

**2011  
WATERSHED STEWARDSHIP GRANT PROGRAM**

**PROCEDURAL GUIDANCE and  
REQUEST FOR PROJECT PROPOSALS**



**A Clean, Safe Creeks and Natural Flood Protection Special Tax Funded Program**



***The District's Mission***

*The mission of the District is a healthy, safe and enhanced quality of living in Santa Clara County through watershed stewardship and comprehensive management of water resources in a practical, cost-effective and environmentally sensitive manner.*



## TABLE OF CONTENTS

<b>I.</b>	<b>PROGRAM DESCRIPTION</b> .....	<b>5</b>
<b>II.</b>	<b>MINIMUM GRANT APPLICATION REQUIREMENTS</b> .....	<b>7</b>
<b>III.</b>	<b>GENERAL PROVISIONS</b> .....	<b>8</b>
<b>IV.</b>	<b>WATERSHED STEWARDSHIP GRANT PROCESS</b> .....	<b>9</b>
<b>V.</b>	<b>GRANT ADMINISTRATION PROVISIONS</b> .....	<b>10</b>
<b>VI.</b>	<b>AUDIT PROVISIONS</b> .....	<b>11</b>
<b>VII.</b>	<b>GRANT APPLICATION</b> .....	<b>12</b>
<b>VIII.</b>	<b>ATTACHMENTS</b>	
	ATTACHMENT 1 - Project application Form.....	13
	ATTACHMENT 2 - Application requirements checklist.....	15
	ATTACHMENT 3 - Project evaluation criteria.....	16
<b>IX.</b>	<b>APPENDICES</b>	
	APPENDIX A - Project Description.....	22
	APPENDIX B - Watershed Stewardship Grant Schedule.....	23
	APPENDIX C - Project Budget.....	24
	APPENDIX D - Project Invoice.....	26
	APPENDIX E - Payment Request Form and Instructions.....	28
	APPENDIX F - Project Status Form.....	30
	APPENDIX G - Sample Resolution.....	31
	APPENDIX H - Definitions.....	32



## I. PROGRAM DESCRIPTION

### Watershed Stewardship Grant Program

The Watershed Stewardship Grant Program (Watershed Stewardship Grant) helps fulfill the stewardship component of the District's mission, the District's ends policy E-4, and is consistent with the definition stating stewardship *means to entrust the careful and responsible management of the environment and natural resources to one's care for the benefit of the greater community*. The Watershed Stewardship Grant also implements several sections of the District's Clean, Safe Creeks and Natural Flood Protection Program (CSC Program), including Outcome 2.1, 2.5, 3, 3.2 and 4.1 (see below for goals of these specific outcomes). This Request for Proposals (RFP) focuses on implementation grants as a means of accomplishing program goals and objectives.

Goals of the Grant include:

**Outcome 2.1** *Continue to reduce pollutants from urban runoff as a co-permittee with other local agencies and expand the program to Uvas/Llagas Watersheds.*

**Outcome 2.5** *Partnership with the County on general surface water quality protection program/outreach.*

**Outcome 3** *Healthy creek and bay ecosystems are protected, enhanced or restored as determined appropriate by the Board.*

**Outcome 3.2** *Creation of additional wetlands, riparian habitat and favorable stream conditions for fisheries and wildlife (Equivalent of 100 acre of tidal or riparian habitat created or restored).*

**Outcome 4** *There are additional open spaces, trails and parks along creeks and in the watersheds when reasonable and appropriate (70 miles of trails).*

Objectives of the Grant include:

- Implement general stewardship activities
- Implement pollution prevention activities within south Santa Clara County
- Implement pollution prevention activities countywide
- Implement trail planning activities
- Implement trail mapping activities

There are five different sub-categories of grants that correspond with the objectives above. Applicants will have to choose one per application (per Criterion A in the evaluation criteria); multiple applications per organization are allowed. Evaluation criteria that will be utilized for prioritization of project proposals are included as Attachment 3. The criteria are the key to selecting priority projects among the pressing stewardship needs throughout the County.

The Watershed Stewardship Grants must produce a tangible end product. However this does not mean they have to be construction related projects. Community involvement is expected to be a part of all grant applications.

To share the successes in stewardship, the District will require that District Board Directors are invited to participate in any public events or opening ceremonies related to the grant funded project. In addition to any events or opening ceremonies, all Grantees shall make a presentation to the District Board upon completion of their project, explaining the relative merits of the completed project.

## **Inquiries**

Direct all inquiries, correspondence, and Applications to Brian Mendenhall, Project Manager,  
Santa Clara Valley Water District

5750 Almaden Expressway  
San Jose, CA 95118  
(408) 265-2607 x 3093

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

District Website: <http://valleywater.org>

## **Eligibility**

### **Eligible Applicants\***

The following entities are eligible to submit grant applications for Environmental Watershed Stewardship Grant Program funds:

- Cities
- Towns
- Santa Clara County
- Open space districts
- Santa Clara Valley Water District
- Schools
- Local non-profit organizations with a 501(c)(3) tax exempt status
  - General Stewardship category limited to 501(c)3 organizations

\*Applicants must be able to demonstrate their capacity to carry out a project or partner with another agency to carry out project. Environmental advocacy groups, neighborhood associations, and schools with interest in the program but no tax exempt status are encouraged to work with their local government jurisdiction or 501(c)(3) non-profit organizations.

### **Eligible Projects**

The following types of Projects are eligible for funding:

- Watershed Stewardship projects along creeks
- Watershed Stewardship projects for wetlands
- Watershed Stewardship projects in tidal areas
- Watershed Stewardship projects focused on Fish barrier removal, Improvement of endangered species habitat, Removal of invasive species, Planting of native species, and Habitat improvement
- Pollution prevention activities
- Trail Project planning
- Trail mapping

### **Ineligible Projects**

The following types of Projects are ineligible for funding:

- Projects located outside of Santa Clara County
- Mitigation projects
- Operations and maintenance of existing or future Environmental Enhancement Grant Program project sites
- Land acquisition, unless parcel(s) or title acquired will be specifically deemed for use in habitat or species restoration
- Trail construction

## **Funding**

- \$200,000 in General Stewardship funds
  - Maximum amount of funding per grant: \$50,000
  - Minimum grant request of \$5,000
- \$60,000 in Pollution Prevention funds (south county)
  - Maximum amount of funding per grant: \$25,000
- \$200,000 in Pollution Prevention funds (countywide)
  - Maximum amount of funding per grant: \$50,000
- \$200,000 in Trail Planning and Trail Mapping funds
  - Maximum amount of funding per grant: \$100,000
- No minimum number of grants funded
- District Board may authorize full or partial funding for a Project

## **II. MINIMUM GRANT APPLICATION QUALIFICATIONS**

General Project goals that must be met by the Applicant for their Project to be considered for funding include:

1. Project applicant for General Stewardship Category is a 501(c)3 non-profit or includes a partnership with a 501(c)3 organization.
2. Project is discretionary and not considered a required mitigation obligation.
3. Project does not inhibit District access or disrupt District operations.
4. Project to be complete within 1 year (following agreement execution).
5. Project applicant demonstrates ability and commitment to carry out the project.
6. Project results include a final tangible project/product.
7. All RFP requirements have been met for submitting an application (includes project narrative, budget, schedule, resolution, and response to evaluation criteria).

### III. GENERAL PROVISIONS

- a. Applicant must have a fully executed Agreement within **3 months** from the award date.
- b. Grantee should complete funded Project and submit final documentation within **one year** of Grant Agreement execution.
- c. Grantee may submit reimbursements for work within the Project Period, beginning once the District Board has authorized grant funding for the project.
- d. All grant funds not expended by Grantee shall revert back to the District and be available for reallocation by District to other projects as deemed appropriate by the Board.
- e. If land use is included as part of a Project, Grantee must own the land or hold a lease or other long-term interest in the land that is satisfactory to the District. Exceptions to the rule include projects proposing use of District owned land, such as planning the use of a maintenance road for a multiple-use trail; in which case a statement by the District indicating a Joint Use Agreement is feasible would be required with the application.
- f. Grant funds are not available for expenditure until they are authorized by the District Board of Directors and appropriated via a contract (i.e., Grant Agreement) that has been executed between District and Grantee.
- g. Grantee may not propose more than 15% of the Project Grant Amount for grants administration.
- h. Prior to commencement of construction, if any, the Grantee must complete the CEQA process and provide documentation.
- i. Grantee shall comply with all applicable laws and regulations affecting development projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and disabled access laws.

#### IV. WATERSHED STEWARDSHIP GRANT PROCESS

The following steps are included in the Watershed Stewardship Grant process:

1. District releases grant request for proposals on **December 15, 2010**
2. Applicant submits its grant application to staff by the Application deadline of **March 15, 2011**.
3. District will host a workshop prior to application deadline to present the Watershed Stewardship Grant and answer questions in January 2011 (date and time TBD).
4. District evaluates all applications based on attached eligibility and evaluation criteria through the use of an internal review team.<sup>1</sup>
5. District's Environmental Advisory Committee (EAC) reviews ranked projects and makes recommendations back to the Board for their deliberation.<sup>1</sup>
6. District's Board of Directors approves funding for appropriate projects.
7. District informs the Applicant of grant awards and begins contract negotiations.
8. District and Applicant/Grantee complete execution of the Agreement within **3 months** of award notification.<sup>2</sup>
9. Grantee commences work on the project and submits invoices upon completion of tasks for reimbursement.
10. Grantee completes the Project and submits the final invoice and requests contract closure.
11. District makes a final on-site project inspection.
12. District processes the final payment.
13. District may perform an audit of the completed Project.

<sup>1</sup>No District staff member or Advisory Committee member who is submitting a grant, or is on the governing body of a grant applicant will participate in the review or evaluation of the grant applications.

<sup>2</sup>District projects must have a completed Project Plan (with new PeopleSoft number where applicable) within 3 months of award notification.

## **V. GRANT ADMINISTRATION PROVISIONS**

### **Changes to Project Scope**

District will not approve changes in the Project Scope unless the revision supports the original Application. Revisions to the project scope/description following execution of an Agreement between Grantee and District may require amendment to the agreement, including CEO and/or Board approval. Changes to the scope do not allow for an increase in grant funds awarded. Should additional funds be required, the Grantee may reapply for such funds in future grant cycles.

### **Project Withdrawals**

Grantee may withdraw a Project with notification to District in writing. Any paid invoices will be required to be repaid to District within 45 days of withdrawal notification.

### **Payment Process**

Grantee may request a 10% advance of the Project Grant Amount as specified in the approved Application. Additional payments of 80% shall be made on a reimbursement basis, with the final payment (10%) coinciding with completion of the project.

### **Payment Request Forms**

Requests for payment are submitted on payment request form (See Appendix G), along with project invoice (Appendix D) and project status form (Appendix F).

### **Loss of Funding**

The following actions may result in a Grantee's loss of funding:

- Grantee fails to obtain an Agreement (i.e., contract) within 6 months of award of grant funds.
- Grantee fails to complete the Project and/or fails to submit all documentation within the grant timeframe specified under general provisions of Grant Agreement. .
- Grantee fails to utilize the funds for the purposes designated in the Agreement.

### **Site Visits**

Grantee shall permit periodic on-site visits, where applicable, by District staff, including a final inspection of the project facilities, if any, to evaluate consistency with the approved Project Scope.

### **Project Meetings**

District shall be notified of and have the right to attend project meetings for Projects with approved District grant funding.

### **Public Access**

Grantee shall provide for public access, if applicable, to the project lands and/or facilities as deemed appropriate and described in the project description, in accordance with the intent of the Program.

### **Project Completion**

Upon project completion, Grantee submits the final payment request, final project costs, and certification that project is complete. District Board Directors shall be invited to speak at any opening ceremonies related to projects which have received District Watershed Stewardship Grant funding. In addition to any events or opening ceremonies, all grantees shall make a presentation to the District Board upon completion of their project, explaining the relative merits of the completed project.

## **VI. AUDIT PROVISIONS**

### **Audit Purpose**

Projects are subject to audit by District for three years following the final payment of grant funds. The audit shall include all books, papers, accounts, documents, or other records of Grantee as they relate to the Project for which the funds were granted. Grantee shall have the Project records, including the source documents and cancelled warrants, readily available to an auditor. Grantee shall also provide a representative having knowledge of the Project to assist the auditor. Grantee shall provide a copy of any document, paper, record, or the like requested by District.

### **Accounting Requirements**

Grantee shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.)
- Provides accounting data so the total cost of each individual Project can be readily determined

### **Records Retention**

In addition to the three-year retention of project records, all project records must be retained by Grantee for at least one year following an audit.

## **VII. GRANT APPLICATION**

The Watershed Stewardship Grant Application Package consists of the following elements:

1. Project application form [Attachment 1]
2. Application requirements checklist [Attachment 2]
3. Project evaluation criteria [Attachment 3]
4. Project description. [Appendix A]
5. Watershed Stewardship Grant schedule. [Appendix B]
6. Project budget – Identify how Grant funds will be used and all cost share sources. [Appendix C]
7. Project invoice – To be submitted upon completion of tasks, unless specified otherwise in the Grant Agreement, for reimbursement of costs for the Project. [Appendix D]\*
8. Payment request form and instructions. [Appendix E]\*
9. Project status form. [Appendix F]\*
10. Authorizing resolution from the Applicant's governing body, giving authorization to apply for and receive grant funds, must be submitted as part of Watershed Stewardship Grant proposal. [Appendix G]

\*Appendices D, E, and F shall be submitted following authorization of grant funds; not required at time of Project proposal submittal.

**ATTACHMENT 1**

**Project Application Form**

**Santa Clara Valley Water District  
Watershed Management Division  
CLEAN, SAFE CREEKS AND NATURAL FLOOD PROTECTION PROGRAM**

**WATERSHED STEWARDSHIP GRANT PROGRAM  
PROJECT APPLICATION**

This Form and Required Attachments Must Be Submitted for Each Project Site

PROJECT NAME	AMOUNT OF Clean, Safe Creeks Funds REQUESTED	\$
	Estimated TOTAL PROJECT COST <i>(all other funds)</i>	\$
Applicant <i>(Agency and Address)</i>	NEAREST CITY	
	PROJECT ADDRESS	
	NEAREST CROSS STREET	
Grant Applicant's Representative Authorized in Resolution		
Name	Title	Phone
Project Manager: day-to-day responsibility for project <i>(if different from authorized representative)</i>		
Name	Title	Phone
Email address:		

Brief description of project:

Grant objective(s) included as part of project:

I certify that the information contained in this project application form and application requirements is accurate.

Signed \_\_\_\_\_  
Project Proposal's Authorized Representative

\_\_\_\_\_  
Date

I certify that the information contained in this project application form and application requirements is accurate.

Signed \_\_\_\_\_  
Appropriate level Manager (for external projects)  
DOO or AOO (for District projects)

\_\_\_\_\_  
Date

## ATTACHMENT 2

### APPLICATION REQUIREMENTS CHECKLIST

All District requirements must be met and a fully executed Watershed Stewardship Grant Program Agreement signed before any funds will be disbursed. An audit may be performed before or after final payment.

An Application for grant funds consists of the following:

- 1. Application form [Attachment 1]
- 2. Project description (including response to evaluation criteria in Attachment 3 and indication of adequate land tenure) [Appendix A]
- 3. Project schedule – Identify schedule through construction and/or final completion of stewardship activity [Appendix B]
- 4. Project budget – Identify how Grant funds will be used and cost share sources for the Project [Appendix C]
- 5. Applicant should provide, at a minimum, either (1) a notice of exemption filed with the county clerk, or (2) an initial study with a description of how the Applicant will comply with CEQA.
- 6. Required permits or comments as applicable to the Project. Examples include permits required by: ACOE, DFG, USFWS, NMFS, and BCDC
- 7. Resolution [Appendix G]

**Please submit five hard copies and one electronic/CD copy of all items.**

**ATTACHMENT 3**

**Project Evaluation Criteria**

<b>Minimum Grant Application Qualifications</b>						
			<b>For Applicant</b>		<b>For District Staff</b>	
			<b>Does not meet</b>	<b>Meets</b>	<b>Clarification Required and Received</b>	<b>Application Valid (Y/N)</b>
	<b>1</b>	Project applicant for General Stewardship Category is a 501c3 non-profit or includes a partnership with a 501c3 organization.				
	<b>2</b>	Project is discretionary and not considered a required mitigation obligation.				
	<b>3</b>	Project does not inhibit District access or disrupt District operations				
	<b>4</b>	Project to be complete within 1 year (following agreement execution).				
	<b>5</b>	Project applicant demonstrates ability and commitment to carry out the project.				
	<b>6</b>	Project results include a final tangible project/product.				
	<b>7</b>	All RFP requirements have been met for submitting an application (includes project narrative, budget, schedule, resolution, and response to evaluation criteria).				

## Watershed Stewardship Grant Program Evaluation Criteria

CRITERION A		EVALUATION				SCORING
	RATING FACTOR	LOW	MODERATE	HIGH	WEIGHTS	
<b>Accomplishes District Mission and Water Resources Policies</b>	1 Proposed project promotes the District's mission and supports Board Ends Policy E-4 "There is water resources stewardship to protect and enhance watersheds and natural resources and to improve the quality of life in Santa Clara County."	Project does not include description of how it promotes the district's mission and supports Board Ends Policy E-4.	Project generally describes how it promotes the district's mission and supports Board Ends Policy E-4.	Project specifically describes how it promotes the district's mission and supports Board Ends Policy E-4.	10	
<b>Subtotal</b>					10	
<b>CRITERION B</b>		<b>EVALUATION</b>				<b>SCORING</b>
<b>(Choose One)</b>	<b>RATING FACTOR</b>	<b>LOW</b>	<b>MODERATE</b>	<b>HIGH</b>	<b>WEIGHTS</b>	
<b>Addresses goals and objectives of the grant program</b>	1 General Stewardship Activity: Proposed project is designed to develop and strengthen local community partnerships while protecting public health or restoring local watersheds.	Project addresses either a public health issue or a watershed restoration issue but does not include a partnership.	Project addresses either a public health issue or a watershed restoration issue and includes a partnership.	Project addresses either a public health issue or a watershed restoration issue, includes a partnership, and describes how project could be expanded to other locations.	20	
<i>non-profit only</i>						
<i>non-profit + local agencies</i>	2 (Consistent with CSC Outcome 2.1) Proposed project implements pollution prevention activities either independently or collaboratively with other south county agencies.	Project implements pollution prevention activities in south county.	Project implements pollution prevention activities in south county and includes an educational component.	Project implements pollution prevention activities in south county with one or more partners and includes an educational component.	20	
<i>non-profit + local agencies</i>	3 (Consistent with CSC Outcome 2.5) Proposed project implements activities to further reduce surface water pollution though out the county.	Project reduces surface water pollution.	Project reduces surface water pollution and further enhances the environment.	Project reduces surface water pollution and includes a partnership and educational component.	20	
<i>non-profit + local agencies</i>	4 (Consistent with CSC Outcome 4.1) Proposed project focused on trail project planning.	Project updates a trail master plan (and includes trail connections to adjacent jurisdictions).	Project develops a new trail master plan (and includes trail connections to adjacent jurisdictions).	Project implements specific trail project planning based on an approved trail master plan (and identifies connections to trails in the vicinity).	20	
<i>non-profit + local agencies</i>	5 (Consistent with CSC Outcome 4.1) Proposed project implements trail map development on a large scale.	Project results in trail mapping for a localized area and shows collaboration with one or more organizations.	Project results in trail mapping countywide but with no mention of updates of identification of data gaps.	Project results in a countywide trail map (GIS based) with outreach to pertinent trail development partners and ability to update the mapping and identify data gaps.	20	
<b>Subtotal</b>					20	

CRITERION C		EVALUATION				SCORING
		RATING FACTOR	LOW	MODERATE	HIGH	WEIGHTS
<b>Identifies Specific Project Goals</b>	1	Proposed project defines specific goals and objectives with outcomes.	Project generally describes goal but with no specific objectives.	Project generally describes goals and objectives with limited outcomes.	Project specifically describes goals and objectives with specific quantifiable outcomes.	10
	2	Proposed project includes a work plan with timeline, deliverables, short and long term results and goals.	Project includes a limited work plan with at least one required component and no connection between outcomes and the project goal(s).	Project includes a work plan with some of the required components and limited connection between outcomes and the project goal(s).	Project includes a complete work plan, including timeline, deliverables, short and long term results, goals and a clear connection between outcomes and the project goals.	10
<b>Subtotal</b>						20
<b>CRITERION D</b>		<b>EVALUATION</b>				<b>SCORING</b>
		RATING FACTOR	LOW	MODERATE	HIGH	WEIGHTS
<b>Encourages Cooperative Efforts</b>	1	Proposed project identifies partners (local community, environmental and non-profit organizations, the District, private businesses, government agencies) for cooperative efforts and collaborative partnerships.	Project does not include a collaborative partnership.	Project describes a collaborative partnership with at least one other organization.	Project describes collaborative partnership with more than one additional organization including the District .	5
	2	Proposed project defines how cooperative efforts will increase efficiency and coordination and improve outreach to the community while addressing the identified watershed opportunity or CSC Outcome related activity.	Project does not define how inclusion of a collaborative partnership would increase efficiency.		Project specifically describes how the identified collaborative partnerships will increase efficiency, coordination, and improve outreach to the community while addressing the watershed opportunity or CSC Outcome related activity.	5
<b>Subtotal</b>						10

CRITERION E		EVALUATION			SCORING	
	RATING FACTOR	LOW	MODERATE	HIGH	WEIGHTS	
<b>Incorporates Performance Measures and Milestones</b>	1	Proposed project defines performance measures for determining success of project.	Project does not include performance measures.	Project proposes performance measures for measuring project success however does not clarify methods of measurement.	Project includes specific performance measures and methods of measurement for accurately measuring project meeting its goals and objectives.	10
	2	Project completion includes materials for presentation and opportunity for Board of Directors to view final project/product.	Final product acknowledged but not specified in project application.	Final product specified with materials to be distributed but no mention of presentation, site visits or Board member participation.	Final product specifies District as a funding source and includes a presentation or site visit for Board member participation.	10
<b>Subtotal</b>					20	
<b>CRITERION F</b>		<b>EVALUATION</b>			<b>SCORING</b>	
	<b>RATING FACTOR</b>	<b>LOW</b>	<b>MODERATE</b>	<b>HIGH</b>	<b>WEIGHTS</b>	
<b>Demonstrates Cost Effectiveness</b>	1	Proposed project includes adequate sources of funding to complete project, with receipt of District grant, and includes a funding and/or in-kind match.	Project does not include additional sources of funding nor identify any type of matching.	Project identifies 1 or more source of funding and includes a 15-25% funding or in-kind match.	Project identifies 2 or more sources of funding and includes a 25% or greater funding or in-kind match for necessary funds to complete project.	10
	<b>Subtotal</b>					10
<b>CRITERION G</b>		<b>EVALUATION</b>			<b>SCORING</b>	
	<b>RATING FACTOR</b>	<b>LOW</b>	<b>MODERATE</b>	<b>HIGH</b>	<b>WEIGHTS</b>	
<b>Links Requested District Grant Funding to Project Tasks</b>	1	Proposed project includes a detailed budget with tasks and subtasks.	Project includes a general but not detailed budget.	Project includes a detailed budget however does not assign requested District grant funding to specific tasks.	Project includes a detailed budget and assigns requested District funding to specific tasks.	10
	<b>Subtotal</b>					10
<b>Grand Total</b>					<b>100</b>	

## APPENDIX A

### PROJECT DESCRIPTION

The District's Watershed Stewardship Grant is based on a reimbursement model, with provisions for advanced funding, and as such will require a detailed project description that includes a general description, response to evaluation criteria and tasks and subtasks for measuring and auditing progress and the subsequent allocation of funds to Grantee. The description and attachments should include, but is not limited to:

#### **General Description<sup>1</sup>**

- Specific location of project (cross street to cross street is generally an easily identifiable project reach) with project access described
- Location map
- Site plan
- Photos of project site (optional)
- Adjacent water bodies and creeks
- Adjacent trails, parks and open space
- Existing District/ Grantee agreements in the project vicinity (Joint Use Agreement, Joint Trail Agreement, Memorandum of Understanding, Memorandum of Agreement)
- All proposed project improvements (signage, fencing, grading, paving, bridges, benches, trash receptacles, landscaping, American Disabilities Act (ADA) accessibility, etc.)
- Project duration
- Estimated time of year for construction or implementation
- Plans for project operation and maintenance
- Specific staff (working titles at a minimum) proposed for the project team

<sup>1</sup> Location information only applicable if project is location specific.

#### **Evaluation Criteria**

The Grant program's Minimum Grant Application Qualifications and Project Evaluation Criteria (Attachment 3) are the primary means for evaluating a project proposal. Thus a clear concise response to each of the criteria will aid the applicant in presenting a satisfactory proposal to the District for consideration of funding.

#### **Tasks and Subtasks**

Tasks and subtasks should be identified for the Project Scope in such a way that the District may monitor Grantee's progress on the approved project. The detail in which this is done is at Grantee's discretion, however, as applicable, should include such general topics as planning, design (surveying, engineering, testing, bidding), construction, construction engineering and testing, construction contingency, landscaping, and project management.

Separate tasks and subtasks shall include cost estimates (see Appendices C and D) and shall be the basis for funding advances and reimbursement in invoicing.

## **APPENDIX B**

### **SCHEDULE**

#### **WATERSHED STEWARDSHIP GRANT SCHEDULE EXAMPLE**

- A. Distribute Request for Proposals (RFP) – 12/15/2010
- B. Receive project proposals – 03/15/2011
- C. Review proposals utilizing evaluation criteria and develop priority ranking list – 03/2011
- D. Present priority ranked list to Environmental Advisory Committee for review – 04/18/2011
- E. Present priority ranked list to Board of Directors for approval of funding – 06/2011
- F. Notify award recipients of funding – 07/2011

**APPENDIX C**  
**PROJECT BUDGET**



**APPENDIX D**

**PROJECT INVOICING**

## INVOICE

Organization:					TOTAL PROJECT COST				SCVWD GRANT FUNDING				
Project Title:					Total Project Costs	Grantee Project Contributions	Other Project Contributions	SCVWD Grant Request	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5
Invoice #	Invoice Date:	Service Period:	(Date thru Date)		(For Service Period)			Planning	Design	Construction	Project Management	Etc	
					[NOTE: Specific tasks at discretion of Grantee, however, tasks should directly tie to Appendix A.]								
<b>Personnel Services:</b>													
		Salary	Salary	Salary	Benefits Rate	Salaries + Benefits							
		Hourly Rate	Hours	Amount	% Amount	Amount							
<b>Employee (Classification/Title)</b>					\$ -	\$ -	\$ -						
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
<b>Indirect Overhead</b>													
Limited to 10% of Salary + Benefits					Salary + Benefits Amount	Indirect Overhead Limit	Grant Qualified Overhead						
		\$ -	10%	\$ -	\$ -	\$ -	\$ -						
<b>Land Acquisition</b>													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
<b>Design</b>													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
<b>Construction</b>													
	Unit Cost	Unit of Measure	No. of Units	Amount									
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
				\$ -	\$ -	\$ -							
<b>Other Costs</b>													
Please Describe:					Unit Cost	Unit of Measure	No. of Units	Amount					
				\$ -				\$ -					
				\$ -				\$ -					
				\$ -				\$ -					
				\$ -				\$ -					
				\$ -				\$ -					
<b>Grand Totals (FOR CURRENT INVOICE #)</b>					#1			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	INVOICE	#1						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		#2											
		#3											
		#4											
		#5											
		etc.											
<b>TOTAL INVOICES</b>								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>% COMPLETE</b>													
<b>BUDGET AMOUNT</b>													

APPENDIX E

PAYMENT REQUEST FORM

Santa Clara Valley Water District  
Watershed Stewardship Grant Program

AGREEMENT NUMBER \_\_\_\_\_

GRANTEE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

1. TYPE OF PAYMENT  
ADVANCE  REIMBURSEMENT  FINAL

2. PAYMENT INFORMATION  
(ROUND ALL FIGURES TO THE NEAREST DOLLAR)

a. Project Amount \$ \_\_\_\_\_

b. Funds Received to Date \$ \_\_\_\_\_

c. Available (a. minus b.) \$ \_\_\_\_\_

d. Amount of This Request \$

e. Remaining Funds After This Payment (c. minus d.) \$ \_\_\_\_\_

SEND PAYMENT TO:

GRANTEE NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

ATTENTION \_\_\_\_\_

3. TYPED OR PRINTED NAME OF PERSON AUTHORIZED IN RESOLUTION		
	TITLE	DATE

4. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION

FOR SANTA CLARA VALLEY WATER DISTRICT USE ONLY

5. PAYMENT APPROVAL SIGNATURE	DATE
-------------------------------	------

## PAYMENT REQUEST FORM INSTRUCTIONS

- Type all entries
- See procedural guide/request for project proposals, for eligible cost examples

The following instructions correspond to items on the Payment Request Form:

1. Agreement Number - As shown in certification of funding section of the Grant Agreement
2. Grantee - name as shown on the Grant Agreement
3. Project Title - Title of Project for which payment is requested
4. Type of Payment - Check appropriate box, and submit this form:
  - Advance** – When an advance is needed, and after the Grant Agreement has been fully executed;
  - Reimbursement** – When Grantee has periodically spent funds to implement the Project, and is requesting reimbursement; or
  - Final** – When Grantee has completed the Project, and is requesting the final payment.
5. Payment Information
  - a) Project Grant Amount - The amount of District grant funds allocated to this Project
  - b) Funds Received to Date - Total amount already received for this Project
  - c) Available - (a. minus b.)
  - d) Amount of this Payment Request - Amount that is requested
  - e) Remaining Funds after this Payment - (c. minus d.)
6. Send Payment To - Grantee name, address and contact person
7. Typed or printed name of person authorized in resolution.
8. Signature of person authorized in resolution.
9. Attached Appendix F with updated information.

## APPENDIX F

### PROJECT STATUS FORM

Item	Status	Comments
Project on-schedule?		
Project within budget?		
Project within scope?		
Discussion of public concerns or opposition		
Community based organizations supporting the Project		
Newly identified enhancement/stewardship opportunities in the Project vicinity		
Newly identified trails, parks or open space in Project vicinity		
Newly identified capital projects in the Project vicinity		

**APPENDIX G**

**SAMPLE RESOLUTION**

**2000 Clean, Safe Creeks and Natural Flood Protection Program**

**WATERSHED STEWARDSHIP GRANT PROGRAM**

**Resolution No:** \_\_\_\_\_

**RESOLUTION OF THE \_\_\_\_\_**  
**(Title of Grantee's Governing Body)**

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS**

WHEREAS, the Santa Clara Valley Water District has enacted the Watershed Stewardship Grant Program, which provides funds for the implementation of watershed stewardship activities per the goals and objectives described in the Grant Request for Proposals; and

WHEREAS, the Santa Clara Valley Water District's Stream Stewardship Unit has been delegated the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures established by the Santa Clara Valley Water District require Grantee's Governing Body to certify by resolution the approval of Grantee to apply for and accept Watershed Stewardship Grant Program funds; and

WHEREAS, Grantee will enter into an Agreement with the Contract with the Santa Clara Valley Water District;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Grantee's Governing Body)

1. Approves the filing of an Application for local assistance funds from the Watershed Stewardship Grant Program; and
2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the Applicant has reviewed, understands and agrees to the Special Provisions, General Provisions and Financial Provisions contained in the Agreement; and
4. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to Applications, agreements, payment requests and so on, which may be necessary for the completion of Project(s).

Approved and Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2010.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by \_\_\_\_\_

\_\_\_\_\_ following a roll call vote:  
(Applicant's Governing Body)

Ayes  
Noes  
Absent

\_\_\_\_\_  
(Clerk)

## APPENDIX H

### Definitions

*The terms used in this Procedural Guide shall have the following meanings, unless otherwise stated:*

**Agreement:** a contract between the District and the Grantee specifying the payment of funds by the District for the performance of the Project Scope within the Project Period by the Grantee.

**Applicant:** an agency or organization requesting funding from this Program.

**Application:** the individual Application form and its attachments for grants pursuant to this Program.

**CEQA:** the California Environmental Quality Act, *Public Resources Code*, Section 21000 et. seq.; Title 14, *California Code of Regulations* Section 15000 et. Seq.

**Construction Costs:** Expenses directly resulting from new construction of physical works. Maintenance work where existing facilities are replaced in kind is not considered construction.

**Development:** means improvements to real property by construction of new facilities or additions to existing facilities.

**Direct Costs:** Project expenses attributable only to the Project itself such as construction costs.

**CSC Program:** Clean, Safe Creek and Natural Flood Protection Program; Measure B.

**Creation:** action taken by the District to develop a specific habitat at a site where the habitat did not previously exist, resulting in a gain in habitat area.

**District:** Santa Clara Valley Water District.

**EAC:** Santa Clara Valley water District's Environmental Advisory Committee.

**Environmental Enhancement:** action taken by the District that benefits the environment, is NOT mitigation, and is undertaken voluntarily. Enhancement actions may include environmental restoration, rehabilitation, preservation or creation. In instances where enhancements are located in the same vicinity as a mitigation project, actions must exceed required compliance to compensate for environmental impacts to be considered environmental enhancements.

**Grantee:** an agency or organization receiving funding from this Program, as determined appropriate by the District Board of Directors.

**Indirect Costs:** expenses that are not attributable to a project itself but are an overhead or support cost including non-project-related personnel and administrative expenses.

**Mitigation:** action taken by the district to fulfill CEQA/NEPA, permit requirements and court mandated mitigation to avoid, minimize, rectify or reduce adverse environmental impacts, or compensate for the impact(s) by replacing or providing substitute resources or environments.

**Non-construction Costs:** Project-related expenses that do not result in a Capital Improvement but are considered necessary to achieve the Project Scope, e.g., permit application fees, signage, or public outreach.

**Preservation:** action taken by the District to protect an ecosystem or habitat area by removing a threat to that ecosystem or habitat, including regulatory actions and the purchase of land and easements.

**Project:** the planned activity, or development to be accomplished with CSCNFP, Outcome 3 funds.

**Project Period:** the term of the Project Agreement and the timeframe for Project completion.

**Project Scope:** the description of activities to be accomplished to fulfill the Project Agreement.

**Rehabilitation:** action taken by the District to assist in improving disturbed and degraded environments through the reparation of ecosystem processes and productivity. Rehabilitation does not necessarily reestablish the pre-disturbance condition, but strives to establish stable landscapes that support the natural ecosystem mosaic.

**Restoration:** action taken by the District, to the extent practicable, toward the re-establishment of an ecosystem's pre-disturbance structure, function, and value, where it has been degraded, damaged, or otherwise destroyed.

**RFP:** Request for proposals

**Stewardship:** Stewardship means to entrust the careful and responsible management of the environment and natural resources to one's care for the benefit of the greater community.

**Tenure:** the Applicant owns the land or has another long-term agreement with the land owner.

**Watershed Stewardship Grant:** Watershed Stewardship Grant Program