



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

Informational Workshop

September 8, 2023

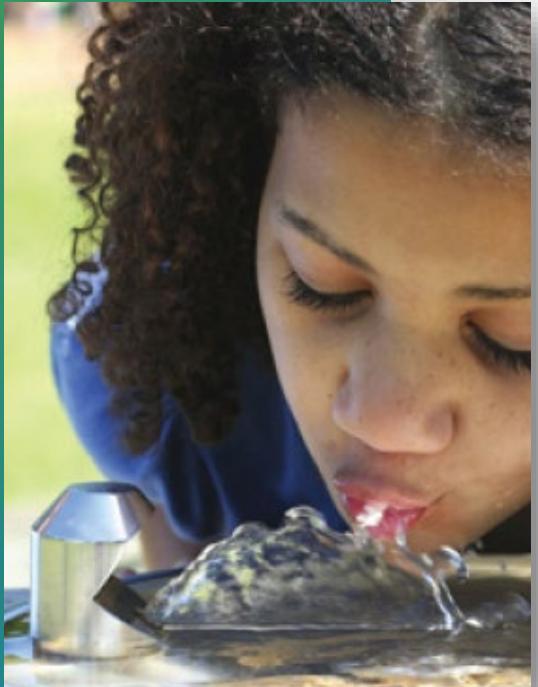
Agenda

- 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

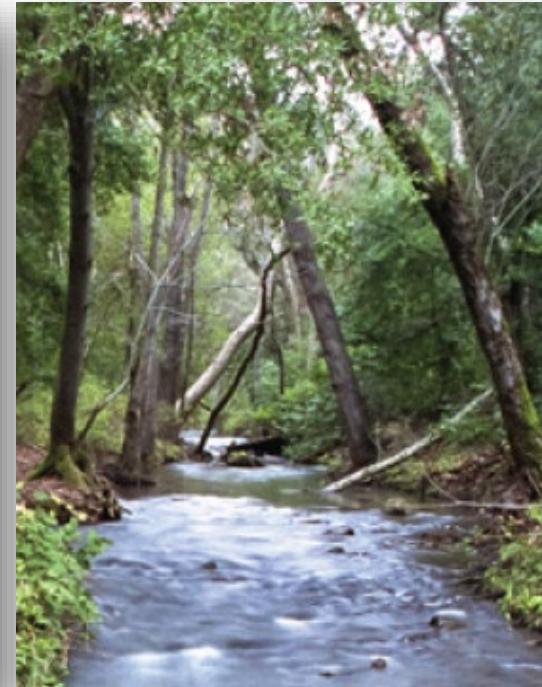
Providing Silicon Valley safe, clean water for a healthy life, environment and economy.



Clean, Reliable Water



Flood Protection



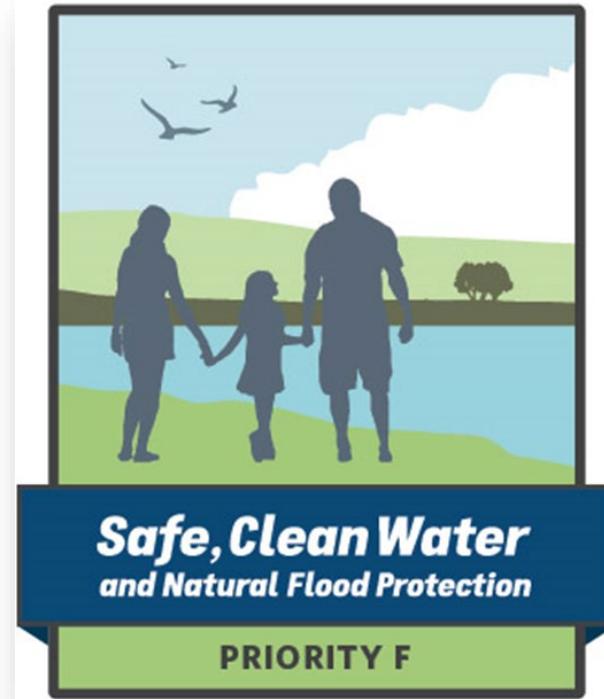
Healthy Creeks and Ecosystems

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



Grant Opportunity Summary

	Standard Grants	Mini-Grants	Refill Station Grants
Grant Amount	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
Agreement Term	Five Years	Two Years	One Year
Payment	Reimbursement based	50% upfront and remainder upon completion	50% upfront and remainder upon completion
Application Period	Cycle based (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">Nonprofit without a 501(c)(3) but can demonstrate that they are an affiliate of a nonprofit organization with a tax-exempt status
		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 (https://valleywater.fluxx.io/) 
		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">Additional verification may be required (Board resolution, policy, meeting minutes, etc.)
		<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 (https://valleywater.org/grants)
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



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

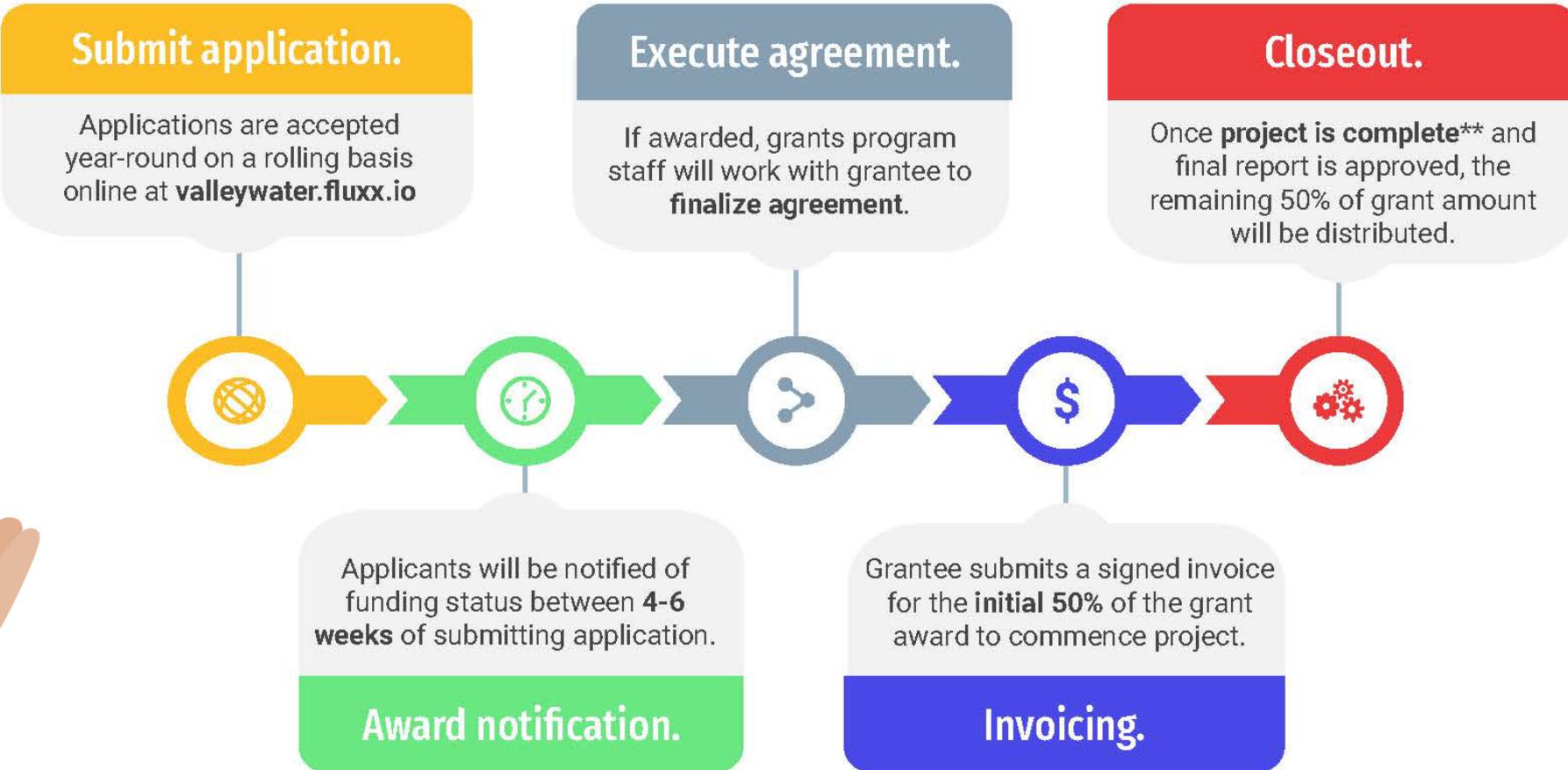
Important Things to Note



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



Valley Water

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:

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

Contact Us



(408) 630-2080



grants@valleywater.org



valleywater.org/grants



Questions?



Valley Water

Clean Water • Healthy Environment • Flood Protection