



# FY 2024 Safe, Clean Water Mini-Grants & Refill Station Grants Informational Workshop

September 8, 2023

# Agenda

- Overview of Valley Water's Safe, Clean Water Program
- Mini-Grant Program & Refill Station Grant Program
  - Applicant and Project Eligibility
  - Application process
  - Funding
  - Insurance, CEQA
  - Important Things to Note
- Questions & Answers



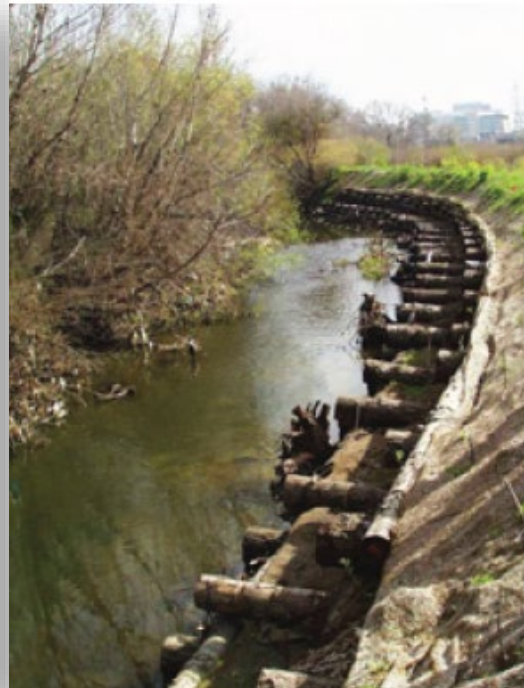


# Valley Water Mission

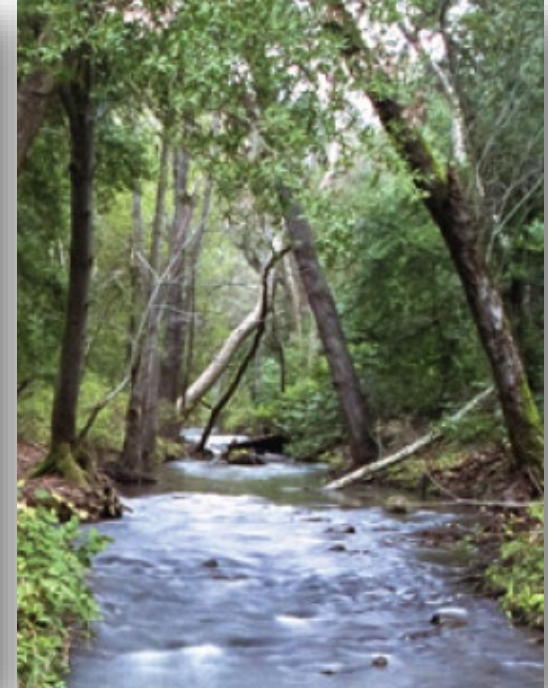
Providing Silicon Valley safe, clean water for a healthy life, environment and economy.



**Clean, Reliable  
Water**



**Flood  
Protection**



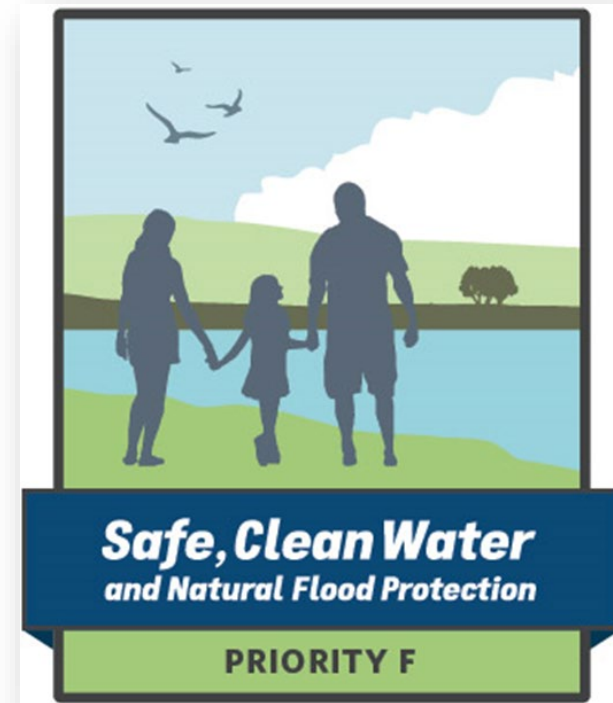
**Healthy Creeks  
and Ecosystems**

## Project F9:

### Grants and Partnerships for Safe, Clean Water, Flood Protection and Environmental Stewardship

Four funding opportunities:

- Standard Grants
- Mini-grants
- Water Bottle Refill Stations
- Partnerships



**YOUR TAX DOLLARS AT WORK**



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

# Grant Opportunity Summary

|                           | Standard Grants  | Mini-Grants  | Refill Station Grants                              |
|---------------------------|--|--|--|
| <b>Grant Amount</b>       | No minimum or maximum, \$1.4 million available each year | Up to \$5,000 per project, \$100,000 available each year | \$5,000 per station, \$100,000 available each year |
| <b>Agreement Term</b>     | Five Years   | Two Years  | One Year   |
| <b>Payment</b>            | Reimbursement based                                      | 50% upfront and remainder upon completion                | 50% upfront and remainder upon completion          |
| <b>Application Period</b> | Cycle based<br>(Usual timeframe: Jan. – Mar.)            | Year round on a rolling basis                            | Year round on a rolling basis                      |

# Valley Water Mini-Grant Program

The program is committed to providing seed funding to encourage broader and/or long-term community engagement in activities that further safe, clean drinking water and water conservation, flood protection and environmental stewardship in Santa Clara County.



<https://valleywater.org/minigrants>











# Valley Water Refill Station Grant Program

The program is committed to increasing drinking water access in our communities, with a priority in underserved communities or locations serving school-age children and students in Santa Clara County.



<https://valleywater.org/refillstation>

# Applicant Eligibility

| Mini-Grants  | Refill Station Grants   | Organization types and groups that work/provide services within Santa Clara County  |
|--|---|---|
|    |    | Public Agency, Special district or municipality   |
|    |    | 501(c)(3) nonprofit <ul style="list-style-type: none"> <li>Nonprofit without a 501(c)(3) but can demonstrate that they are an affiliate of a nonprofit organization with a tax-exempt status</li> </ul> |
|   |   | School, community college or university (public, private, or nonprofit)   |
|  |  | For-profit organization   |
|  |  | Organized community group with an established structure (must be able to identify the primary signatory)  |



# Project Eligibility

Projects located within Santa Clara County that:

## Mini-Grants

- Enhance creek and bay ecosystems
- Improve fish passage and habitat
- Identify potential water reduction technologies and methods
- Research new and innovative water conservation technologies
- Prevent trash and contaminants from entering our waterways and groundwater
- Expand trail and open space access
- Conduct educational or outreach opportunities

# Project Eligibility










Projects located within Santa Clara County that:









## Refill Station Grants

- Location of the proposed refill station must be installed in a location with public access
- Priority for locations that serve economically disadvantaged communities and/or school-age children and students

# Application Requirements

| Mini-Grants  | Refill Station Grants   |  |
|--|---|--|
|    |    | Applications are accepted on a rolling basis.  |
|    |    | Online applications can be viewed and access on our grants management portal, Fluxx ( <a href="https://valleywater.fluxx.io/">https://valleywater.fluxx.io/</a> )  <b>FLUXX</b> |
|    |    | Signed IRS W-9 tax form  |
|  |  | Site permissions from property owner   |

# Application Requirements (Continued)

| Mini-Grants  | Refill Station Grants   |  |
|--|---|--|
|    |  | <p>Delegation of Authority Documentation</p> <ul style="list-style-type: none"><li>• Additional verification may be required (Board resolution, policy, meeting minutes, etc.)</li></ul> |
|    |  | <p>Picture of proposed location</p>  |
|   |   | <p>Demonstrate a 25% match of the total project cost.</p>  |
|  |   | <p>Timeline with task list showing project completion within two years.</p>  |



# Example of Existing Delegation of Authority Documentation

**RESOLUTION NO. 2022.46**  
**AUTHORIZED SIGNATURES**

**WHEREAS**, Education Code Section 42641 provides that the Board of Education may issue payroll orders to be drawn for the payment of salaries and wages of employees; and

**WHEREAS**, Education Code Section 42633 requires the Board of Education to file with the County Superintendent of Schools verified signatures of all persons authorized to sign orders in its name.

**NOW, THEREFORE, BE IT RESOLVED** that the [REDACTED] authorizes and empowers any of the following to sign any and all documents in the various categories as listed below:

**Purchase Orders**

Superintendent  
Assistant Superintendent of Business Services  
Executive Director, Inclusive Services for All Learners  
Executive Director, Learning and Innovation  
Assistant Superintendent of Human Relations  
Director of Business Services  
Supervisor of Business Services


**Contracts and Agreements**

Board of Education  
Superintendent  
Assistant Superintendent of Business Services  
Executive Director, Inclusive Services for All Learners  
Executive Director, Learning and Innovation  
Assistant Superintendent of Human Relations





# Application Process: Step-by-Step Guide

| Step | Action   |
|------|--|
| 1.   | Review the grant program's applicant and project eligibility requirements on our website ( <a href="https://valleywater.org/grants">https://valleywater.org/grants</a> ) |
| 2.   | Register yourself and your organization on our online grants portal, Fluxx   |
| 3.   | Gather and prepare all the required documents/information needed for your proposed project   |
| 4.   | Fill out the online application, upload all the documents, and hit submit  |

# Funding








| Mini-Grants  | Refill Station Grants  |  |
|--|--|--|
|  |  | Up to \$5,000 per grant award  |
|  |   | \$5,000 per grant award  |
|  |  | Priority given to organizations that serve or are located in disadvantaged communities and/or cater to students or school-age children |

# Funding (Continued)

| Mini-Grants  | Refill Station Grants   |   |
|--|---|---|
|  |  | 50% of the awarded amount are provided upfront  |
|  |  | Remaining funding released upon project completion along with the required closeout documents |



# Insurance Coverage

| Mini-Grants   | Refill Station Grants   |   |
|---|---|---|
|   |    | All insurance requirements must be met before executing an agreement  |
|   |    | Grantee shall adhere to the insurance requirements for the entire agreement term (General Liability, Auto Liability, Worker's Compensation) |
|  |   | Insurance coverage may be modified or waived on a case-by-case basis as approved by Valley Water's Risk Manager                             |
|   |  | All grant agreements are eligible for an insurance waiver   |

# Environmental Compliance



## Mini-Grants and Refill Station Grants

- Valley Water must comply with the California Environmental Quality Act (*CEQA*)
- CEQA requires Valley Water to analyze a project's potential environmental impact
- CEQA is complete when a Valley Water environmental planner completes a CEQA review checklist

# Important Things to Note



## Refill Station Grants

- Grantee is responsible for seeking out a licensed contractor in the state of California to properly install the refill station
- Grantee is responsible for ongoing maintenance and repairs beyond the agreement term
- Grantee can choose whatever refill station style best fits their needs
- Grantee has one year from the date of agreement execution to install the refill station and submit the required documentation.
- Valley Water will provide the required signage for the Grantee to use on their refill station

# Important Things to Note

## Mini-Grants

- Grantee has two years from the date of agreement execution to complete the project tasks.



# Important Things to Note



## Mini-Grants and Refill Station Grants

- Ensure public access and benefit to Santa Clara County residents
- Do not begin work on the project prior to the agreement effective date
- Grants staff will be your main point of contact for your application and throughout your grant project

## Mini-Grant Program Timeline\*



\* If awarded, timeframe from submitting application to receiving the initial 50% payment is generally ~3 months (varies based on grant recipient's ability to provide Valley Water with all the required documents).

\*\* Projects must be completed within two years of executed agreement date.

# Valley Water Refill Station Grant Timeline



## 01 Application

Apply for a grant through the Fluxx grants management system.

Must submit the following:

- W9 Tax ID Form
- Picture of Proposed Site/Floor Plan
- Documented permission to install from site owner or governing entity
- Authorized signatory documentation

## 02 Award *(2-4 weeks)*

Valley Water reviews the application.

If the application meets the eligibility and program requirements, Valley Water will award the grant and notify the grantee.

## 03 Execution *(4-6 weeks)*

Grants staff drafts the agreement and works with the grantee to finalize the agreement.

Once finalized, the grantee will receive the first \$2,500 of the grant funds (50%). Grantee has one year from agreement execution to complete their project.

## 04 Installation and Closeout

Once installed, the grantee will submit the following to receive the remaining \$2,500:

- Picture of the installed station with Valley Water signage
- A final payment request



# Mini-Grants: Sample Projects

## Keep Coyote Creek Beautiful

**Project Name:** Hellyer County Park Mural Project

**Grant Award:** \$5,000

**Year Awarded:** 2021

**Grant Type:** Mini-Grant – D3 Restore Wildlife Habitat

The Grantee designed and installed a mural that features nature scenes reflecting a healthy creek to educate people about the valuable natural resources of their local waterways. This site was selected because it was prone to graffiti and is the site of the Grantee's quarterly BioBlitz events, where participants explore the various species of plants and animals along Coyote Creek. Additionally, the Grantee hosted a community input day at the park and sent surveys to neighbors to gather feedback for the mural design. The mural is located on the exterior walls of the public restroom at Hellyer County Park in San Jose, CA, and receives an estimated 100 visitors daily.





# Mini-Grants: Sample Projects

## Friends of Master Gardeners of Santa Clara County

**Project Name:** Drink What You Grow (DWYG)! Teaching and Demonstration Garden Foundation Project

**Grant Award:** \$5,000

**Year Awarded:** 2021

**Grant Type:** Mini-Grant - A2 Water Conservation

The grantee developed the Drink What You Grow! Teaching and Demonstration Garden Foundation Project. The Project provides a unique space for the community to learn about sustainable gardening through virtual and onsite educational activities. As a result, DWYG held weekly Master Gardener work shifts, including eight taste tests of drink recipes utilizing ingredients grown in the garden, while establishing a meeting and teaching space at Martial Cottle Park in San Jose.



# Refill Station Grant Project: Milpitas Unified School District

Project: Valley Water Refill Station Project – Milpitas High School

Award amount: \$5,000

Year awarded: 2022

The Valley Water Refill Station Grant provided funding for the purchase and installation of a water bottle refill station on the campus of Milpitas High School in Milpitas, CA. The newly installed station provides access to safe, clean drinking water for over 3,000 high school students and encourages the use of reusable water bottles. Since its installation in February 2023, more than 2,000 plastic water bottles have been saved.



# Grants and Partnerships Program

## Next Steps:

- Visit our grants portal on our website to register and access the application forms.

## Other resources that can be found on [valleywater.org/grant-resources](https://valleywater.org/grant-resources):

- Frequently Asked Questions
- Award timeline and process
- Eligibility and application requirements
- Fluxx demonstration video

# Contact Us



(408) 630-2080



[grants@valleywater.org](mailto:grants@valleywater.org)



[valleywater.org/grants](http://valleywater.org/grants)



# Questions?

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# Valley Water

Clean Water • Healthy Environment • Flood Protection