

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.

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.

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.

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>Please briefly describe the actions you will need to do to achieve this task. 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>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 a project plan, site permits, studies, designs, bid packages, consultant and contractor agreements, etc.</p>
Task 2: Implementation
<p>Please briefly describe the actions you will need to do to achieve this task. 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
1: Planning and Design	MM/DD/YR	MM/DD/YR
2: Implementation	MM/DD/YR	MM/DD/YR
3: Post-Implementation, Monitoring, and Maintenance	MM/DD/YR	MM/DD/YR
4: Project Administration	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.