

CONFORMED COPY

File No.: 17-0123

Agenda Date: 3/14/2017

Item No.: 6.2.

BOARD AGENDA MEMORANDUM

SUBJECT:

Safe, Clean Water and Natural Flood Protection Program (SCW) Priority D - Project D3 (Grants and Partnerships to Restore Wildlife Habitat and Provide Access to Trails) Mini-Grant Pilot Program.

RECOMMENDATION:

- A. Approve the proposed Priority D - Project D3 Mini-Grant Pilot Program components listed below; including; and
- i. Mini-Grant Minimum Requirements and Evaluation Criteria;
 - ii. Submittal, Selection and Award Process;
 - iii. Application Form;
 - iv. Evaluation Score Sheet; and
 - v. Outreach Plan.
- B. Authorize the District to implement the Priority D3 Mini-Grant Pilot Program through June 30, 2018 or until the \$200,000 in funding is awarded (whichever occurs first); at which time staff will evaluate the program's success and present to the Board a recommendation for its continuation or termination.

SUMMARY:

The D3 Mini-Grant Pilot Program was approved by the Board in March of 2016 to support SCW Priority D - Project D3 to restore wildlife habitat and provide access to trails. The objective of the Project D3 Mini-Grant Pilot Program is to encourage broader community involvement and long-term community engagement to contribute to wildlife habitat restoration efforts in Santa Clara County (County). Funding for the Project D3 Mini-Grant Pilot Program awards is not intended to cover the entire cost of projects undertaken by a grant awardee, but rather to pay up to \$5,000 for each awardee's eligible project that is consistent with the goals of Priority D3 and contributes to the restoration of wildlife habitat in the County. The total approved project budget for this Project D3 Mini-Grant Pilot Program is \$200,000, which can fund at least 40 grant awards for an amount not to

exceed \$5,000 per grant award.

SCW Priority D - Project D3 (Grants and Partnerships to Restore Wildlife Habitat and Provide Access to Trails) requires that the District provide 7 grant cycles and additional partnerships for \$21 million that follow pre-established criteria related to the creation or restoration of wetlands, riparian habitat, and favorable stream conditions for fisheries and wildlife, and providing new public access to trails.

Additionally, SCW Project D3 has the following intended benefits:

- Enhances creek and bay ecosystems
- Improves fish passages and habitat
- Expands trail and open space access
- Leverages community funding through grants
- Increases collaborations and partnerships for stewardship activities with cities, the country, nonprofit organizations, schools and other stakeholders

The D3 Mini-Grant Pilot Program is designed to address priority D3 goals by achieving one or more of the following:

- i. Enhances creek and bay ecosystems
- ii. Improves fish passage and habitat
- iii. Increases community awareness and understanding of watershed stewardship

Examples of eligible activities include:

- i. Educational activities such as new educational or outreach pieces that promote watershed stewardship and wildlife habitat restoration or workshop, training or watershed tours specifically focused on watershed stewardship activities
- ii. Physical improvements, such as invasive plant removal, native planting, or removal of fish migration barriers

The Mini-Grant Minimum Requirements and Evaluation Criteria form (Attachment 1) identifies the minimum requirements that a project must meet to be considered for a grant award. In addition, the form identifies evaluation questions that will be used to evaluate each project meeting minimum requirements to determine whether an award should be granted. The evaluation questions will be incorporated into the Application Form (Attachment 3) Proposed projects meeting minimum requirements will be evaluated using the Evaluation Score Sheet (Attachment 4). The processes for submittal, selection and award of the Mini-Grants are provided in Attachment 2. The Outreach Plan (Attachment 5) provides the outreach goal and tactics for informing stakeholders about the Mini-Grant Program.

This item seeks Board approval of the Project D3 Mini-Grant Pilot Program components and the timeframe for implementing and evaluating the success of the pilot program.

BACKGROUND:

On August 25, 2015, the Board directed development of a pilot mini-grants program for the SCW Priority D- Project D3 (Priority for Wildlife Habitat Restoration (D3). On March 15, 2016, the Board authorized the District CEO to implement a pilot mini-grants program.

FINANCIAL IMPACT:

Total funding available for the pilot mini-grants program in Fiscal Year 2017 (FY17) is \$200,000 and is budgeted under the SCW Priority D - Project D3. It is anticipated that at least 40 pilot mini-grants not to exceed an amount of \$5,000 per grant will be awarded to entities that carry out their proposed activities in the County to meet SCW Priority D3 goals. Grants will be awarded on a “first come first serve basis”. A minimum grantee match of 25% of project cost is required. This can be through a cash and/or an in-kind services match. Any funds remaining in FY17, will be carried forward for Fiscal Year 2018.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable indirect physical change in the environment. Specific projects being funded by the Project D3 Mini-Grant Pilot Program have undergone or will undergo CEQA review prior to construction and/or implementation of projects, as deemed appropriate by the grantee organizations and/or the District.

ATTACHMENTS:

Attachment 1: Minimum Requirements and Evaluation Criteria
Attachment 2: Submittal, Selection and Award Process
Attachment 3: Application Form
Attachment 4: Evaluation Score Sheet
Attachment 5: Outreach Plan

UNCLASSIFIED MANAGER:

Melanie Richardson, 408-630-2035

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Attachment 1:

Mini-Grant Minimum Requirements and Evaluation Criteria: SCW Priority D - Project D3 Mini-Grant Pilot Program

1.	<p>Minimum Grant Requirements</p> <ul style="list-style-type: none">a. The project must address the District's Safe, Clean Water and Natural Flood Protection priority D3 goals by achieving one or more of the following in Santa Clara County:<ul style="list-style-type: none">i. Enhances creek and bay ecosystemsii. Improves fish passage and habitatiii. Increases community awareness and understanding of watershed stewardshipb. Applicant must be one of the following in Santa Clara County:<ul style="list-style-type: none">i. A local agency or municipalityii. A special districtiii. An organized community group with an established structureiv. 501(c)(3) nonprofitv. A school, community college or universityc. If the applicant is an organized community group with an established structure, the group must identify the individual who will be responsible for signing the agreement, any taxes resulting from the grant award, and insurance, if necessaryd. The project scope must include:<ul style="list-style-type: none">i. Proposed activitiesii. Expenditure planiii. Timeline/Schedulee. The applicant must include a cost-sharing monetary or in-kind match of a minimum 25% of total project costf. The project completion date must be within two years following execution of agreement
2.	<p>Evaluation Criteria</p> <ul style="list-style-type: none">a. Community Involvement and Outreach:<ul style="list-style-type: none">i. Does the project include educational and/or outreach opportunities related to the priority D3 goals?ii. Does the project provide an opportunity for media coverage, and will media be invited?iii. Will there be opportunities for Directors to participate in outreach and/or media events?b. Success Measurements<ul style="list-style-type: none">i. Does the project have measurable outcomes?ii. Is outcome measurement included as part of the project's proposed activities?

Examples of eligible activities include:

- i. Educational activities such as new educational or outreach pieces that promote watershed stewardship and wildlife habitat restoration or workshop, training or watershed tours specifically focused on watershed stewardship activities*
- ii. Physical improvements, such as invasive plant removal, native planting, or removal of fish migration barriers*

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SCW Priority D - Project D3 Mini-Grant Pilot Program

Submittal, Selection and Award Processes

Grant Application Submittal Process

March 14, 2017 – Ongoing*

- Mini-Grant Application Outreach will be executed according to the tactics described in the Project's Public Outreach Plan.

Grant's can be submitted (Attn: Paul Fulcher) as follows.

- **Via email to:**
minigrants@valleywater.org
- **Via USPS to:**
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118
- **Via Overnight Express to:**
Santa Clara Valley Water District
5905 Winfield Blvd.
San Jose, CA 95123
- **Hand delivered to:**
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118

Grant Selection Process

March 14, 2017 – Ongoing*

- Staff will utilize the Evaluation Score Sheet to evaluate each grant application (minimum requirements must be met).
- If an application is recommended for approval, staff will utilize the grant agreement template and work with both legal and risk to determine the need for California Environmental Quality Act analysis and insurance requirements.
- If the applicant is an organized community group with an established structure, the group must identify the individual who will be responsible for signing the agreement, any taxes resulting from the grant award, and insurance, if necessary.

Grant Award Process

March 14, 2017 – Ongoing*

- Grants will be awarded on a first-come, first-serve basis.
- If the applicant can demonstrate a need, the District may advance up to 50% of the total grant amount onset of the project.
- Invoices may be submitted on a monthly basis.
- If funds were advanced at the onset of the project, once invoices have been submitted to demonstrate use of the advanced funds, awardees may submit invoices monthly, until all invoices have been paid and the project is closed out.

*Ongoing until June 30, 2018 or \$200K is awarded, whichever occurs first.

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Grant Application Priority D - Project D3 Mini-Grant Pilot Program



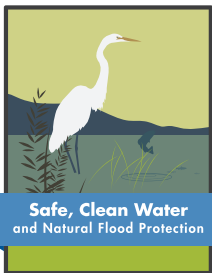
Mini-Grant Application Submittal Date:	Name of Organization or Individual Responsible for Taxes and Insurance:		
	Address:	City:	Zip Code:
Name of Responsible Contact:	Telephone:	E-Mail:	
Project Name:	Project Start Date:	Requested Grant Amount (up to \$5,000)	
Project Location:	Project End Date:	Monetary or In-Kind Cost Share Amount:	

- Required: Attach a written project scope (description of your proposed project), that includes proposed activities, an expenditure plan (including how you will provide the 25% monetary or in-kind services match), and a project schedule.

YES	NO	QUESTIONS	EXPLANATION
<input type="checkbox"/>	<input type="checkbox"/>	1. Does your project achieve one or more of the following? i. Enhances creek and bay ecosystems ii. Improves fish passage and habitat iii. Increases community awareness and understanding of watershed stewardship	Explain how. Provide details.
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the applicant one of the following in Santa Clara County? i. A local agency or municipality ii. A special district iii. An organized community group with an established structure iv. 501(c)(3) nonprofit v. A school, community college or university	Which one? Provide details.
<input type="checkbox"/>	<input type="checkbox"/>	3. If the applicant is an organized community group with an established structure, has the group identified the individual who will be responsible for signing the agreement, paying taxes, and providing insurance, if necessary?	Name the responsible individual. (Write N/A if not applicable.)
<input type="checkbox"/>	<input type="checkbox"/>	4. Does the project include educational and/or outreach opportunities related to the priority D3 goals?	Explain how. Provide details.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does the project provide an opportunity for media coverage, and will media be invited?	Identify the opportunities/media plan.
<input type="checkbox"/>	<input type="checkbox"/>	6. Will there be opportunities for Directors to participate in outreach and/or media events?	Identify the possible opportunities.
<input type="checkbox"/>	<input type="checkbox"/>	7. Does the project have measurable outcomes?	If so, identify the measurable outcomes.
<input type="checkbox"/>	<input type="checkbox"/>	8. Is outcome measurement included as part of the project's proposed activities?	Explain how. Provide details.

Supplemental Attachments: If there is not enough space provided to address the questions, please provide a supplemental attachment that includes the number of the question and your supplemental response.

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Evaluation Score Sheet

Priority D - Project D3

Mini-Grant Pilot Program



Mini-Grant Application Submittal Date:		Name of Organization or Individual Responsible for Taxes and Insurance:		
		Address:	City:	Zip Code:
Name of Responsible Contact:		Telephone:		E-Mail:
Project Name:		Project Start Date:	Requested Grant Amount (up to \$5,000)	
Project Location:		Project End Date:	Monetary or In-Kind Cost Share Amount:	
SCORING CRITERIA: YES = 1 POINT, NO = 0 POINTS (An additional 1-4 points may be awarded based upon the applicant's response to the question) Total Possible Score = 25; Minimum Score for Recommending Award = 17				
YES	NO	MINIMUM QUALIFICATIONS/EVALUATION		SCORE (0-5)
<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant answer yes to Grant Application Questions 1-2, and 3, if applicable?		<i>Answer of "Yes" is required to move forward.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant attach a written project scope that included: i. Proposed activities ii. Expenditure plan iii. Timeline/Schedule		<i>Answer of "Yes" is required to move forward.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant explain how they will provide the 25% monetary or in-kind services match?		<i>Answer of "Yes" is required to move forward.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Is the project located in Santa Clara County?		<i>Answer of "Yes" is required to move forward.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Does the project include educational and/or outreach opportunities related to the priority D3 goals?		
<input type="checkbox"/>	<input type="checkbox"/>	Does the project provide an opportunity for media coverage, and will media be invited?		
<input type="checkbox"/>	<input type="checkbox"/>	Will there be opportunities for Directors to participate in outreach and/or media events?		
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have measurable outcomes?		
<input type="checkbox"/>	<input type="checkbox"/>	Is outcome measurement included as part of the project's proposed activities?		
TOTAL SCORE:				
Staff analysis comments:				

RECOMMENDED ACTION: ☐ APPROVE ☐ DENY

Submitted by:
Grants Program Staff

☐ APPROVED ☐ DENIED

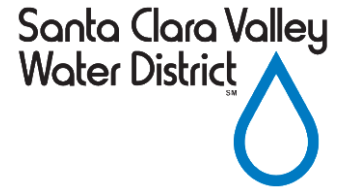
Date: _____

Submitted by:
Grants Program Manager

Date: _____

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Safe, Clean Water and Natural Flood Protection Program
SCW Priority D - Project D3 Mini-Grant Pilot Program
Public Outreach Plan



Community Stakeholders:

Local municipalities, special districts, schools, community colleges, and universities in Santa Clara County. Local non-profit organizations with a 501(c)(3) tax exempt status.

Environmental and creek groups and neighborhood associations with interest in the program are eligible, but the group must identify the individual who will be responsible for signing the agreement, any taxes resulting from grant award, and insurance, if necessary.

Geographic Area of Benefit:

Countywide

Public Participation Goal (IAP2):

Inform

Goal:

The objective of the D3 Mini-Grant Pilot Program is to encourage broader community involvement and long-term community engagement to contribute to wildlife habitat restoration efforts in Santa Clara County (County). Funding for the pilot mini-grant awards is not intended to cover the entire project costs, but rather to pay up to \$5,000 for eligible projects under Priority D3 that contribute to the restoration of wildlife habitat in the County.

Outreach Objectives:

- Provide opportunities for the community to participate in the D3 Mini-Grant Pilot Program
- Communicate publicly about pilot program status
- Solicit input on grantee experience, i.e., customer satisfaction

Communication Tactics:

- Utilization of the various Strategies and Tools defined in the Safe, Clean Water and Natural Flood Protection Program's Communications Strategy to communicate about grant opportunities and the status of grant projects and to solicit input on grantee experience. These include, but are not limited to, outreach through:
 - Local Municipalities
 - District Committees
 - District E-newsletter
 - Social Media
 - NextDoor
 - CEO Bulletin
 - Board Agenda Items

Key Topics:

- Creek Enhancement
- Habitat Restoration
- Fish Passage
- Watershed Stewardship

Outreach Schedule:

Outreach will begin upon approval of the Project D3 Mini-Grant Pilot Program components and authorization by the Board to implement the program and will be ongoing through June 30, 2018 or until the \$200,000 in funding is awarded, whichever occurs first.