

# Welcome to the Safe, Clean Water Standard Grants Program – Implementation Grant Virtual Workshop

March 11, 2026

YOUR TAX DOLLARS  
AT WORK



***We will begin shortly***



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Holding slide

Roles:

Robert – slides, links, recording

Speakers – Amy, Clarissa, Michael, Camille

Monitoring Q&A – Clarissa

# Zoom Webinar Instructions

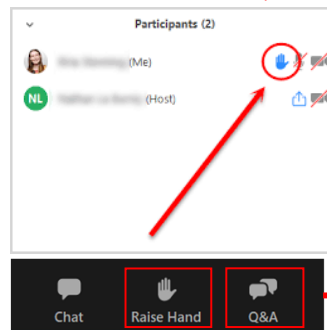
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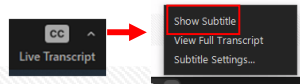
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During the webinar, we will have a dedicated question-and-answer segment. You can submit your questions throughout the presentation using the Q&A portal, and we will queue them up for the discussion. We kindly request that you use the Q&A portal instead of the chat to ensure your questions are not missed among the shared links and messages. If you prefer to ask your question verbally, you can use the "Raise Hand" feature. This will notify us, and we will call out your name and enable your microphone. You can then unmute yourself and ask your question.

For those joining via phone, please press \*9 to raise your hand and \*6 to mute or unmute yourself.

**YOUR TAX DOLLARS  
AT WORK**



**Valley Water**



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

**FY 2026 Standard Grants:  
Implementation**

Virtual Workshop  
March 11, 2026



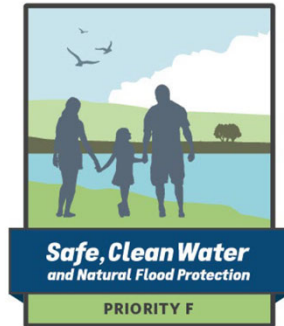
**Valley Water**

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(Amy)

Welcome attendees and introduce grants team.

## 2026 STANDARD GRANT GUIDELINES



Download the presentation and 2026 Standard Grant Guidelines.

[valleywater.org/grant-resources](https://valleywater.org/grant-resources)

(Amy)

We encourage you to download the Standard Grant Guidelines if you haven't already and follow along. You can view and download the file by following the link on the slide here. We will also put it in the chat.

As we go through the presentation, the corresponding pages or sections of the guidelines will be shown on screen.



## Agenda

- Valley Water's Mission and the Safe, Clean Water Program
- Redesigned Standard Grants Program Overview
- Standard Grants - Implementation
- Maximizing Your Standard Grant Application: Tips on creating your task, schedule, and budget
- Questions and Answers



(Amy)

Here is a quick overview of today's agenda:

- We will dive into Valley Water's mission and our Safe, Clean Water Program.
- Next, we'll provide an overview on the redesigned standard grants program, which will lead us to talk about the newest category that we are introducing this year, our Implementation Grants.
- After that, we'll cover tips for maximizing your Standard Grant Application to help you submit a strong proposal.
- And finally, we will open up the session for question and answers. However, feel free to type in your question at any time throughout the presentation using the Q&A feature on Zoom.

# Valley Water Mission

- Provide Silicon Valley with safe, clean water for a healthy life, environment, and economy.



(Amy)

For those unfamiliar with us, we are the Santa Clara Valley Water District, also known as Valley Water.

- Valley Water is a public agency that's a special district of the state of California.
- We are most known as the wholesale drinking water provider for Santa Clara County.
- But we also manage the region's waterways and flood protection activities to create healthy creeks and ecosystems.

Valley Water's mission is to provide Silicon Valley with safe, clean water for a healthy life, environment and economy. Each of our grant funding opportunities are based on the three pillars that guide our agency's mission. These three pillars are:

- Clean, Reliable Water.
- Flood Protection.
- Healthy Creeks and Ecosystems.

## Safe, Clean Water and Natural Flood Protection Program



2020

Measure S was renewed by voters and provides approximately \$47 million annually for local projects supporting safe, clean water, flood protection, and environmental stewardship



(Amy)

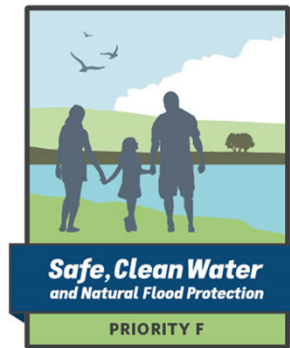
In 2020, voters approved Measure S, securing about \$47 million each year to fund local projects. These projects focus on ensuring safe, clean water, improving natural flood protection, and promoting environmental stewardship in our communities. Out of the \$47 million for this program, we have about \$1.8 million allocated for our external standard grant opportunity every year.

## 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



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(Amy)

Our outgoing grant funding opportunities are administered by our Grants & Partnerships Program under the External Affairs Division at Valley Water.

The grant program is funded through the voter-approved special parcel tax, called the Safe, Clean Water and Natural Flood Protection Program. In the renewed Safe, Clean Water Program, all the Grants and Partnerships funding has been consolidated into one priority area: Priority F.

Priority F provides funding opportunities to leverage community resources to fund projects and programs to increase collaborations and partnerships for environmental projects and stewardship activities and allows us to work with cities, the County, nonprofit organizations, schools, and other community stakeholders.

The grants key performance indicators are outlined in Project F9, which can also be found on our website. These are public dollars and our goal is to ensure the public benefits from them.

We have four funding opportunities available, and we will be discussing our recently redesigned Standard Grants Program in detail today.

## Grant Opportunity Summary

	Standard Grants – Implementation Category	Mini-Grants	Refill Station Grants
<b>Grant Amount</b>	Up to \$500,000 per project, \$1.87 million available this year	Up to \$10,000 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>	February 23 – April 24, 2026	Year round on a rolling basis	Year round on a rolling basis



(Amy)

You'll see an overview of each program on the table.

We'd like to express our gratitude to the Board of Directors for their support for the Standard Grant Program. Our Board of Directors approved recommendations to improve and streamline the program, and we are excited to get into what these new updates are.

## Redesigned Standard Grants Program

### What's new/different?



Four grant categories: Education, Planning, Stewardship, and Implementation



Insurance for grant project is now an eligible cost.



Reduced match requirements.



Streamlined the application and agreement process.



Full funding if awarded



Streamlined invoicing process and budget template.



Valley Water

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(Amy)

Last year, we completed and launched our Grant Redesign Project, which included improvements and updates to our grant programs based on feedback that we received from our grantees and recommendations from internal and external stakeholders. This is a community-based program funded by public resources, and these updates aim to better serve you and the community.

Here's a quick look at the key changes:

- We've introduced four grant categories to better support multi-benefit projects.
- The match requirements have been reduced.
- Full funding will be provided, if awarded.
- Insurance costs are now eligible costs for grant funding.
- The application and agreement process is more streamlined.
- And we've simplified the invoicing process and budget template.

## Grant Cycle Key Application Dates and Deadlines

ACTIVITY	SCHEDULE
Applications open	February 23, 2026
Virtual Informational Workshop	March 11, 2026 at 1 PM
<b>Online grant applications due</b>	<b>April 24, 2026, 11:59 PM (PT)</b>
Applications review period	April 27, 2026 – May 15, 2026
Present evaluated proposals to Board of Directors	June 2026
Issue notices of awards	July 2026
CEO executes grant agreements	August – December 2026

Note: The above dates may be subject to change.

*Standard Grant Guidelines. Section 7,  
Page 7*



(Amy)

On this slide, you'll find information on the Grant Cycle timeline and key dates.



# IMPLEMENTATION GRANTS

(Clarissa)

This year we are excited to offer our newest Standard Grant category called Implementation Grants. We will be going over eligibility requirements and provide an overview of what you need to do in order to submit a successful application.

## IMPLEMENTATION GRANTS OVERVIEW



**Eligible projects:** Shovel-ready construction or large-scale capital projects that advance Safe, Clean Water Program priorities in Santa Clara County



**Grant request range:** Up to \$500,000 per project

**Agreement period:** 5 years

**Matching funds of 15% of the total project cost are required**

**Projects must have completed CEQA compliance prior to applying**



Valley Water

*For the full list of eligibility requirements and application guidance, please refer to the 2026 Standard Grant Guidelines.*

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(Clarissa)

Eligible projects include a wide range of initiatives that can provide a strong tie and benefit to water conservation, pollution prevention, volunteer cleanup efforts, and small-scale wildlife habitat restoration.

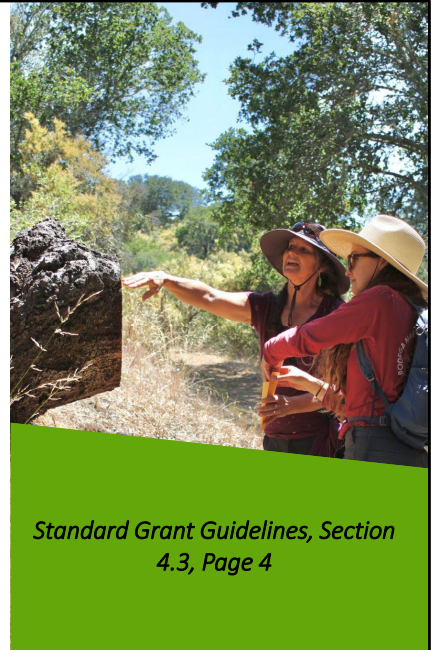
The grant request can be up to \$500,000 per project, and projects funded under this grant have an agreement period of up to 5 years.

For Implementation Grants, a 15% match of the total project cost is required.

CEQA completion is required and we will go into that a little later in this presentation.

## Who is Eligible to Apply?

- Public agencies such as local cities, towns, and county agencies
- Open space, resource conservation, and special districts
- Eligible applicants may seek grant funding for more than one project
- *Non-governmental organizations may partner with a public agency, but the public agency must be the primary grant applicant*



*Standard Grant Guidelines, Section 4.3, Page 4*

(Clarissa)

Here, we've highlighted the types of organizations that are eligible to apply to our Standard Grants Program.

(See slides)

One important requirement for eligibility is that the organization must provide work and/or services in Santa Clara County. This ensures that the impact of the funding provides direct, significant benefits to the local community.

If you're unsure about eligibility, feel free to ask questions later in the session or email us.

## What Types of Projects are Funded?

- Creak and stream restoration
- Water conservation or recycled water infrastructure
- Creating or enhancing wetland, riparian, and tidal marsh habitats
- Protecting species of special status
- Improving fish passage and habitat
- Removing non-native, invasive plant species and planting native species



*Standard Grant Guidelines. Section 4.4, Page 5*



(Clarissa)

Eligible projects must have a strong connection to safe, clean drinking water, flood protection, and environmental stewardship. As you prepare to write your scope, we encourage you to think about how your project ties into one or more of the three pillars that our mission is based on. We would like to emphasize that projects must be shovel-ready and an individual project, distinct from ongoing operational or maintenance work, and should have a measurable benefit to the local community.

(see slides for eligible projects)

## Example of a grant with Implementation components:

**Grantee:** Midpeninsula Open Space District

**Project title:** Hendrys Creek Restoration Project

Grant activities include:

- Removed stream impediments like sediment and culverts
- Restoring landforms to prevent future erosion
- Installing native plants along creek banks

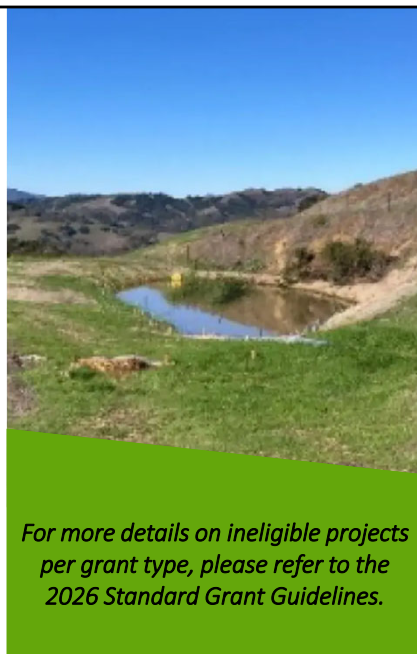


(Clarissa)

Since this is the first time we are offering the Implementation Grant category, we are only able to provide an example of a grant that received funding under a different grant criteria but contained elements of the Implementation Grant. This will give you some ideas of what type of projects are eligible under the Implementation Category.

## Ineligible Projects & Activities

- Incomplete CEQA compliance at the time of application
- Contain advocacy or political components
- Inaccessible or require a fee for public participation
- Mitigation projects
- Activities designed to meet regulatory or permit obligations
- Operations and maintenance of existing mitigation or enhancement projects, or the applicant's general ongoing and day-to-day operations



*For more details on ineligible projects per grant type, please refer to the 2026 Standard Grant Guidelines.*

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(Clarissa)

This slide outlines the types of projects that are not eligible for funding.

-Any projects that do not demonstrate a strong connection to the Safe, Clean Water Program priorities cannot be funded. Again, these priorities include safe, clean water, flood protection, and environmental stewardship, and must be located in Santa Clara County.

Other types of projects that are ineligible for funding include those that:

- Incomplete CEQA compliance at the time of application
- Contain advocacy or political components
- Are inaccessible or require a fee for public participation
- Mitigation projects
- Are designed to meet regulatory permit obligations
- Are a part of ongoing operations, maintenance, or existing projects/programs
- Receive resources from another Valley Water program

## Application Minimum Requirements

- Online application can be viewed and accessed on our grants management portal called **Fluxx** ([valleywater.fluxx.io](http://valleywater.fluxx.io))
- Signed IRS W-9 tax form
- Audited financial statements
- Organizational budget
- Signed resolution
- Documentation of accounting system (fiscal transactions, audit trails, accounting data)
- Resumes of key staff
- Project budget spreadsheet
- Location map and site photos
- CEQA compliance documents
- Permission letters, lease agreements, access permits
- (Optional) Letters of support



*For the full list of requirements per grant type, please refer to the 2026 Standard Grant Guidelines.*

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(Clarissa)

Along with your submitted application, you'll need to upload the documents listed on the slide. Additional document requirements may vary depending on the specifics of your project.

To complete your application, you'll need to use our online grants portal, Fluxx, which you can access through our website or the link listed on this slide. This portal is the central hub for submitting applications and uploading all related documentation.

We want to emphasize that we will only be accepting applications through the online grants portal—no hard copy or emailed submissions will be accepted.

(see slides for application minimum requirements)

For letters of support, we will not be able to accept a letter coming from Valley Water employees.

## Resolution Requirement

- Identifies the authorized signatory (i.e., the individual authorized to sign and submit the grant application)
- Contains approval from your organization's governing body to submit the application and receive grant funds if awarded

(Clarissa)

Now that we went over the grant types, we will talk about some important required documents that you will need.

The first is a resolution requirement. This document identifies the authorized signatory, the individual who has legal authority to sign and submit the grant application on behalf of your organization.

The document must be signed by your organization's governing entity, certifying that they have voted and approved the submission of the grant application and that your organization will accept the grant funds if awarded.

We have a sample resolution template posted on our resource webpage and in our Grant Guidelines for your reference. It contains the necessary language that we typically look for. If you still need to go to your council or board after the application is due, you can include the date you plan on taking it to the board. Please reach out to us directly if you need guidance on this item.

## Insurance Requirements

- Insurance costs are eligible costs in your grant request, if applicable to your agency.
- Standard insurance requirements must be met during the duration of the grant project.
- Documentation of compliance must be provided before executing the Agreement.



*Standard Grant Guidelines, Section  
9.2, Page 12*

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(Clarissa)

Now that we went over the grant types, we will talk about some important requirements regarding insurance for your project.

Insurance costs are now eligible expenses in your grant request and must be included in your application and budget. This may look different for each agency.

Each project must be insured for the entire term of the agreement. There are standard insurance requirements that must be met, and these could be found in the Grant Guidelines.

Before the Agreement is executed, it is typically required that all insurance endorsements be approved to ensure the appropriate coverage is in place. Documentation of insurance compliance does not need to be submitted with your grant application. However, it must be provided before the grant agreement can be executed. This may vary by agency, so feel free to reach out and we can coordinate with our Risk Manager if you have any questions.

## Environmental Compliance and Permitting

- Projects must comply with the California Environmental Quality Act, a.k.a. CEQA.
- Applicants must have completed CEQA compliance at the time of application.
- Valley Water will serve as a Responsible Agency under CEQA for Implementation Grants and conduct an internal review of each project.



*Standard Grant Guidelines, Section 9.3, Page 12* 21

(Michael)

In addition to insurance coverage, Valley Water must comply with the California Environmental Quality Act, a.k.a. CEQA.

- As a public agency we are required to have a CEQA review for all projects, even grant projects.
- CEQA requires Valley Water to analyze a project's potential environmental impact.
  - Our internal Environmental Planning Unit handles this review. Applicants must have completed the CEQA compliance prior to applying.
- CEQA is complete once the Environmental Planning Unit provides signed documentation of compliance. However, as part of our process, we may have additional inquiries or requests for the applicant/grantee to ensure compliance with CEQA requirements. (Explain more on the required CEQA document that is needed at the time of application).

Please be reminded that only a CEQA planner can determine the CEQA review required and not grants staff.

## Environmental Compliance and Permitting (cont'd.)

- Lead Agency: Public agency with primary responsibility for carrying out or approving a project and preparing the CEQA environmental document.
- Responsible Agency: Public agency that carries out or approves a project relying on the Lead Agency's CEQA document.
- CEQA may be considered complete upon filing a Notice of Determination (NOD) or Notice of Exemption (NOE) with the Santa Clara County Clerk-Recorder (copies also uploaded to Fluxx)



(Michael)  
(see slides)

Depending on your project. CEQA may be considered complete once a NOD or NOE is filed with the Santa Clara County Clerk-Recorder and a copy of the document is uploaded into Fluxx.

## Important Things to Note

- Grantee will have five years from agreement execution date to complete project
- Grants are reimbursement-based; plan your budget accordingly.
- Must demonstrate public access and benefit in Santa Clara County.
- Do not begin work on grant funded portion the project prior to the agreement effective date.
- Grants staff will be your main point of contact.



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(Michael)

Now that we've covered some CEQA and permitting requirements, let's move on to some key things to keep in mind as you prepare your grant proposals.

If selected for funding, Grantees will have five years to complete the project tasks after the agreement is executed.

All Standard Grants are reimbursement-based, so it is important to plan your budget accordingly.

Projects must demonstrate a clear public access and benefit in Santa Clara County. If your project is not open to the general public (for example, an area with sensitive species) be sure to explain why and the emphasis on some of the other project benefits.

Please remember that you won't be able to be reimbursed for any work that is done before the Agreement effective date.

Lastly, throughout your project, grants staff will be your main point of contact to provide support and facilitate the grant administration process.

# Grants and Partnerships Program

## Next Steps:

- Read the FY 2026 Standard Grant Guidelines thoroughly.
- Visit our website to register on Fluxx and access the application form.

***Applications are due on April 24 at 11:59 PM (PT).***

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

- Frequently Asked Questions
- Award timeline and process
- Grant guidelines
- Fluxx user guide



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(Amy)

We strongly encourage you to take the next step and apply for funding through our grant programs. You can begin today by visiting our grants portal on our website and register your organization in the Fluxx grants management system.

In addition, we have valuable resources available on our website to support you in the application process. We recommend exploring our resource webpage for Frequently Asked Questions and other resources to guide you throughout the process.

\*mention that the FAQ will be updated as questions come in, so keep an eye out on that as a resource

## Other Valley Water Grant Opportunities

### **Mini-Grant Program – up to \$10,000 per project**

Funds local community engagement activities/projects that promote safe, clean drinking water; water conservation; flood protection, or environmental stewardship.

[valleywater.org/mini-grant](http://valleywater.org/mini-grant)

### **Refill Station Grant Program - \$5,000 per station**

Funds the purchase, installation and maintenance of water bottle refill stations throughout Santa Clara County.

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



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(Amy)

Before we move on to talking more about the Standard Grant application, we would like to take some time to quickly mention about Valley Water's funding opportunities.

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First, we have the Mini-Grants program which provides seed funding to encourage community engagement in activities that further safe, clean drinking water, water conservation, flood protection, education opportunities and environmental stewardship in Santa Clara County.

There is no deadline, so applicants may apply any time and request up to \$10,000 per project until funds run out for the

year. We will prioritize one grant application per organization per fiscal year. Additional applications will be assessed based on the remaining funding and diversity of applicants for that year to ensure equitable access of funds.

Once approved, grantees receive 50% of funds up front and the remainder disbursed upon project completion.

Second, is the Refill Station Grant Program. These grants are designed to provide funding for the purchase, installation and maintenance of new water bottle refill stations to expand drinking water access throughout Santa Clara County. We are especially interested in locations that serve economically underserved communities or school-age children and students.

There is no deadline, so you may apply at any time. Grantees will receive \$5,000 per refill station until funds run out for the year. We will prioritize one grant application per organization per fiscal year. Additional applications will be assessed based on the remaining funding and diversity of applicants for that year to ensure equitable access of funds.

Once an agreement has been executed, the grantee will receive 50% of the funds upfront, and the remaining grant funds will be disbursed upon project completion with photo documentation.

Questions?



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(Amy)



## Maximizing Your Standard Grant Application

*Tips on creating a strong project scope, schedule, and budget*

(Camille)

As we move into the second half of today's presentation, we will focus on tips for maximizing your standard grant application, including how to create a strong project scope, schedule, and budget.

One key thing to keep in mind is that anything you include in your application—whether it is in your project scope, schedule, or budget—will be carried over into the grant agreement. This means that anything you submit will be the framework for your entire project, and these will be the commitments that will be detailed in the contract if awarded for funding. In short, we like to encourage applicants to treat your application as a contract in the making, because the details you submit will guide the project and its requirements.

## Getting Started: Fluxx Registration

- 1 Register on Fluxx
- 2 Identify authorized signatory
- 3 Work on signed resolution



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(Camille)

The first step in getting started with your application is registering on the Fluxx system. We recommend doing this today, as it may take a couple of days for staff to approve your registration.

When registering, you will create your own individual profile, which will be connected to a shared organization card where members of the same organization can collaborate, view applications, and submit documents. However, keep in mind that only one person can edit the same application at a time.

Next, you will need to identify the person who will be responsible for signing the grant agreement. Documentation of this authority is required in the form of a signed resolution from your organization's governing entity. This is required to be submitted at the time of application and a sample of it can be found in the 2026 Standard Grant Guidelines.

The authorized signatory does not need to be the one to submit the application. We just require you to identify who will be signing the agreement.

If you have questions about the authority documentation, we have a resource guide available that provides some guidance for that document. We also recommend on working on the resolution sooner rather than later as we understand it may take some time for it to get signed by your board.

## Application Best Practices

- Read the guidelines carefully, reach out to Grants staff for questions
- Read each question thoroughly
- Notice the color-coded texts:
  - Red: required uploads
  - Purple: help texts
- Be as specific and detailed as you can
- Hit “save”
- Ensure project ties into the mission and program priorities



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(Camille)

Before we dive into the overview of the scope, budget, and schedule, we would like to share some best practices to keep in mind when filling out your application.

It is important to read each question carefully. You'll notice color-coded text and boxes throughout the application, which serve as a helpful guide.

-Red text indicates required uploads – you won't be able to submit your application without these.

-Purple text provides helpful information to assist you as you fill out the sections.

-Be as specific and detailed as you can -> what you write in your application will be the guiding basis for what is in your agreement.

Also, remember to hit the “save” button regularly as you work through so you don't lose any progress.

Lastly, make sure your project clearly ties into the program's mission and priorities.

## Overview of the Fluxx Application



- Organization information and required documents (resolution, W-9, audited financials)
- Project Information
  - Summary
  - Project site location
  - Benefits (mission and community served)
- Scope (actions, deliverables, schedule, long term maintenance and management)
- Project Budget (submitted as an attachment)
- Project Readiness (Key staff resumes, financial statements, permitting, CEQA compliance documents)



(Camille)

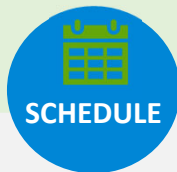
Here is a brief overview of how the Fluxx application is broken down. For a full list of the questions and information on documents to upload, please refer to the Grant Guidelines. You can also go in Fluxx after you are registered to view the application.

## Overview of the Scope, Schedule, and Budget



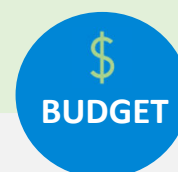
### SCOPE

- Highlights the project's purpose
- Identifies the key tasks.
- Lists out key deliverables and impacts.



### SCHEDULE

- Outlines milestones and deadlines for each phase
- Realistic
- Aligns with grant agreement timeline



### BUDGET

- Summary of major expense categories and funding sources.
- Includes monetary and in-kind contributions.



(Clarissa)

Now, we would like to provide you with an overview of the scope, schedule and budget.

The scope outlines three important things about your project. The scope:

- Highlights the project's purpose and impact.
- Defines key tasks
- Identifies the project's deliverables and impacts.

The project schedule clearly outlines the key milestones and deadlines for each task of the project – from the start date to final deliverables. Make sure the timeline aligns with your project's scope and budget. Be mindful of the time estimate you put and make sure they are realistic. Finally, remember that your schedule must align with the overall grant agreement timeline.

The budget is a summary of the major expense categories and funding sources that ensure success to completing the project. It includes both cash expenses and in-kind contributions, which we will be going over in depth later in this presentation. The budget directly aligns with what is listed in your agreement. We do have a template for the budget that is linked on our online resource page for you to download and use.

## Crafting a Scope: Task Framework



Tasks will be organized into this scope framework:

**1. Planning/Design**

**2. Implementation**

**3. Post-implementation, Monitoring and Maintenance**

**4. Project Administration**

(Clarissa)

When defining your project scope, you will notice that activities are broken into four main tasks.

The first task is Planning and Design, This task involves the steps needed before project construction can start. Include plans for community involvement and input into the development of the project. Some samples include research, design, getting permits and permissions, insurance, and community outreach.

Second task is Implementation, which means putting your plans into action. Examples may include construction, invasive species removal, restoring habitats. You may describe how your methodology and supporting evidence supports these actions.

Third task is Post-implementation, Monitoring, and Maintenance. This is where you describe how you will manage the work required after the project implementation phase is complete and throughout the life of the grant agreement term. Examples may include plant maintenance and monitoring, certificate of completion, and post-construction activities.

The fourth task is Project Administration. This is where you list the administrative tasks that are required to successfully manage the project. Examples may include invoicing, status

reporting, permit administration, and completing the final project fact sheet.

## Crafting a Scope: Actions and Deliverables



### **Actions**

Specific steps you will take to complete the task.

*What you will do and how*

### **Deliverables**

Clear and measurable outcomes you expect to produce from your actions.

(Clarissa)

As mentioned, you will be required to outline what specific actions that you will take to complete each task. Be detailed about the methodology you will use—describe not only what you'll do but also how you'll do it. This is where you should include any references and supporting evidence that will guide your approach.

In addition to laying out the actions for each task, you will be asked to list out the deliverables. Deliverables are tangible outcomes or outputs that demonstrate your progress and success. You will need to clearly define the deliverables for each of the four tasks in your application. Remember that what you put into your application will be the guiding basis for what goes into your agreement, so your deliverables need to be clear, measurable, specific and realistic. The deliverables and documentation of tasks will be used to review and approve your invoices. Each deliverable must align with your project goals and

## Anatomy of a Task for Implementation Grants (with examples)

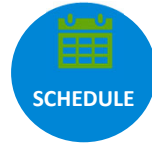
	Action	Deliverables
1 Planning/Design	<i>Finalize engineering designs and conduct biological surveys.</i>	<i>Design plans/drawings, pre-development site photos, survey results</i>
2 Implementation	<i>Stabilize stream banks and remove invasive species. Plant native riparian vegetation.</i>	<i>Before and after photos, number of plants removed and installed.</i>
3 Post-Implementation, Monitoring, Maintenance	<i>Conduct invasive species follow-up treatment and adaptive maintenance.</i>	<i>Photos, plant data, treatment logs.</i>
4 Project Administration	<i>Grant management, reporting.</i>	<i>Final project fact sheet and regulatory compliance documentation.</i>



(Clarissa)

Example of a project that follow the implementation grant criteria. The overall project this sample follows is a project that is focused on stabilizing a creek and enhancing riparian habitat and vegetation.

# Creating Your Schedule



*Note: Agreement start dates may vary, with an estimated start date around December 2026.*

Task	Start Date	End Date
Planning and Design	MM/DD/YYYY	MM/DD/YYYY
Implementation	MM/DD/YYYY	MM/DD/YYYY
Post-implementation, Monitoring, Maintenance	MM/DD/YYYY	MM/DD/YYYY
Evaluation and Closeout	MM/DD/YYYY	MM/DD/YYYY



(Clarissa)

Moving on to your project schedule, this is another key part of your application as it shows how you plan to complete your project.

Your schedule should clearly link to the tasks you've defined and demonstrate that each phase will be completed within a realistic timeframe.

It is important that it reflects the overall scope of the project and have clear start and end dates.

## Budget

- Uploaded as an attachment using a template
- Includes matching funds
  - 15% matching fund requirement
  - Must not include other Valley Water resources, such as grants, volunteer programs, contracts, etc.
  - In-kind volunteer hours, staff hours, monetary or in-kind contributions

(Michael)

The budget portion of your grant application must be uploaded as an attachment using the provided template on Fluxx.

For Implementation Grants, your budget must demonstrate a 15% match fund of the total project cost.

It is important to note that you may not include any resources or funding from other Valley Water programs, such as other grants, volunteer programs, or contracts, as part of your matching funds or total project cost.

You can include in-kind contributions such as volunteer hours, staff time, and other forms of monetary or in-kind support as part of your matching funds. These contributions can be a valuable part of your overall budget, but make sure to note whether or not these have been secured or are pending on your budget.

# Budget Template



**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:](#)

Project Budget



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(Michael)

Next we will be talking about the budget. In the Fluxx application, there is a link to download a spreadsheet that has a template for you to input your project budget. This is required to be filled out and submitted along with your application.

*(Open up budget sheet template)*



# Budget Template

Supplies & Services						
Expense	Task 1 Planning and Design	Task 2 Implementation	Task 3 Post- Implementation, Monitoring, and Maintenance	Task 4 Project Administration	Sub-total	Notes
Ecologist Subcontractor		\$7,500.00			\$7,500.00	
Plants (trees, bushes, flowers) - Sample Nursery		\$2,000.00			\$2,000.00	
T-shirts for volunteers		\$500.00			\$500.00	
Vehicle mileage for organization van (federal mileage rate = .70 per mile) = 250 miles		\$250.00	\$250.00		\$500.00	
Insurance	\$5,000.00				\$5,000.00	

- List out materials costs, contractor or consultant costs, and insurance (optional) here.



(Michael)

*(This slide will be explained during the live demo of the budget sheet template)*

# Budget Template

Other Funding Sources*			
Funding Source (Include description)	Status	Type	Amount
Project Manager (Grantee contribution)	Secured	Monetary	2500.00
Administrative Assistant (Grantee contribution)	Secured	Monetary	1000.00
Student Intern (Grantee Contribution)	Secured	Monetary	2000.00
CalFire Grant Funding	Secured	Monetary	25000.00
Volunteers (approx. 2) @ 33.46/hour - 8 hours each	Pending	In-Kind	353.60

- List out costs that you or your partner organizations will be paying for. Also list out any additional grant funding from other agencies you received, and in-kind donations such as volunteer hours, materials that were donated.
- Lumpsum line item amounts. No need to divide each cost by task.
- These funding sources will count towards your 15% match.



(Michael)

*(This slide will be explained during the live demo of the budget sheet template)*

# Budget

## Ineligible Costs

- Pre-award expenses
- Land acquisitions
- Work being supported by other Valley Water funds and/or programs
- Indirect project costs, such as, but not limited to:
  - Operational costs such as office rent, utilities, equipment, taxes, etc.
  - Construction equipment
  - Professional development



*Ineligible costs will not be reimbursed. For full list of ineligible costs, please refer to the 2026 Standard Grant Guidelines.*



(Michael)



# Questions?

(Michael)

Now, we can open it up for any questions that folks may have.

# Contact Us

Calendly  
meeting:



(408) 630-2080



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



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



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(Michael)

We are here to support you throughout the grant application process, so please don't hesitate to reach out if you have any questions. For the quickest response, we recommend contacting us via email or phone, as our staff regularly checks voicemail and email.

Additionally, if you have specific questions or need personalized assistance for your project, feel free to schedule a meeting with us on our website. We're dedicated to helping you and ensuring that your project is successful.



*Scan QR code to take survey*



## Feedback Survey

<https://forms.office.com/q/sh8PY91yzk>

(Michael)

As we wrap up, we would love to hear your feedback. Please take a couple minutes to complete our feedback survey, which you can access using the QR code on the screen. The survey will ask for your thoughts on the content of today's presentation. Your feedback is incredibly valuable to us as it will help improve future presentations.

**YOUR TAX DOLLARS  
AT WORK**



**Thank you for coming**

Thank you all again for joining us today to learn about our Implementation Grants.