	16
<b>11.</b>	<b>IMPLEMENTATION GRANTS CATEGORY ELIGIBILITY, REQUIREMENTS, AND CRITERIA .....</b>	<b>17</b>
	11.1. Implementation Grants Description .....	17
	11.2. Grant Request Range.....	17
	11.3. Match Requirement.....	17
	11.4. Eligible Projects .....	18
	11.5. Ineligible Projects .....	19
<b>12.</b>	<b>IMPLEMENTATION GRANT GENERAL APPLICATION GUIDANCE.....</b>	<b>19</b>
	12.1. Project Summary .....	20
	12.2. Project Location .....	20
	12.3. Public Access.....	20
	12.4. Project Benefits.....	20
	12.5. Project Scope .....	22
	12.6. Long-Term Maintenance and Management.....	22
	12.7. Project Budget .....	23
	12.8. Project Schedule.....	24
	12.9. Project Readiness.....	24
<b>13.</b>	<b>SUPPLEMENTAL ITEMS .....</b>	<b>25</b>
<b>14.</b>	<b>GENERAL RATING GUIDANCE, 0 TO 5-POINT SCALE RUBRIC .....</b>	<b>25</b>
<b>15.</b>	<b>IMPLEMENTATION GRANT APPLICATION CHECKLIST.....</b>	<b>27</b>
<b>16.</b>	<b>IMPLEMENTATION GRANTS EVALUATION &amp; SCORING GUIDE .....</b>	<b>28</b>

## LIST OF ATTACHMENTS

<b>ATTACHMENT 1</b>	<b>FLUXX GRANTS MANAGEMENT SYSTEM .....</b>	<b>30</b>
<b>ATTACHMENT 2</b>	<b>STANDARD GRANT APPLICATION QUESTIONS .....</b>	<b>32</b>
<b>ATTACHMENT 3</b>	<b>DEFINITIONS .....</b>	<b>40</b>
<b>ATTACHMENT 4</b>	<b>SAMPLE RESOLUTION .....</b>	<b>42</b>
<b>ATTACHMENT 5</b>	<b>SAMPLE REFERENCES .....</b>	<b>43</b>
<b>ATTACHMENT 6</b>	<b>PROJECT BUDGET TEMPLATE .....</b>	<b>47</b>
<b>ATTACHMENT 7</b>	<b>GRANTEE INSURANCE REQUIREMENTS .....</b>	<b>48</b>

# SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM 2026 STANDARD GRANT GUIDELINES

## 1. ABOUT SANTA CLARA VALLEY WATER DISTRICT

Santa Clara Valley Water District (Valley Water) is a public agency providing water supply, flood risk reduction, and stream stewardship for Santa Clara County (County). Valley Water manages an integrated water resources system that includes the supply of clean safe water, flood risk reduction and stewardship of streams on behalf of the County's two million residents. Valley Water effectively manages the County's groundwater resources, ten dams and surface water reservoirs, three water treatment plants, a purification center, a state-of-the-art water quality laboratory, and approximately 333 miles of streams.

Valley Water's mission is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

## 2. ABOUT THE SAFE, CLEAN WATER PROGRAM

In November 2020, voters in the County overwhelmingly approved Measure S, a renewal of Valley Water's Safe, Clean Water and Natural Flood Protection (Safe, Clean Water) Program. The renewal of the Safe, Clean Water Program provides approximately \$47 million annually for local projects that deliver safe, clean water, natural flood protection, and environmental stewardship to all the communities in the County.

The Safe, Clean Water Program includes six priorities, from A through F. As part of Priority F: Support Public Health and Public Safety for Our Community, funding for community grants and partnerships is organized under Project F9: Grants and Partnerships for Safe, Clean Water, Flood Protection, and Environmental Stewardship.

### 2.1. Project F9: Grants and Partnerships for Safe, Clean Water, Flood Protection, and Environmental Stewardship

- a. Project F9 provides grants and partnerships for agencies, organizations and individuals for water conservation, pollution prevention, creek cleanups and education, wildlife habitat restoration and wildlife corridors and crossings, and access to trails and open space. Eligible projects include water conservation; recycled water programs and infrastructure; pollution prevention programs; watershed stewardship; creek cleanups; education; and developing plans and/or implementing projects that create or enhance wetland, riparian and tidal marsh habitat; protect special status species; improve fish passage and habitat; remove non-native, invasive plant species; plant native species; partnerships to remove flood-inducing blockages, and provide access to creekside trails or trails that provide a significant link to the creekside trail network.

#### (1) Project F9 Benefits

- (a) Leverages community resources for efficient use of funds to implement projects that conserve water, prevent trash and contaminants from entering our waterways and groundwater, enhance creek and bay ecosystems, and expand trail and open space access.

- (b) Increases collaborations and partnerships with cities, the County, nonprofit organizations, schools and other stakeholders.
  - (c) Promotes public involvement, awareness and education of safe, clean drinking water, flood protection and environmental stewardship through community-led projects.
- (2) Related F9 Key Performance Indicators (KPIs) for FY22–36
- (a) KPI # 1: Provide a grant and partnership cycle each year for projects related to safe, clean drinking water, flood protection and environmental stewardship.
  - (b) KPI #2: Provide annual funding for bottle filling stations to increase drinking water accessibility, with priority for installations in economically disadvantaged communities and locations that serve school-age children and students.
  - (c) KPI #3: Provide annual mini-grant funding opportunity for projects related to safe, clean drinking water, flood protection and environmental stewardship.

### **3. SAFE, CLEAN WATER GRANTS AND PARTNERSHIPS PROGRAM**

#### **3.1. Program Administration**

- a. The Safe, Clean Water Grants and Partnerships Program (Grants Program) is administered by the Office of Civic Engagement (OCE) within the External Affairs Division.
  - (1) OCE partners with the community through grants, volunteer opportunities, and educational activities to raise public awareness and interest in water management resource issues, water pollution prevention, water conservation and to build understanding, trust, and support of Valley Water’s goals and mission.
- b. Grants staff are responsible for managing day-to-day grant administration and ensuring the grant application and evaluation processes are open, fair, and transparent.

#### **3.2. Grants and Partnerships Program Redesign**

- a. Valley Water initiated the Grants and Partnerships Program Redesign Project (Redesign Project) in Fiscal Year (FY) 2023 to update and improve the Grants Program, align with the changes adopted through the passage of Measure S, and address the recommendations from the 2021 Grants Management Performance Audit Report.

- b. The approach for implementing the Redesign Project consisted of streamlining grant administration and updating the Standard Grant Program (Standard Grants) criteria. The redesign addressed the audit recommendations that apply to standard grants, including scaling the application and reporting requirements to fit each grant's size, risk, and complexity and aligning with the expanded Safe, Clean Water Program under Measure S.
- c. On May 27, 2024, Valley Water's Board of Directors (Board) approved significant improvements to the Grants Program, paving the way for their implementation in FY 2025 and FY 2026.
- d. The updates that applied to Standard Grants included:
  - (1) Recategorizing grant types into the following categories:
    - (a) Education Grants
    - (b) Planning Grants
    - (c) Stewardship Grants
    - (d) Implementation Grants
  - (2) Offering alternating grant categories every other year. In FY 2026, the Implementation Grant is available (Education, Planning, and Stewardship Grant opportunities will be available in FY 2027).
  - (3) Reducing the match funding requirement to 15% for Stewardship and Implementation Grant categories.
  - (4) Eliminating a match-funding requirement for Education and Planning Grants.
  - (5) Establishing a minimum and maximum grant request amount per project:
    - (a) \$10,001 to \$150,000 for Education, Planning, and Stewardship Grants.
    - (b) \$50,000 to \$500,000 for Implementation Grants.
  - (6) Streamlining the application and agreement development processes.
  - (7) Updating the eligibility requirements for applicants.
  - (8) Making grantee insurance costs associated with the grant project eligible for reimbursement.

## 4. STANDARD GRANTS

### 4.1. Purpose

- a. The purpose of the Standard Grants is to provide competitive grant funding opportunities for community projects related to safe, clean drinking water, flood protection, and environmental stewardship.
- b. This *Safe, Clean Water and Natural Flood Protection Program Grants and Partnerships 2026 Standard Grant Guidelines (Guidelines)* document provides information about the current Standard Grants funding opportunity available.

### 4.2. Funding

- a. In the FY 2026 Standard Grants cycle, a total of \$1,870,000 in grants is available to fund a diverse range of projects that meet the Implementation Grant eligibility requirements and criteria.<sup>1</sup>
- b. A project may be authorized for the full requested funding amount. Valley Water's goal is to award full funding up to \$500,000 per project; however, the Valley Water Board will ultimately determine the final grant award amount(s).
- c. Not all projects that meet minimum requirements are guaranteed to receive funding.
- d. Projects receiving Implementation Grants must be completed within five (5) years of the agreement's effective date.
- e. Awards will be provided on a reimbursement basis. The final ten percent (10%) of the reimbursable grant award amount will be retained until project completion.
- f. Funds may not be used for:
  - (1) Pre-award costs
  - (2) Proprietary work, the results of which cannot be released to the public
  - (3) Ineligible costs (as defined in Section 4.6 Ineligible Costs)

### 4.3. Eligible Applicants

- a. Eligible entities for the Implementation Grant opportunity include:
  - (1) Public agencies such as local cities, towns, and County agencies
  - (2) Open space, resource conservation, and special districts
- b. Eligible applicants may seek grant funding for more than one project.

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<sup>1</sup> Funding amounts are subject to change.

#### 4.4. Eligible Projects

- a. Proposed projects must be located within Santa Clara County<sup>2</sup> and support at least one of the following Safe, Clean Water Program priorities:
  - (1) Safe, clean drinking water and water conservation
  - (2) Flood risk reduction
  - (3) Environmental stewardship
- b. In FY 2026, the **Implementation Grant** opportunity is available.
  - (1) **Implementation Grants** provide a significant funding opportunity for public agencies with shovel-ready construction or large-scale implementation projects that advance Safe, Clean Water Program priorities in Santa Clara County. Eligible projects may include:
    - (a) creeks and stream restoration;
    - (b) water conservation or recycled water infrastructure;
    - (c) creating or enhancing wetland, riparian, and tidal marsh habitats;
    - (d) protecting species of special status;
    - (e) improving fish passage and habitat; and
    - (f) removing non-native, invasive plant species and planting native species.
  - (2) **Education, Planning, and Stewardship Grants** are not available in the FY 2026 Standard Grant Cycle.<sup>3</sup>

#### 4.5. Ineligible Projects

- a. The following projects and activities will not be considered for award:
  - (1) Projects that have not completed California Environmental Quality Act (CEQA) compliance at the time of application.
  - (2) Projects that are located outside of Santa Clara County and/or do not benefit residents of Santa Clara County.
  - (3) Projects with advocacy or political components, including political endorsements, petitions, fundraising, legislation, or any other activity directed toward the success or failure of a political party, candidate, political office, or political group.

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<sup>2</sup> If portions of the project area fall outside of Santa Clara County, grant funds would only be eligible for work and activities done within Santa Clara County.

<sup>3</sup> Standard grant categories will alternate every other year. Education, Planning, and Stewardship Grant opportunities will be available in FY 2027.

- (4) Projects that are inaccessible to the general public or that require payment or fees for participation, unless accessibility is limited to protect habitat or special status species.
- (5) Mitigation projects.
- (6) Projects designed to meet regulatory or permit obligations (unless grant funding is for project activities above and beyond required activities).
- (7) Operations and maintenance of existing mitigation or enhancement projects.
- (8) Operations and maintenance of existing projects, programs, or the applicant's general ongoing and day-to-day operations.

#### **4.6. Ineligible Costs**

- a. The following activities and costs will not be considered for funding or reimbursement:
  - (1) Pre-award expenditures.
  - (2) Land acquisition.
  - (3) Supplement other Valley Water funds for the same project or work at the same time. For example, if an applicant is under contract through another program at Valley Water, then they cannot apply for grant funding for the same project or scope during the same period.
  - (4) Supplement other Valley Water programs, such as adopting a creek or receiving a landscape rebate.
  - (5) Any costs that are not directly related to the project, including, but not limited to:
    - (a) Airfare, long-distance travel, lodging, and gasoline.<sup>4</sup>
    - (b) Professional development, conferences, professional licensing, or accreditations.
    - (c) Operational costs such as office rent, utilities, office equipment, taxes, general insurance costs, audiovisual equipment, electronics, business advertising, cellular phones, etc.
    - (d) Food and beverages for staff-only meetings or events.
    - (e) Alcohol, cannabis, or medications.
    - (f) Purchase, repair, or maintenance of vehicles.
    - (g) Construction equipment.

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<sup>4</sup> Funds may be used for local mileage using the federal approved mileage rate however Grantee must provide documentation and details for reimbursement.

## 5. VIRTUAL WORKSHOP

Valley Water will conduct an informational workshop to provide an overview of the Standard Grant Program and Implementation Grant opportunity:

Virtual event details:

**Date:** Wednesday, March 11, 2026

**Time:** 1:00 p.m. – 2:30 p.m.

**Register for the online Zoom session:**

[https://valleywater.zoom.us/webinar/register/WN\\_vCBJx1TtSZmNz\\_CdOzFk0g](https://valleywater.zoom.us/webinar/register/WN_vCBJx1TtSZmNz_CdOzFk0g)

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

Recordings of the virtual workshop will be made available at

[valleywater.org/standardgrants](http://valleywater.org/standardgrants) after the event.

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

## 6. OTHER APPLICATION RESOURCES

Valley Water strives to provide applicants with resources to assist with the completion of the application process. In addition to the workshop and the Standard Grant Guidelines, additional information, such as frequently asked questions, workshop presentation materials, and samples, will be available at [valleywater.org/grant-resources](http://valleywater.org/grant-resources).

Additionally, potential applicants may also call or schedule virtual meetings with Grants staff to discuss the potential eligibility of their project or to answer questions about the application process. Appointments can be scheduled at [calendly.com/2026standardgrants](http://calendly.com/2026standardgrants).

## 7. KEY APPLICATION DATES AND DEADLINES

Activity	Schedule
Release the Request for Proposals (RFP) and open Applications for online submission	February 23, 2026
Virtual Informational Workshop	March 11, 2026 at 1:00 to 2:30 p.m.
Grant application deadline for online grant proposal submission	<b>Friday, April 24, 2026</b> at 11:59 p.m. (PT)
Review and evaluate grant proposals by a panel of Valley Water staff and/or external members	April 27, 2026 – May 15, 2026
Present evaluated proposals and recommend grant awards to the Valley Water Board of Directors for approval	June 2026
Issue notices of award to successful grant applicants	July 2026
CEO executes grant agreements	August - December 2026

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

## 8. APPLICATION PREPARATION & SUBMISSION

### 8.1. Online Application

- a. Application Submissions
  - (1) All grant applications must be submitted electronically through the Fluxx web portal at [valleywater.fluxx.io](http://valleywater.fluxx.io).
  - (2) See Attachment 1, Fluxx Grants Management System, for instructions.
- b. Grant Application Deadline
  - (1) Grant applications and all supporting documentation must be submitted and received by Valley Water by **Friday, April 24, at 11:59 p.m. (PT)**.
- c. Late Submittals
  - (1) Valley Water will not accept applications after the Grant Application Deadline stated above.
  - (2) Further, Valley Water will not be responsible for slow and/or delayed application submissions, regardless of whether it is caused by, by way of example and not of limitation, the World Wide Web, internet service provider, third-party system, Fluxx, or Valley Water security system or infrastructure.
  - (3) Applicants are encouraged to submit all required application materials and documentation well BEFORE the Grant Application Deadline.
  - (4) Valley Water reserves the right to request additional clarification, information, and documentation as part of the evaluation process, from applicants before and after the Grant Application Deadline.
- d. Valley Water Contact
  - (1) All questions should be directed to the Supervising Program Administrator, Amy Fonseca, via email at [grants@valleywater.org](mailto:grants@valleywater.org).

### 8.2. Grant Evaluation and Award Timeline

- a. Valley Water releases online application for grant proposals.
- b. Applicants submit grant proposals online by Grant Application Deadline stated in Section 8.1, Online Application, paragraph b., Grant Application Deadline.

- c. Valley Water evaluates all applications based on eligibility and evaluation criteria described in these guidelines; the application review panel is comprised of Valley Water staff and/or external members (Panel).
- d. Valley Water Grants staff will present the funding recommendations to the Board based on the Panel's score of the applications. The Board will make final approval decisions on grant funding at a public Board meeting.

### **8.3. Conflict of Interest**

- a. To ensure fair and impartial evaluation, all applicants are required to identify any actual, potential, or perceived conflicts of interest that could arise from their participation in this Grant Program. By submitting an application, each applicant represents and warrants that no director, officer or employee of Valley Water is in any manner interested directly or indirectly in the application or in the agreement that may be made under it or in any expected profits to arise therefrom, as set forth in Article 4, Division 4, Title I (commencing with Sec. 1090) of the Government Code of the State of California. Each applicant warrants and represents that it presently has no financial interest and agrees that it will not acquire any financial interest which would present a conflict of interest under California Government Code Sections 1090 et seq. or Sections 87100 et seq. during the performance of services under this agreement. The applicant further covenants that it will not knowingly employ any person having such an interest in the performance of the agreement. Violation of this provision may result in this agreement being deemed void and unenforceable.

### **8.4. Grant Lifecycle**

- a. Following the Board's approval of the grant awards, Valley Water will inform all applicants of the grant award status. Grantees will begin the process of executing the grant agreement. Valley Water and the applicant/grantee complete the agreement within six months of the grant award.
- b. Grantee commences work on the project and submits invoices throughout project implementation. Invoices may be submitted as frequently as monthly. The final ten percent (10%) of the reimbursable grant award amount is held as retention until project completion.
- c. Grantee submits quarterly reports, with or without an invoice, during the duration of the agreement term. Reports must be submitted using Valley Water's Fluxx Grants Management System (Fluxx) ([valleywater.fluxx.io](http://valleywater.fluxx.io)) using the template(s) provided upon agreement execution. For invoice submittals, reports must include: a claim for reimbursement, invoices, interim deliverables/project documents, and a brief description of project status.
- d. Grantee completes the project.

- e. Grantee submits all required documentation, deliverables, and a final project fact sheet no later than thirty (30) days before the expiration of the 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 agreement unless otherwise approved by Valley Water in writing.
- f. Grantee submits the final invoice.
- g. Valley Water may perform a final on-site project inspection as needed.
  - (1) **NOTE:** Valley Water reserves the right to request site visits prior to completion of the project.
- h. Valley Water processes the final payment.
- i. Valley Water may conduct an audit of the completed project in compliance with the agreement.

## 9. STANDARD PROVISIONS AND INSURANCE REQUIREMENTS

The following outlines key provisions of Valley Water's Standard Grant Program and grant agreement. By submitting an application, applicants acknowledge that they will agree to these provisions if their project is awarded grant funding. A sample agreement with Valley Water's entire standard terms and conditions is available at [valleywater.org/grant-resources](http://valleywater.org/grant-resources). Valley Water reserves the right to change or update any terms and conditions until an agreement is fully executed by all parties.

### 9.1. General Provisions

- a. Agreement should be signed and fully executed by the grantee's authorized signatory and Valley Water within six (6) months of the grant award.
- b. The grantee must complete the funded project and submit the final documentation within the project performance period before the expiration of the agreement.
- c. The grantee must submit reimbursements for work within the agreement term, beginning upon execution of the agreement by both parties and no later than the expiration of the agreement.
- d. All grant funds not expended by grantee will revert to the Safe, Clean Water Program reserve fund and be available for reallocation by Valley Water to other projects at Valley Water's sole discretion.
- e. If applicable, 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 the use of Valley Water-owned land, such as the 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. 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.

- f. If applicable, grantee must obtain proper Valley Water encroachment permits to access and for proposed improvements on Valley Water property and easement prior to commencing of proposed work. The encroachment permit application is available at <https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement>. Encroachment permits are issued at the sole discretion of Valley Water's Community Projects Review Unit and are revocable at will.
- g. Maintain and operate the property funded pursuant to the 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. For that reason, a lease or other short-term agreement cannot be revocable at will by the lessor during the project period.
- h. Grant funds are not available for expenditure until they are authorized by the Board and appropriated pursuant to a written document (i.e., Agreement) that has been executed between Valley Water and grantee. **Pre-award expenditures are not covered.**
  - (1) **NOTE:** Grantees are advised not to commence grant-funded activities until agreement has been fully executed by both parties. Expenditures incurred outside of the agreement Term will not be eligible for reimbursement.
- i. Matching funds of 15% of the total project cost are required for Implementation Grants.
- j. Prior to applying, the grantee must comply with the California Environmental Quality Act (CEQA) and provide documentation for Valley Water's environmental review process with their application. The required documentation must include the final, approved environmental document.
  - (1) 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.
- k. Prior to beginning implementation of a grant project, the grantee is responsible for procuring any permits and property owner approvals associated with said project. Grantee must also provide documentation and/or copies of the permits and approvals to Valley Water staff.
- l. Grantee must 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.

- m. All collateral materials associated with the grantee's project, including, but not limited to, signage, educational, and marketing materials, must include Valley Water's Safe, Clean Water Program logo and or funding statement.
  - (1) If signage identifying project funding sources is posted at a grant-funded project site, the sign must acknowledge Valley Water's financial contribution.
  - (2) All signage and collateral materials must be reviewed and approved by Valley Water prior to usage of the Valley Water name or logo.

## **9.2. Insurance Requirements**

- a. Grantee shall adhere to the insurance requirements detailed in Attachment 7, Grantee Insurance Requirements.
- b. Final insurance requirements will be issued on a case-by-case basis for each project. Details will be included as part of the agreement.
- c. Grantee may request reimbursement for insurance costs. The insurance costs should be included in the application, project budget, and requested grant amount.
- d. Documentation of compliance with all Insurance Requirements must be provided by grantee prior to agreement execution. Grantee may request reimbursement for the cost of complying with all project-specific insurance requirements as stated in the agreement.

## **9.3. Environmental Compliance and Permitting**

- a. Projects must comply with all applicable local, state, and federal environmental laws, regulations, and permit requirements.
- b. Applicants are responsible for identifying, coordinating, and obtaining all permits necessary to complete project work. Applicants must secure permission letters from the property owner(s) as needed. All permits and related documents must be submitted to Valley Water before any physical activity related to the grant project begins.
- c. As a public agency, Valley Water is required to comply with the California Environmental Quality Act (CEQA).
- d. Proposals are required to demonstrate that CEQA compliance by the Lead Agency has been completed and a CEQA determination has been made prior to applying. Valley Water will then serve as a Responsible Agency under CEQA for Implementation Grants and conduct an internal Responsible Agency review of each project. If there is no other public agency responsible for carrying out or approving the project for which the applicant seeks funding, then the applicant shall seek out an eligible public agency to assume the role of Lead Agency for the project.

- e. Applicants are required to provide detailed information about the project activities to allow Valley Water to complete a Responsible Agency environmental review, including:
  - (1) Project description – scope, size, and nature of activities. Location and maps including site boundaries, access roads, and sensitive areas.
  - (2) Environmental setting – habitats, species, water bodies, historical/cultural resources.
  - (3) Potential impacts – soil, water, air, biological, cultural, noise, traffic.
  - (4) Mitigation measures – proposed to avoid or reduce significant impacts.
  - (5) Construction/implementation schedule – including ground-disturbing work.
- f. Valley Water will consider CEQA complete when the Lead Agency has filed a Notice of Determination (NOD) with the Santa Clara County Clerk-Recorder, or has filed a Notice of Exemption (NOE) with Santa Clara County.
- g. 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.
- h. Valley Water will exercise its independent judgment about whether a project qualifies for a statutory or categorical CEQA exemption.
- i. If the project requires discretionary approval (e.g., permits) from any state agency, the Lead Agency shall also have filed the Notice of Determination with the State Clearinghouse at the Governor’s Office of Land Use and Climate Innovation, in accordance with CEQA Guidelines Section 15094.

**10. GRANT ADMINISTRATION POST AWARD PROVISIONS**

**10.1. Changes to Project Scope and Schedule**

- a. Valley Water will not approve changes to the project scope, project budget, and project schedule unless the revision supports the spirit/intent and project benefits of the original application.
- b. Any revisions to the project scope, project budget, and project schedule following the execution of the agreement require written approval from Valley Water or a formal amendment executed by both parties, depending on the changes requested.
- c. Requests for changes and amendments must be signed by the authorized signatory and received by Valley Water a minimum of 60 days before an executed agreement expires.

- d. Valley Water will not accept requests to increase the grant award amount. Changes to the project budget that do not increase the grant award amount total may be allowed on a case-by-case basis and require written documentation.

## **10.2. Project Withdrawals**

- a. Grantees may withdraw an application or cancel an agreement by notifying Valley Water in writing. An authorized signatory must sign the notification.
- b. In cases of cancellation after the project commences, all invoices paid by Valley Water must be repaid to Valley Water within 45 days of cancellation notification.

## **10.3. Payment Process**

- a. The Grant Program operates on a reimbursement basis. Applicants should consider this before applying and plan their projects accordingly.
- b. All Payment Request Forms will be made available through Fluxx ([valleywater.fluxx.io](http://valleywater.fluxx.io)). Templates will be provided upon execution of the agreement. All requests for reimbursement must be accompanied by a status report and documentation substantiating all supplies and services-related expenses (i.e., subcontractor invoices, receipts, photographs, etc.) and proof that the correlating tasks and deliverables have been accomplished.
- c. Labor/personnel pay stubs and timesheets will be required for the first invoice. Subsequent copies may need to be submitted with later invoices on a case-by-case basis. Valley Water reserves the right to request these documents at any time. Grantee is required to maintain all records as specified in the grant agreement.
- d. Grantee may invoice Valley Water as often as once a month.
- e. For the duration of the project, the grantee may invoice up to 90 percent (90%) of the total grant award amount for reimbursement for work completed; however, the final ten percent (10%) of the grant award amount will only be reimbursed upon the completion of the project.

## **10.4. Loss of Funding**

- a. The following actions may result in a grantee's loss of funding:
  - (1) Grantee and Valley Water fail to enter into an agreement within six months after grant award date.
  - (2) Grantee fails to complete the project and/or fails to submit all documentation within the timeframes specified in the agreement.
  - (3) Grantee fails to utilize the funds for the purposes designated in the agreement.

- (4) Grantee submits misleading or inaccurate information in the application for funding a project that is not feasible.
- (5) Grantee may not charge for or profit from items or activities that Valley Water funds or has funded as part of the grant.
  - (a) Valley Water reserves the right to cancel any amount of grant award amount if it is determined that any of these actions are met and warrant such a decision.

#### **10.5. Site Visits**

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

#### **10.6. Public Access**

- a. Grantee shall provide public access to the project, as deemed appropriate and described in the project scope, in accordance with the intent of the Safe, Clean Water Program.
- b. The project, or portions of the project, should be located on property accessible to the public and will be open to members of the public generally during hours specified by the grantee.
- c. Access by the public must not require payment or mandatory fees for participation. If there is a process for waiving participation fees or costs, applicants should provide this information in their application.

#### **10.7. Project Completion**

- a. Projects must be completed within the timeframe specified in the executed agreement and agreement term.
- b. Upon project completion, grantee submits the final payment request, final project costs, final project factsheet, and certification that the project and its deliverables are complete.
- c. Project details, videos, and photographs may be posted on Valley Water's website and other channels, such as Valley Water blogs, social media, videos, news releases, and reports.
- d. If requested, the grantee will provide a presentation to the Valley Water Board.

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

- a. Thirty (30) days prior to any event and/or ceremony related to projects that have received grant funding from Valley Water, grantee shall provide the Board 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.

## 10.9. Audit Provisions

### a. Audit

- (1) 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.
- (2) Grantee shall have the project records, including the source documents and cancelled warrants, readily available to an auditor. The grantee shall also provide a representative with 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

- (1) Nonprofit organization grantees must provide their IRS Form 990 and/or internally-prepared audited financial statements for the previous two (2) years. Schools, school districts, and public agencies must provide their annual budget for the previous two (2) 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, timecards, cancelled warrants, warrant numbers, etc.).
- (3) Provides accounting data so the total cost of each individual project can be readily determined.

### d. Records Retention

- (1) In addition to the three (3)-year retention of project records, the grantee must retain all project records for at least one (1) year following an audit.

### e. Pre- and Post-Project Surveys

- (1) Any projects with a community outreach and/or educational component will be required to submit pre- and post-project surveys accounting for the knowledge gained by program participants and demographic information, such as location of residency.

## IMPLEMENTATION GRANTS

### 11. IMPLEMENTATION GRANTS CATEGORY ELIGIBILITY, REQUIREMENTS, AND CRITERIA

Review this description and requirements to determine if your project meets the minimum requirements.

#### 11.1. Implementation Grants Description

- a. Implementation Grants provide a significant funding opportunity for public agencies with shovel-ready construction or large-scale implementation projects that advance Safe, Clean Water Program priorities in Santa Clara County. The Implementation Grant opportunity can fund projects related to:
  - (1) Creek and stream restoration;
  - (2) Creation or enhancement of wetland, riparian, and tidal marsh habitats;
  - (3) Protection of species of special status;
  - (4) Improving fish passage and habitat;
  - (5) Removal of non-native, invasive plant species and/or planting native species; and
  - (6) Water conservation or recycled water infrastructure.

#### 11.2. Grant Request Range

- a. \$50,000 to \$500,000 per project.

#### 11.3. Match Requirement

- a. Matching funds of fifteen percent (15%) are required for Implementation Grants.
  - (1) Matching funds may include staff hours, cash or in-kind services, other non-Valley Water grants, or partnerships with other organizations.
  - (2) Matching funds must not include other Valley Water resources, such as grants, volunteer programs, supplies, contracts, agreements, etc.
  - (3) To calculate the in-kind value of volunteer hours, please use the Independent Sector's estimated hourly rate for volunteer time. As of January 2026, the California volunteer value was estimated at \$40.14 per hour, per person. Please visit the website here: <https://independentsector.org/resource/value-of-volunteer-time>.

#### 11.4. Eligible Projects

- a. Implementation Grants are for public agencies with medium to larger-scale implementation projects focusing on water and watershed stewardship, such as:
  - (1) Creeks and stream restoration;
  - (2) Creation or enhancement of wetland, riparian, and tidal marsh habitats;
  - (3) Protection of species of special status;
  - (4) Improving fish passage and habitat;
  - (5) Removal of non-native, invasive plant species and/or planting native species; and
  - (6) Water conservation or recycled water infrastructure.
- b. Projects must demonstrate a strong focus on at least one (1) of the following Safe, Clean Water Program priorities:
  - (1) Safe, clean drinking water and water conservation
  - (2) Flood risk reduction
  - (3) Environmental stewardship
- c. Projects must be located within Santa Clara County and benefit residents of Santa Clara County.
- d. Implementation Grants fund shovel-ready projects that have advanced to the stage where planning, design, land tenure, and engineering are substantially complete or nearly complete.
- e. Applicants must demonstrate CEQA compliance.
- f. Applicants must demonstrate land tenure, submit design plans, and any required technical studies.
- g. Eligible activities for Implementation Grants could include, but are not limited to:
  - (1) Preparation of bid packages and subcontractor documents;
  - (2) Development of final engineering design;
  - (3) Finalizing permits;
  - (4) Construction;

- (5) Habitat restoration and enhancement;
- (6) Pre- and post-project monitoring and adaptive management; and
- (7) Communicating project results to stakeholders and the public.

### 11.5. Ineligible Projects

The following projects will **not** be considered for funding under the *Implementation Grants* category:

- a. Projects that do not have an implementation element.
- b. Projects to remove flood-inducing blockages and create creekside trails (only eligible under F9 partnerships).
- c. Projects with advocacy or political components, including political endorsements, petitions, fundraising, or any other activity directed toward the success or failure of a political party, candidate, political office, or political group.
- d. Projects and/or deliverables that do not benefit the public or require mandatory fees or payment to access.
- e. Mitigation projects.
- f. Projects designed to meet regulatory or permit obligations (unless grant funding is for project activities above and beyond required activities).
- g. Operations and maintenance of existing mitigation or enhancement projects.
- h. Operations and maintenance of existing projects, programs, or Applicant's general ongoing and day-to-day operations.
- i. Land acquisition, unless parcel(s) or title acquired will be specifically deemed for use in habitat or species restoration or protection.

## 12. IMPLEMENTATION GRANT GENERAL APPLICATION GUIDANCE

To maximize your score, address the relevant aspects of the proposed project as outlined in the following guidance. Responses will be scored based on the quality of the project and the clarity and responsiveness to the following considerations within each section. Be sure to review the scoring rubric described in these guidelines, as well as the following components of each criterion as you formulate your responses.

Valley Water staff made up of subject matter experts will review all application elements, such as designs, plans, permits, reports, etc., to assess their merits and project readiness in accordance with the grants criteria in these guidelines. Reviewing these documents by Valley Water staff does not imply responsibility or liability for the performance of this aspect or any other aspect of the project. Such liabilities and assurances of performance are the responsibility of the applicant.

### **12.1. Project Summary**

- a. Your project summary should briefly describe your proposed project. It should clearly identify the goals and how they relate to Valley Water's mission and the Safe, Clean Water Program priorities.

### **12.2. Project Location**

- a. Your response should include a brief description of the location(s) where your project activities will take place.
- b. Include any site permission(s), agreement(s), lease(s), and/or permits you have or are in the process of obtaining. This will help determine project readiness.

### **12.3. Public Access**

- a. Describe public access to your project.
  - (1) If applicable, describe how the project, any project site(s), and project deliverables (gardens, events, art, restoration locations, etc.) will be accessible to the public, if applicable.
    - (a) The applicant must include details required for general participation, open hours of operation/access, and any fees or costs.
    - (b) If participation fees, tuition, or costs are required, the applicant must include any options or alternative processes in place to remove financial barriers to participation, such as fee waivers, scholarships, reduced entry fees, etc.
  - (2) If the project site is not or will not be accessible to the public upon completion, please explain why.

### **12.4. Project Benefits**

- a. Describe the project benefits to Santa Clara County that support the Safe, Clean Water Program priorities. In your description, include as applicable:
  - (1) Any community or habitat needs that the proposed project will address.
  - (2) Any lasting impacts your project will bring to the community and natural environment, including after the grant funds have been exhausted.
  - (3) Details about communities engaged, if any.
  - (4) Further the wildlife habitat restoration goals of existing plans, e.g., the Santa Clara Valley Habitat Plan and South Bay Salt Pond Restoration Plan.

- (5) Restore and protect riparian corridors, tidal or other wetland habitats, including freshwater wetlands and vernal pools.
  - (6) Protect special status species and support habitat improvements.
  - (7) Support water supply, reliability, and conservation.
- b. Provide measurable benefits that the proposed project will provide, for example:
- (1) Number of participants engaged.
  - (2) Acres of habitat created or restored.
  - (3) Project size/length.
  - (4) Approximate number and/or square footage of native plants installed.
  - (5) Types of native plants and species that will benefit.
  - (6) Amount of water that is estimated to be conserved or captured for beneficial use based on existing studies, literature, best practices, water retailer, or other established metrics.
  - (7) Size of buffer planned between restored habitat and disturbance.
  - (8) Length of river miles of instream habitat for native fish and aquatic species.
  - (9) Or other specific measures of success appropriate to your project.
- c. Describe the lasting impacts your project will bring to the community, including after the grant funds have been exhausted.
- (1) Will your project bring sustainable change?
  - (2) For ecological work, how the proposed remedial activities will improve the existing natural environment.
  - (3) Enhances creek and bay ecosystems.
  - (4) Improves fish passages and habitat.
  - (5) Leverages community funding through grants.
  - (6) Increases collaborations and partnerships for stewardship activities with cities, the County, nonprofit organizations, schools, and local communities.

## 12.5. Project Scope

- a. Your scope is your project's roadmap. It should clearly and succinctly describe the actions needed to accomplish your project's goals and deliverables.
  - (1) Tasks, task deliverables, and task durations should be appropriate, clearly described, thorough, well-designed, complete, and detailed enough to demonstrate that the proposed project can be satisfactorily completed and achieve the stated benefits and goals.
  - (2) A deliverable is a tangible or intangible good or service produced as a result of a project's activities. Examples can be a completed product or a component or building block of an overall project, such as report drafts, pre-event registration reports, design and planning documents, site surveys, outreach plans, etc.
    - (a) Grantees will be expected to provide all deliverables and supporting documentation to demonstrate the status of project goals, milestones, and tasks.
    - (b) Some deliverables may require the review of a Valley Water subject matter expert before they can be accepted as complete by Valley Water. Once awarded, Grants staff will work with grantees to identify and coordinate these reviews, on an as-needed basis.
- b. Methodology, Supporting Evidence, and Best Practices
  - (1) If applicable, applicants are encouraged to reference any specific Best Practices, Reference Standards, Published Guidance, or Valley Water Guidance Materials and show how the project aligns and supports their methodology.
    - (a) Include any details about the best practices that support the project, proposed activities, and approach to achieving the identified goals.
    - (b) Examples may include approved planting lists, general plans, certified environmental documents, published scientific papers/studies, etc. See Attachment 5, Sample References, for more examples.

## 12.6. Long-Term Maintenance and Management

- a. Provide a clear description of plans for maintaining the project in the future, beyond the term of the agreement, including:
  - (1) Party responsible for maintaining the project and project site.

- (2) Maintenance activities needed and their duration after project completion.
- (3) Plan for how this will be funded.
- b. Describe monitoring that will be done after completion to establish that the project's goals will be met and that benefits will be sustained beyond the funding cycle.
- c. If follow-up and monitoring are not appropriate for the proposed work, describe why.

### **12.7. Project Budget**

- a. Applicants must provide a breakdown of anticipated costs for each task using the Project Budget Template in Fluxx.
- b. Amount requested must be broken out by task in the Project Budget Template.
- c. Matching funds of fifteen percent (15%) of the total project cost are required for Implementation Grants as described in Section 11.3. Match Requirement.
- d. Please review Section 9, Standard Provisions and Insurance Requirements, which provides guidance on several common budget items.
- e. The project budget must reflect the total project cost as well as match the grant request amount and be within the range established for the grant category.
- f. Insurance costs specific to the project are reimbursable expenses, if applicable. This does not include the cost of insurance for day-to-day operations but rather the added costs to meet Valley Water's insurance requirements.
- g. Scoring will consider the project budget's reasonableness and cost-effectiveness and how costs are linked to specific tasks and deliverables.
- h. Applicants are encouraged to thoroughly research project costs before applying.
  - (1) The grantee is responsible for any cost increases for the duration of the project. Valley Water will not increase the project award amount. This includes any unanticipated costs.
  - (2) Grantees will be required to document and justify project costs submitted for reimbursement.

## 12.8. Project Schedule

- a. Include the estimated start and completion dates for each task. Grantee may need to revise and adjust these dates during the agreement development.

## 12.9. Project Readiness

- a. Applicants should demonstrate how ready they are to start and successfully implement their project.
  - (1) Include any details about the preparation done to date.
  - (2) Summarize your project's "shovel-readiness," as applicable, to your project. Examples might include, but are not limited to, CEQA, environmental compliance, and other permits.
    - (a) Describe the project's CEQA compliance.
    - (b) Demonstrate the status of meeting permitting requirements (construction, environmental, regulatory), such as including permits that have been obtained or are in the process of being obtained. This includes use, entry, and encroachment permits.
    - (c) If your project requires no permits, please indicate so in this section.
- b. Site Access
  - (1) As applicable to your project, describe anticipated site access requirements to implement the full project and how those will be achieved, including any activities that have already been completed.
    - (a) Applicants are encouraged to provide all required site access permissions that have been obtained or initiated.
- c. CEQA and Permitting
  - (1) The CEQA determination must be complete prior to applying. All relevant CEQA documents must be submitted with your proposal.
  - (2) The permitting process is not expected to be complete during the application stage, but points will be awarded based on how far along the process is.
- d. Organizational Capacity: Applicants must summarize their organization's ability to implement the proposed project successfully. Include details such as:
  - (1) Experience with similar projects and work.
  - (2) Key staff qualifications.

- (3) Systems in place to administer the grant, such as accounting and tracking tools/systems, staff and volunteers, etc.
- (4) Any partnering organization's role and experience or expertise.
- (5) Financial Capacity
  - (a) Include a description of your organization's financial resources and its ability to carry out the project on a cost-reimbursement basis.
  - (b) Include descriptions of any other financial resources or contributors, such as other grants, partners, volunteers, etc.
- e. Applicants can upload any documents to clearly substantiate your organization's ability to complete this work successfully.
- f. Scoring considers the organization's ability to implement the proposed project successfully.

**13. SUPPLEMENTAL ITEMS**

- a. Applicants must provide any supplemental documents to support their application and project readiness. Such supplemental documents may include, but are not limited to, technical studies, data, reports, designs, CEQA documentation, permits, etc.

**14. GENERAL RATING GUIDANCE, 0 TO 5-POINT SCALE RUBRIC**

- 14.1.** Scoring will be based on a zero-to-five-point (0 to 5) scale, described below.
- 14.2.** This general rating scale will be multiplied by the designated weight for each section to produce a final criterion score. All section scores will be added to produce a final score for the proposal, with a maximum of 100 points available.
- 14.3.** To give consistent ratings, the evaluator will rate the overall balance between positives and negatives for each response. The criteria have a list of considerations, and the evaluator must consider overall how well the proposal meets those, in addition to whether the applicant has provided adequate rationale or documentation to support their application and proposed approach.
- 14.4.** Evaluators will follow this scale to rate each section:

**a. Excellent - 5 points**

- (1) Outstanding response in all respects; fully addresses all components of the criterion; essentially no weaknesses; provides excellent rationale and/or documentation to support the response, so that evaluators have no doubt that applicant will succeed.

**b. Very Good - 4 points**

- (1) High-quality response in nearly all respects. Responds well to most components of the criterion and provides good rationale and/or documentation to support the response. Significantly more positives than negatives.

**c. Good - 3 points**

- (1) Quality, meritorious response to most aspects of the criterion; on balance, response addresses and supports more positive aspects of the overall criterion than not.

**d. Fair - 2 points**

- (1) The response lacks one or more critical aspects; some key issues need to be addressed. On balance, the response has more negatives than positives.

**e. Poor - 1 point**

- (1) The response has serious deficiencies, with few positives.

**f. Unacceptable - 0 points**

- (1) The applicant does not address the topic or proposes an approach that is unacceptable.

## 15. IMPLEMENTATION GRANT APPLICATION CHECKLIST

This checklist is provided for reference. Applicants are encouraged to read the full requirements and descriptions in the guidelines to determine eligibility.

<b>ORGANIZATION ELIGIBILITY</b>	<b>Checkbox</b>
Organization identifies as public agency, such as: <ul style="list-style-type: none"> <li>• Local cities, towns, and county agencies</li> <li>• Open space, resource conservation, and special districts</li> </ul>	<input type="checkbox"/>
Organization is able to complete the proposed project on a reimbursement-based payment arrangement.	<input type="checkbox"/>
<b>MINIMUM PROJECT REQUIREMENTS</b>	<b>Checkbox</b>
CEQA compliance is complete for the project	
Project is located in Santa Clara County	<input type="checkbox"/>
Project benefits Santa Clara County	<input type="checkbox"/>
Project supports Safe, Clean Water Program priorities and the project's main goal(s) and outcomes relate to: <ul style="list-style-type: none"> <li>• Safe, clean drinking water and water conservation;</li> <li>• Flood risk reduction; or</li> <li>• Environmental stewardship.</li> </ul>	<input type="checkbox"/>
Project can be completed within five (5) years following the agreement effective date	<input type="checkbox"/>
<b>IMPLEMENTATION GRANT REQUIREMENTS</b>	<b>Checkbox</b>
The Grant Request Amount is between \$50,000 and \$500,000	<input type="checkbox"/>
Applicant demonstrates matching funds of 15% of the total project cost in the form of monetary or in-kind services. Match does not include other Valley Water resources or supplies.	<input type="checkbox"/>
Project focusing on water and watershed stewardship, such as: <ul style="list-style-type: none"> <li>• Creeks and stream restoration;</li> <li>• Creation or enhancement of wetland, riparian, and tidal marsh habitats;</li> <li>• Protection of species of special status;</li> <li>• Improving fish passage and habitat;</li> <li>• Removal of non-native, invasive plant species and planting native species; and/or</li> <li>• Water conservation or recycled water infrastructure.</li> </ul>	<input type="checkbox"/>
<b>FLUXX APPLICATION REQUIREMENTS</b>	<b>Checkbox</b>
Online Application	<input type="checkbox"/>
Project Budget	<input type="checkbox"/>
Resolution	<input type="checkbox"/>
W-9 Form	<input type="checkbox"/>
Organizational Budget	<input type="checkbox"/>
Resumes of Key Staff	<input type="checkbox"/>
CEQA Documentation	

## 16. IMPLEMENTATION GRANTS EVALUATION & SCORING GUIDE

Implementation Grants Evaluation & Scoring Guide	Raw Score (0-5)	Weight	Total Score (Raw Score x Weight)
<b>Section #1 Project Benefits</b>			
<p>The proposed project provides specific, quantifiable, and long-lasting benefits to Santa Clara County that support Valley Water's mission to provide Silicon Valley with safe, clean water for a healthy life, environment, and economy.</p> <p>The applicant should clearly articulate how the project aligns with Safe, Clean Water Program priorities, effectively linking these objectives to specific, measurable, and long-lasting benefits. It details current conditions and/or needs, demonstrating a well-thought-out understanding of the project's potential impact.</p> <p>As applicable, the applicant should describe the communities that will participate and benefit.</p>		3	
<b>Section #2 Project Scope</b>			
<p>The proposed project includes a well-defined and realistic scope (see application in Fluxx) which clearly identifies the following within each task:</p> <ul style="list-style-type: none"> <li>• Actions</li> <li>• Deliverables</li> </ul> <p>The tasks' actions, deliverables, and duration are clearly defined, specific, measurable, and achievable. The scope is well developed and demonstrates that all elements have been considered to ensure the project's success.</p> <p>Include any details about the methodology, supporting evidence, or best practices that support your proposed activities, if applicable. This should be included in the scope, but may also be expanded upon in supplemental documents.</p>		5	
<b>Section #3 Project Budget</b>			
<p>The 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> </ul> <p>All budget items align well with those described in the scope. All elements of the project have been considered. Based on the information and detail provided, the budget is well thought out and realistic. Budget only includes eligible costs.</p>		3	

Implementation Grants Evaluation & Scoring Guide	Raw Score (0-5)	Weight	Total Score (Raw Score x Weight)
<b>Section #4 Project Schedule</b>			
Schedule includes the estimated start and completion date for each task. Applicant has considered all elements of each task, and their estimated task durations appear reasonable.		1	
<b>Section #5 Long-Term Maintenance and Management</b>			
<p>The applicant assesses the long-term operation, upkeep, and/or maintenance of the project after the grant agreement term ends. Elements include:</p> <ul style="list-style-type: none"> <li>• Maintenance activities</li> <li>• Maintenance/management durations</li> <li>• Identification of responsible parties and funding sources.</li> </ul> <p>A long-term maintenance plan is complete and provided. The plan includes detailed maintenance activities, responsible parties, and durations.</p>		3	
<b>Section #6 Project Readiness</b>			
<p>Project is CEQA compliant (required).</p> <p>Applicant has demonstrated that they are ready to start and successfully implement their project. Application includes details about preparation, planning, and research done to date.</p> <p>The project team is clearly defined, and the team members' roles and relevant experience demonstrate their competency to complete the project successfully. The team has successfully completed similar projects in the past. The project team can include partnering organizations.</p> <p>The CEQA documents (proposals demonstrating CEQA compliance) are provided and the Lead Agency is identified.</p> <p>Projects will likely obtain all necessary permits, and land authorizations will be completed prior to the execution of the agreement. Examples may include environmental permits, property agreements, encroachment permits, construction permits, etc.</p> <p>This should be included in the main application, but may also be expanded upon in supplemental documents, as needed.</p>		5	
<b>Weighted Total out of 100</b>			
<b>Would you recommend this project for 100% funding?</b>		<b>YES</b>	<b>NO</b>

# ATTACHMENT 1

## Fluxx Grants Management System

All applications, reports, and invoices must be submitted through Valley Water's grants management system - Fluxx. Emailed submissions will not be accepted.

### 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 Program staff with the name(s), job title(s), email address(s), and phone number(s) of the person(s) for whom you would like to create account(s). Valley Water Grants Program 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 an existing Fluxx account. Please use the "Forgot 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 STANDARD GRANT APPLICATION QUESTIONS

These grant application questions are provided for information only. **Applications must be completed and submitted in Fluxx - Valley Water** will not accept Applications by any other method.

### 1. ORGANIZATION INFORMATION

1.1. Grantee:

1.2. Primary Contact:

1.3. Authorized Signatory who will sign the grant agreement:

*An authorized signatory is a person in your organization who is allowed to sign legal documents like contracts and bills. Please add proof in the Documents section that shows who is allowed to sign (this is also called Delegation of Authority). If your authorized signatory is not listed, please contact [grants@valleywater.org](mailto:grants@valleywater.org).*

The information above is taken from your organization's profile. Please review it to ensure everything is current. To make any updates, go to "Organization" in the navigation bar and update your organization's details.

### 2. DOCUMENTS

**Required:** Please upload the following documents. If you need to delete an uploaded document, click the delete button (red circle with dash) then save your application.

***Please upload images in PNG or JPEG format and other documents in PDF format.***

W-9 Form  
Resolution  
Organizational Budget  
Audited Financials

### 3. ORGANIZATION ELIGIBILITY

**Only public agencies are eligible to apply for the Implementation Grant. Organizations that are not public agencies may participate as partners and are encouraged to work with a public agency that can apply as the primary Applicant.**

**Are you applying as a public agency?**

Yes / No

*Applicants must be a public agency to be eligible. For more information, contact grants staff at [grants@valleywater.org](mailto:grants@valleywater.org).*

Prior to applying, the applicants must comply with the California Environmental Quality Act (CEQA) and provide the project's adopted or certified environmental documentation for Valley Water's environmental review process with their application. The required documentation must include the final, approved environmental document.

Is CEQA review complete for this project?

Yes / No

*Projects must have completed the CEQA review process at the time of application to be eligible. For more information, contact grants staff at [grants@valleywater.org](mailto:grants@valleywater.org).*

Who is serving as the CEQA Lead Agency?

#### **4. PROJECT INFORMATION**

##### **4.1. Project category: Select an item.**

*Access the standard grant guidelines, including detailed information on the category, by clicking [here](#).*

##### **4.2. Project title:**

##### **4.3. Project Summary:**

- a. Briefly describe your proposed project. What will your project accomplish and what work will be done?

##### **4.4. Description of project site:**

- a. Please provide details about your project site:
  - (1) Project site name:
  - (2) Project site address:
    - (a) Please add the name of the location as well as the address. If you do not know the address, you can provide the nearest address and include GIS coordinates.
  - (3) Briefly describe the project site, such as size and site access/entry.

**Required:** Please upload the following attachments to support this request (please note you will not be able to submit until you have uploaded the documents).

Location map and site plan (Please label site addresses, city, watershed, adjacent water bodies, and creeks)

**Optional/Not Required** documents to upload (please note these are not required and you will be able to submit without uploading these):

Photos of project site (Optional)

- (4) Is this project part of a larger project that is being developed? This would also include being part of a master plan or maintenance plan.

*If "Yes" - Please explain:*

*If "No" - Move to next question.*

- (5) Is your organization the property owner?

*If "Yes" - Move to next question.*

- (a) *If "No" - What type of permission, agreement, lease, and/or permits would you need to obtain, if applicable, to use the site?*

- (6) Will the project site AND Project-related materials (findings, reports, etc.) be accessible to the public at all times? If the Project will not be physically accessible at all times, then what days and times will it be open to the public? Are there fees to participate or interact with your Project? If the site will not be accessible to the public, please provide an explanation.

#### **4.5. Project Benefits**

- a. Valley Water's mission is to provide Silicon Valley with safe, clean water for a healthy life, environment, and economy. The Safe, Clean Water Grants and Partnership Program provides grant funding for projects related to safe, clean drinking water, flood protection, and environmental

stewardship. Which of these goals does your project support? (Select all that apply)

- Safe, clean drinking water and water conservation
- Flood protection
- Environmental stewardship

b. Does your project focus on an implementation activity eligible under the Implementation Grant? (Select all that apply)

- Creek and stream restoration;
- Creation or enhancement of wetland, riparian, and tidal marsh habitats;
- Protection of species of special status;
- Improving fish passage and habitat;
- Removal of non-native, invasive plant species and/or planting native species; or
- Water conservation or recycled water infrastructure.

c. How will this project support Valley Water's mission? How will your project improve existing conditions? Measure and explain the benefits as best you can with specific details. Make sure the benefits are connected to the goals you selected above.

d. **Community Served:** If applicable, describe the communities that will participate in the project. Which communities will benefit and in what ways? If applicable, describe how the project will serve or engage local communities.

*Please describe all active partnerships with other community organizations. If an organization is also providing partnership funding or in-kind contributions, please specify these amounts.*

e. Is there existing community support for the project? Describe community and project support, as applicable.

- f. **Optional/Not Required: You may upload letters of support from partner organizations or community entities (please note these are not required and you will be able to submit without uploading these).**

#### 4.6. Project Scope

- a. Divide the steps of your project into four main tasks: Planning and Design, Implementation, Post-implementation, Monitoring, and Maintenance, and Project Administration. For each task, clearly explain what you will do (actions) and what you hope to achieve (deliverables). Your deliverables should be clear and measurable, as you'll need to list them in your final project fact sheet.
- b. **Actions:** These are the specific steps you'll take to complete the task.
- c. **Deliverables:** These are the clear and measurable outcomes you expect to produce from your actions. Check our Grant Resources for information and tips on writing project tasks.

Task 1: Planning and Design
<p><b>Please briefly describe the actions you will need to do to achieve this task.</b> What steps are needed to plan and design your project? What work should be completed before project construction can start? If applicable, include any plans for community involvement and input into the development of the project. Examples include research, design, getting permits and permissions, getting insurance, community outreach, etc.</p> <p>Include any details about the methodology, supporting evidence, or best practices that support your proposed activities, if applicable. Specific project types may call for different "best practices." Examples may include geotechnical investigations, biological and cultural resource surveys, feasibility studies, research, project proposal development, Valley Water's Water Conservation Strategic Plan (and comparable demand management research from other agencies or entities), Valley Water's One Water Program, Valley Water Resources Protection Manual, etc. See the Standard Grant Guidelines for more information and resources.</p>
<p><b>Please list your deliverables for this task.</b> Deliverables are the results or outcomes of this task. They will be different for each project. Examples include a project plan, site permits, studies, designs, bid packages, consultant and contractor agreements, etc.</p>
Task 2: Implementation
<p><b>Please briefly describe the actions you will need to do to achieve this task.</b> Implementation means putting your plans into action. What will you do to complete your project? Examples include construction, invasive species removal, plants, etc.</p> <p>Describe how your methodology, supporting evidence, and/or best practices support these actions.</p>

**Please list your Deliverables for this task.** Deliverables are the results or outcomes of this task. They will be different for each project. Examples include photos, progress reports, number of native species planted, acres of habitat restored, etc.

**Task 3: Post-Implementation, Monitoring, and Maintenance**

**Please briefly describe the actions you will need to do to achieve this.** How will you manage the work required after the project implementation phase is complete and throughout the life of the grant agreement term? Examples include plant maintenance and monitoring, certificate of completion, project closeout, developing as-builts, post-construction activities, etc.

**Please list your Deliverables for this task.** Deliverables are the results or outcomes of this task. They will be different for each project. Examples include before-and-after photos or videos, final as-built drawings, certificate of completion, project acceptance documentation, permit completion documentation, monitoring reports, etc.

**Task 4: Project Administration**

**Please briefly describe the actions you will need to do to achieve this task.** What general administrative tasks will be required to successfully manage the project and grant? Examples include invoicing, status reporting, permit administration, and completing the final Project Fact Sheet, and any other project reporting.

**Please list your Deliverables for this task.** Deliverables are the results or outcomes of this task. They will be different for each project. Examples include status reports, a final project factsheet, etc.

**4.7. Project Schedule**

Describe the anticipated project dates and duration for each task. The earliest project start date can be from the date of agreement execution, anticipated to be in December 2026.

Task	Start Date	End Date
<b>1: Planning and Design</b>	MM/DD/YR	MM/DD/YR
<b>2: Implementation</b>	MM/DD/YR	MM/DD/YR
<b>3: Post-Implementation, Monitoring, and Maintenance</b>	MM/DD/YR	MM/DD/YR
<b>4: Project Administration</b>	MM/DD/YR	MM/DD/YR

Please save the application to update the dates in the Project Schedule table.

#### 4.8. Long-Term Maintenance and Management

Long-Term: Referring to the operation, upkeep, and/or maintenance of the project after the grant agreement term ends.

Describe the lifetime of the project and any plans for operating and maintaining the project elements, such as plantings, infrastructure maintenance, and facilities operation, in the future, including how these will be funded. Will your site or project require maintenance after completion? If so, please describe your maintenance plan. Who will be responsible for maintaining the project and site? What maintenance activities will they do and for how long? If long-term maintenance and/or management is not required for the site or project, describe why.

#### 4.9. Project Budget

- a. Enter a grant request between \$50,000 and \$500,000 and ensure it matches the total request amount in the table; submission is not allowed if they differ.

#### 4.10. Requested Grant Amount:

- 4.11. The Grantee Contribution and Other Contributions include in-kind (goods or services) and monetary contributions. Please list other organizations or agencies that are contributing monetarily to this project and describe how they will support the project activities that are listed in your scope. Please note that your project is not eligible for a grant if it is part of another Valley Water program (for example, Adopt-A-Creek, partnership agreements, Memoranda of Understanding, event sponsorships, rebates).

***Required: Please upload your project budget (please note you will not be able to submit until you have uploaded the documents). Click here to download the required budget template:***

#### 4.12. Project Readiness

- a. Organizational Capacity
  - (1) Summarize your organization's ability to successfully implement the proposed project, including any experience with similar projects. If applicable, identify any project partners who will directly carry out the work (e.g., subcontractors) and describe their roles and expertise.

(2) Provide the name, position, and qualifications of key staff involved in the project.

b. Financial Capacity

(1) Include a description of your organization's financial resources, and its ability to carry out the project on a cost reimbursement basis.

c. CEQA/Permitting

(1) Summarize your project's CEQA documentation and Lead Agency designation.

(2) Summarize your project's permitting requirements, as well as any permits (construction, environmental, regulatory) that have been obtained or will need to be obtained. If your project does not require any permits, please state N/A in this section.

d. **Required Upload:** You may upload documents that substantiate your organization's ability to successfully complete this work. CEQA documentation, resumes, relevant certifications of key staff members, and financial statements are required and must be uploaded prior to submittal of your application.

## ATTACHMENT 3

### Definitions

*The following terms are provided in these guidelines for reference. A sample agreement with Valley Water's entire standard grant agreement terms, conditions, and definitions is available at [valleywater.org/grant-resources](http://valleywater.org/grant-resources).*

**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.

**Agreement Term:** The period beginning on the agreement effective date and ending on the date of termination or expiration of the agreement.

**Agreement Effective Date:** The agreement effective date is the date when the agreement becomes legally binding and active and the terms of the agreement apply.

**Applicant:** An individual or organization that requests a Safe, Clean Water Standard Grant but has not yet been awarded one.

**Application:** The FY26 Safe, Clean Water Program Standard Grant Program application and accompanying attachments submitted to Valley Water for Safe, Clean Water Grant Program.

**Authorized Signatory:** The individual is who can sign agreements and invoices on behalf of the organization. The organization must provide written documentation from its governing body to verify this authorization.

**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.

**Environmental Resource Investigation:** formal inquiry or systematic study related to environmental resources. Examples may include geotechnical or water testing, cultural resource investigations, or biological surveys.

**Grantee:** An agency or organization receiving funding from this Grant Program.

**Grant Application Deadline:** The exact date and time the application must be submitted via Fluxx for acceptance by Valley Water.

**Grant Award Amount:** The not-to-exceed amount awarded to the grantee by the Valley Water Board of Directors for the project.

**Grant Request Amount:** The total grant dollar amount requested by the applicant in the project budget.

**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.

**Lead Agency:** the public agency that has the principal responsibility for carrying out or approving a project.

**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.

**Primary Contact:** The individual responsible for communication between the applicant organization and Valley Water. This person manages all correspondence, provides updates on the projects, and ensures that any questions or requirements from Valley Water are addressed promptly.

**Project:** The planned activity, or development to be accomplished with Valley Water grant funds. Projects are unique, time-bound initiatives with specific deliverables and definite start and endpoints. 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 Budget:** The full cost of the project, including funds from all funding sources.

**Project Schedule:** The estimated start and end date for each task.

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

**Responsible Agency:** the public agency which proposes to carry out or approve a project for which a lead agency is preparing or has prepared an environmental document.

**Safe, Clean Water Program:** 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

# ATTACHMENT 4 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 **FY2026** Safe Clean Water Grant Program (Safe Clean Water), which provides funds for Education Grants, Planning Grants, and Stewardship (Program) 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 establishing necessary implementation procedures; and

WHEREAS, said procedures established by the Santa Clara Valley Water District require Applicant's Governing Body to certify by resolution Applicant's approval 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 maintain an accounting system that:
  - a. Accurately reflects fiscal transactions, with the necessary controls and safeguards;
  - b. Provides good audit trails, especially the source documents; and
  - c. Provides accounting data so the total cost of each individual project can be readily determined.
5. Certifies that Applicant will review and agree to all terms and conditions stated in the Agreement including the Special Provisions, General Provisions, Financial Provisions, and Insurance Requirements contained in the Agreement; and
6. Appoints the (designated position) as its authorized agent to conduct all negotiations, execute and submit all documents and reports including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the performance and 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)**

## **ATTACHMENT 5**

### **Sample References**

This partial list can be used to develop application materials and as references for Best Practices.

This list is not exhaustive; applicants are encouraged to locate and use reference materials specific to their projects.

#### **Valley Water Publications**

Santa Clara Valley Water District Act

<https://www.valleywater.org/sites/default/files/Santa%20Clara%20Valley%20Water%20District%20-%20District%20Act.pdf>

Water Resources Protection Ordinance, 2008

<https://www.valleywater.org/sites/default/files/WRPO.pdf>

Water Resources Protection Ordinance No. 24 – Establishing Prohibitions within Water Resources Protection Zones, 2024

<https://scvwd.legistar.com/LegislationDetail.aspx?ID=7024364&GUID=FD9451A3-5A2B-40E5-93E6-CE5395E8802A&Options=&Search=>

Santa Clara Valley Water District Mission, Vision, Values

<https://www.valleywater.org/how-we-operate/about-valley-water/mission-vision-values>

Valley Water's *One Water, Santa Clara Countywide Framework: An Intergraded Approach to Water Resource Management*, 2022

<https://www.valleywater.org/project-updates/one-water-plan>

Valley Water's Safe, Clean Water and Natural Flood Protection Program, including Information on six priorities, 2020

- Priority A: Ensure a Safe, Reliable Water Supply
- Priority B: Reduce Toxins, Hazards and Contaminants in Our Waterways
- Priority C: Protect Our Water Supply and Dams from Earthquakes and Other Natural Disasters
- Priority D: Restore Wildlife Habitat and Provide Open Space
- Priority E: Provide Flood Protection to Homes, Businesses, Schools, Streets and Highways
- Priority F: Support Public Health and Public Safety for Our Community  
<https://www.valleywater.org/safe-clean-water-and-natural-flood-protection-program>

Compendium of Water Conservation Program Studies and Reports since 2002

<https://www.valleywater.org/droughtsaving-water/studies-and-reports>

- Water Conservation Guiding Principles - Board of Directors, Santa Clara Valley Water District, Resolution No. 23-52, Calling for Water Conservation as a Way of Life in Santa Clara County <https://s3.us-west-1.amazonaws.com/valleywater.org.us-west-1/s3fs-public/23-52%20061323%20-%20Calling%20for%20Water%20Conservation%20as%20a%20Way%20of%20Life%20in%20Santa%20Clara%20County.pdf>
- 2020 Urban Water Management Plan <https://www.valleywater.org/your-water/water-supply-planning/urban-water-management-plan>
- 2040 Water Supply Master Plan and 2050 Water Supply Master Plan <https://www.valleywater.org/your-water/water-supply-planning/water-supply-master-plan>
- 2021 Water Conservation Strategic Plan <https://s3.us-west-1.amazonaws.com/valleywater.org.us-west-1/s3fs-public/Water%20Conservation%20Strategic%20Plan.pdf>

Guidelines and Standards for Land Use Near Streams, 2006

<https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement/guidelines-and-standards-land-use-near-streams>

Encroachment Permits for work near Valley Water streams

<https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement/encroachment-permits>

Water Resources Protection Manual (covering topics related to projects near streams), 2006

<https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement/water-resources-protection-manual>

**Including:**

Design Guide, Use of Local Native Species (including list of native plant species

<https://www.valleywater.org/sites/default/files/WRPM%20Ch%203%20Native.pdf>

Design Guide, Riparian Revegetation or Mitigation Projects

<https://www.valleywater.org/sites/default/files/WRPM%20Ch%203%20Riparian.pdf>

Plant Species for Vegetated Buffers and Swales

<https://www.valleywater.org/sites/default/files/WRPM%20Ch%203%20Plant%20Species.pdf>

Guidance for Trail Design, Policy Criteria, and Policy Guidance

<https://s3.us-west-1.amazonaws.com/valleywater.org.us-west-1/s3fs-public/Guidance%20for%20Trail%20Design%20-%20Chapter%203%20Water%20Resources%20Protection%20Manual.pdf>

Bank Protection/ Erosion Repair Design Guide  
<https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement/water-resources-protection-manual>

## **Santa Clara Valley-Wide Publications**

Santa Clara Valley Urban Runoff Pollution Prevention Program, providing guidance on pollution prevention and stormwater management, including:

General information with links to technical guidance  
<https://scvurppp.org/>

Descriptions and Guidance on Elements of Pollution Prevention

- Green Stormwater Infrastructure
- New Development & Redevelopment
- Trash Reduction
- PCBs & Mercury Reduction
- Pesticide Toxicity reduction
- Copper Reduction
- Construction Site Controls
- Public Education & Outreach
- Water Quality Monitoring
- Other Elements  
<https://scvurppp.org/program-elements/>

## **State of California Publications**

California Common Core State Standards, English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects, 2013  
<https://www.cde.ca.gov/be/st/ss/documents/finalelaccsstandards.pdf>

California Common Core State Standards, General Information  
<https://www.cde.ca.gov/re/cc/>

## **National Publications**

How to Facilitate Inclusive Community Outreach and Engagement, by ICMA

<https://icma.org/articles/pm-magazine/how-facilitate-inclusive-community-outreach-and-engagement>

PRSSA Diversity Toolkit 2024-2025, by Public Relations Student Society of America (PRSSA)

[https://www.prsa.org/docs/default-source/prssa-docs/about/prssa-diversity-toolkit.pdf?sfvrsn=ce66173c\\_12](https://www.prsa.org/docs/default-source/prssa-docs/about/prssa-diversity-toolkit.pdf?sfvrsn=ce66173c_12)

Value of Volunteer Time, by Independent Sector

<https://independentsector.org/resource/value-of-volunteer-time/>

Public Law 111-274-Plain Writing Act of 2010

<https://www.govinfo.gov/app/details/PLAW-111publ274/summary>

Federal Plain Language Guidelines, Revision 1 (May 2011)

<https://www.plainlanguage.gov/guidelines/>

# ATTACHMENT 6 Project Budget Template

APPENDIX C - BUDGET SPREADSHEET TEMPLATE FOR IMPLEMENTATION GRANTS								
Organization								
Project Title								
Personnel/Labor								
Position Title	Loaded Hourly Rate	Number of Hours	Task 1 Planning and Design	Task 2 Implementation	Task 3 Post- Implementation	Task 4 Project Administration	Sub-total	Notes
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
<b>Total Personnel/Labor Expenses</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Post								
Expense	Task 1 Planning and Design	Task 2 Implementation	Task 3 Post- Implementation	Task 4 Project Administration	Sub-total	Notes		
					\$0.00			
					\$0.00			
					\$0.00			
					\$0.00			
<b>Total Supplies &amp; Services Expenses</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Funding Sources*								
Funding Source (Include description)	Status	Type	Amount					
<i>*Other Funding Sources are also considered Match Funds for Stewardship Grants only. Stewardship Grants require a minimum Match Fund of 15% of the Total Project Cost. Match Funds are not required for Education or Planning Grants.</i>								
			Task 1 Planning and Design	Task 2 Implementation	Task 3 Post- Implementation	Task 4 Project Administration	Sub-total	
<b>Combined Sub-total</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						<b>Other Funding Sources Sub-Total</b>	\$0.00	
						<b>Total Project Cost</b>	\$0.00	

## ATTACHMENT 7

### Grantee Insurance Requirements

**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 checklist of documents needed at the end of this Attachment Two Insurance Requirements.**

Without limiting the Grantee's indemnification of, or liability to, the Santa Clara Valley Water District ("Valley Water"), the Grantee must provide and maintain at its own expense, during the term of this 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 Two Insurance Requirements. 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 Two Insurance Requirements.

If your insurance broker has any questions about the above requirements, please advise him/her to email the Valley Water Risk Manager at: [RiskManager@valleywater.org](mailto:RiskManager@valleywater.org).

#### **A. 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 Project Administrator and email a copy to [RiskManager@valleywater.org](mailto:RiskManager@valleywater.org) and [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  
Attention: Amy Fonseca  
5750 Almaden Expressway  
San Jose, CA 95118  
Agreement No.**

**IMPORTANT: The agreement number must be included.**

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 Two 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 Two Insurance Requirements is canceled or coverage is reduced.**

#### **B. 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.

#### **C. 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: **RiskManager@valleywater.org** and **grants@valleywater.org**.
2. Provide the following information in the "Certificate Holder" box:

**Santa Clara Valley Water District  
Attention: Amy Fonseca  
5750 Almaden Expressway  
San Jose, CA 95118  
Agreement No.**

**IMPORTANT: The agreement number must be included.**

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

#### **D. 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 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 (See Section 2, General Conditions) 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.

## E. 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 Two, Mini-GrantsGL\_rev. 01.26.24