

Support Volunteer Cleanup Efforts and Education

FY 2019 Standard Grant Guidelines



Priority B:

**Reduce toxins, hazards and
contaminants in our waterways**

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

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



1. ABOUT SANTA CLARA VALLEY WATER DISTRICT

The Santa Clara Valley Water District (District) manages an integrated water resources system that includes the supply of clean, safe water, flood protection and stewardship of streams on behalf of Santa Clara County's 1.9 million residents.

The District was created by an act of the California Legislature, and operates as a state of California Special District, with jurisdiction throughout Santa Clara County. The District's mission is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

2. ABOUT SAFE, CLEAN WATER PROGRAM

The Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water) is a 15-year strategy to ensure uninterrupted water resources services in Santa Clara County. In November 2012, county voters approved Safe, Clean Water ballot measure with an overwhelming majority of nearly 74%. The countywide special parcel tax sunsets on June 30, 2028. The grants program is being implemented to address key performance indicators associated with priorities identified in the Safe, Clean Water and Natural Flood Protection Program.

3. PURPOSE, ELIGIBILITY, FUNDING

3.1. Purpose

The *Support Volunteer Cleanup Efforts and Education* (Priority B7) grants are for cleanup, education, outreach and watershed stewardship activities. The funding also allows the District to continue supporting volunteer cleanup activities such as National River Cleanup Day, California Coastal Cleanup Day, the Great American Pick Up, and Adopt-A-Creek, as well as Creek Connections Action Group and creekwise education.

3.2. Funding

In this FY2018-19 grant cycle, a total of \$120,000 in grants will be available.

- Total funding for FY2018-19: \$120,000
- Funding limit for each project: \$50,000, aiming for a diversity of project types, project locations and project size
- Length of funding: 1-3 years, depending on the size of the project

3.3. Eligible Applicants

All proposed projects must take place in Santa Clara County. Eligible entities could include:

- Local cities, towns, and county agencies
- Local non-profit organizations with a 501(c)(3) tax exempt status
- Local non-profits without a 501(c)(3), but can demonstrate that they are an affiliate of a non-profit organization that possesses a 501(c)(3) tax exempt status
- Open space districts
- Mutual water agencies/districts (public, not for profit)
- Resource conservation districts
- Schools, community colleges and universities (not for profit)

Eligible Applicants may seek grant funding for more than one project.

3.4. Eligible Projects

The proposed project must be located within Santa Clara County, and focused on cleanup, education, outreach, or watershed stewardship activities resulting in one or more of the following benefits:

- Reduce contaminants entering Santa Clara County waterways and groundwater
- Engage community and support watershed stewardship
- Leverages volunteer community resources for efficient use of funds to support watershed cleanup and education efforts

Projects that have received funding in the past include:

- Providing education and outreach activities on the need for clean, effective creeks and waterways in under-resourced communities
- Organizing cleanups with volunteers from local public schools
- Developing and implementing curriculum around the relationship between water quality and riparian area health for local businesses and their employees

3.5. Ineligible Projects

The following projects will not be considered for funding:

- Projects located outside of Santa Clara County
- Feasibility studies
- Master planning
- Mitigation projects
- Projects designed to meet regulatory or permit obligations (unless proposed work is for project activities above and beyond required activities)
- Operations and maintenance of existing mitigation or enhancement projects

4. PUBLIC WORKSHOPS AND ASSISTANCE

4.1. Grant Workshops

The District will hold two public information workshops to provide overview of the grant, application guidelines and process, including a demonstration of the District's recently implemented web-based grant administration system that all parties will be required to use to submit their applications. Participation is recommended but not mandatory.

December 4, 2018, 1:00 – 3:00 p.m.

Location: Administration Bldg
5750 Almaden Expressway, Room B-108
San Jose, CA 95118

December 6, 2018, 5:30 p.m. - 7:30 p.m.

Location: Headquarters Bldg
5700 Almaden Expressway, Room A-143
San Jose, CA 95118

NOTE: Please **RSVP to grants@valleywater.org** to ensure there will be adequate space for all. Please be sure to indicate: **“Safe, Clean Water Workshop RSVP” in the subject field of the RSVP email.**

Questions:

Ahmar Qadir, Sr. Management Analyst

Ph: (408) 630-2921

Email: grants@valleywater.org

5. KEY DATES AND DEADLINES

Activity	Schedule
Open application for online submission	November 13, 2018
Public workshops for interested grant seekers	December 4, 2018, 1:00 – 3:00 p.m. December 6, 2018, 5:30 p.m. - 7:30 p.m.
Deadline for online grant proposal submission	February 15, 2019
Review and evaluate grant proposals by a panel of District staff and external members	February 2019 – April 2019
Present evaluated proposals and recommend grant awards to District Board of Directors for approval	April 2019
Send out notice of funding to new grantees	April – May 2019
CEO executes grant agreements	May – June 2019

Agreements must be signed and fully executed by June 30, 2019. Projects must be completed within three years following the execution of the Agreement.

A minimum of 70 points (70%) must be obtained to be recommended for funding (see Attachment 1 for evaluation criteria)

6. APPLICATION PREPARATION & SUBMISSION

6.1 Online Application

1. **Application submissions** - All grant applications must be submitted electronically through the web portal <https://applygrants.valleywater.org>
2. **Grant Applications deadline** – Online application and all supporting documentation must be submitted by **Friday, February 15, 2019, 11:59 p.m. (PST)**.
3. **Late Submittals** - The District will not accept grant applications after the grant due date/time. Further, the District will not be responsible for slow and/or delayed grant application submissions regardless of whether it is caused by, but not limited to, the World Wide Web, Internet Service Provider, third party system, or District security system or infrastructure.
4. **District Contact** - All questions shall be directed to the Sr. Management Analyst, Ahmar Qadir, via email at grants@valleywater.org.

7. STANDARD PROVISIONS AND INSURANCE REQUIREMENTS

The following outlines key provisions in the District's standard grant agreement.

7.1. General Provisions

- a) Grant Agreement should be signed and fully executed between the Grantee and the District by **June 30, 2019**.
- b) Grantee should complete funded Project and submit final documentation within the Project Performance Period and before the expiration of the Grant.
- c) Grantee may submit reimbursements for work within the Project Performance Period, beginning upon execution of Grant Agreement by both Parties and no later than end of the expiration of the Agreement.
- d) All grant funds not expended by Grant shall revert to the Safe, Clean Water and Natural Flood Protection Program reserve fund and be available for reallocation by District to other projects as deemed appropriate.

- e) Grantee must own the land or hold a lease or other long-term interest in the land that is the subject of the Project. Exceptions to the rule include projects proposing use of District owned land, such as use of a maintenance road for a multiple-use trail; in which case a Joint Use Agreement would be required prior to construction and opening to public access.
- f) Grantee is responsible for obtaining proper encroachment permits to access proposed property to conduct their project tasks. Permits must be provided to the District prior to the commencing of proposed work.
- g) Maintain and operate the property funded pursuant to the Grant Agreement for a period that is commensurate with the type of Project and the proportion of funds or property allocated to the capital costs of the Project. A lease or other short-term agreement cannot be revocable at will by the leaser.
- h) 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. **Pre-award expenditures are not covered.**
- i) Matching funds may include cash and/or in-kind services, however shall not include District resources. **NOTE:** No more than seventy-five percent (75%) of the total match expenditures may be in the form of third party in-kind contributions.
- j) Grantee may spend up to 20% of the Project Funding Amount for non- construction costs, including project administration, CEQA compliance, permits, plans, specifications, and design.
- k) Overhead costs shall be limited to 10% of labor costs.
- l) Benefit rates shall be limited to 20% of labor rates.
- m) Insurance shall be required to be provided by Grantee prior to contract negotiations, at the expense of the Grantee as outlined in the Grant agreement
- n) Prior to fully executing the Grant Agreement, the Grantee must complete the CEQA process and provide documentation (where applicable). The required documentation must include one of the following: a notice of exemption filed with the county clerk, or an environmental impact report or negative declaration, along with the response from the State Clearinghouse, and a copy of the notice of determination filed with, and stamped by, the county clerk. **NOTE:** The Grantee is responsible for all fees/cost associated to the CEQA process even if the District acts as the lead agency.
- o) 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.
- p) All collateral materials associated with the grantee's project, including, but not limited to signage, educational and marketing materials, must contain the District's logo. Where a Grantee posts a funder's sign at the Project site, the sign shall contain acknowledgment of the District's contribution. **NOTE:** All signage and collateral materials must be reviewed and approved by the District prior to the usage of logo.

7.2. Insurance Requirements (see **Appendix H**)

Grantee shall adhere to the insurance requirements detailed in **Appendix H**.

Final insurance requirements will be issued on a case-by-case basis for each Project. Details will be included as a part of Grant Agreement.

8. GRANT PROCES

1. District releases online application for grant proposals on **November 13, 2018**.
2. Applicants submit grant proposals online by **February 15, 2019**.
3. District evaluates all grant applications based on Eligibility and Evaluation Criteria using a review team of District staff and external members.
4. The review team's recommendations are presented to the District Board of Directors for funding approval.
5. Following the Board approval of the grant awards, District will inform the Applicants of grant awards and will begin contract negotiations for execution of Grant Agreement. The District and Applicant/Grantee complete execution of the Grant Agreement latest no later than June 30, 2019.
6. Grantee commences work on the Project and submits invoices upon completion of tasks for reimbursement. Final 10% (ten percent) of reimbursement is held as retention until project completion.
7. Grantee submits quarterly reports, with or without an invoice, during the duration of the grant funding period (3-years). Reports must be submitted using the District provided template(s), attached hereto as APPENDIX E, F, and G, unless otherwise approved by the District. Reports must include: a claim for reimbursement, invoices, interim deliverables/project documents, and a brief description of project status.
8. Grantee completes the Project.
9. Grantee submits a draft of the final report no later than thirty (30) days before expiration of the Grant Agreement. Grantee shall revise all or part of the report, if needed, based on comments from the District. The final report is due on or before the expiration of the Grant Agreement unless otherwise approved by the District.
10. Grantee presents completed project to District Board.
11. Grantee submits the final invoice, including Notice of Completion.
12. District makes a final on-site project inspection. **NOTE:** The District reserves the right to request site visits prior to completion of the project.
13. District processes the final payment.
14. District may perform an audit of the completed Project.

9. GRANT ADMINISTRATION POST AWARD PROVISIONS

9.1. Changes to Project Scope and Schedule

District will not approve changes in the Project Scope and Project Schedule unless the revision supports the original Application. Revisions to the Project Scope/description and schedule following execution of a Grant Agreement requires a written amendment executed by both parties. Requests for amendment must be received a minimum of 60 days prior to expiration of an executed agreement. Changes do not allow for an increase in grant funds awarded. Any changes in scope will require an amendment to the original Grant Agreement and thus will require Board Approval.

Should additional funds be required, the Grantee may re-apply for such funds in future funding cycles.

9.2. 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.

9.3. Payment Process

The grant program is operated on a reimbursement basis. Up to 90% may be requested for reimbursement, with the final payment (10%) coinciding with completion of the Project. Grantee may invoice the District one time a month.

9.4. Payment Request Forms

Requests for payment are submitted on Payment Request Form (**APPENDIX F**), along with Project invoice (**APPENDIX E**) and Project Status Report Form (**APPENDIX G**). Any request for reimbursement must be accompanied by documentation to support charges (i.e., subcontractor invoices, receipts, etc.), and proof of accomplishments for those tasks being charged against.

9.5. Loss of Funding

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

- a) Grantee and District fail to enter into a Grant Agreement by June 30, 2019
- b) Grantee fails to complete the Project and/or fails to submit all documentation within the grant timeframe specified under Agreement Term of the Grant Agreement.
- c) Grantee fails to utilize the funds for the purposes designated in the Grant Agreement
- d) Grantee submits misleading or inaccurate information in the application leading to a project that is not feasible.

9.6. Site Visits

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

9.7. Public Access

Grantee shall provide for public access to the Project lands and/or facilities as deemed appropriate and described in the Project Scope, in accordance with the intent of the Safe, Clean Water.

9.8. Project Completion

Upon project completion, Grantee submits the final payment request, final Project costs, and certification that Project is complete (i.e., Notice of Completion).

9.9. District Board of Directors Involvement

Thirty (30) days prior to any event and/or ceremony related to projects which have received grant funding from the District, Grantee shall provide the District Board of Directors an opportunity to designate a person to speak at such event and/or ceremony. Events shall include, but are not limited to, groundbreaking ceremonies, project opening ceremonies, and any other event where similar public officials with an interest in the Project receive an invite. Grantees shall also present their completed Project to the Board via a short oral or written presentation.

9.10. Audit Provisions

1. 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.

Upon request, non-profits will be required to provide their IRS Form 990 and/or internally-prepared audited financial statements for the previous two years; Upon request, schools, school districts and public agencies will be required to provide their annual budget for the previous two years.

2. Accounting Requirements

Grantee shall maintain an accounting system that does the following:

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

3. 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 the audit.

ATTACHMENT 1

MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

MINIMUM REQUIREMENTS	
1.	All checklist items complete by application due date: <ul style="list-style-type: none"> • Online proposal • Project Scope (see Appendix A) • Schedule (see Appendix B) • Budget (see Appendix C) • Resolution (see Appendix D)
2.	Identifies as one of the following entities: <ul style="list-style-type: none"> • Local cities, towns, and county agencies • Local non-profit organizations with a 501(c)(3) tax exempt status • Local non-profits without a 501(c)(3), but can demonstrate that they are an affiliate of a non-profit organization that possesses a 501(c)(3) tax exempt status • Open space districts • Mutual water agencies/districts (public, not for profit) • Resource conservation districts • Schools, community colleges and universities (public, not for profit)
3.	Project is in Santa Clara County
4.	Proposed project focuses on at least one of the following priority themes: <ul style="list-style-type: none"> • Education and outreach on increasing permeability in urban areas • Education and outreach on increasing trash free locations in riparian areas • Education and outreach for reducing waste and other pollutants in our waterways (showing benefits through awareness and engagement)
5.	Identifies the rationale for the project as discretionary and not required per other applicant obligations. The proposed project does not fill regulatory or permit obligations, or if the project includes required activities, that grant funding will only be used for work being done in addition to required activities.
6.	Consistent with District Act and Mission. All projects must support or enhance flood protection or water supply per the District Act
7.	Eighty percent or greater of project grant request must be focused on implementation with a tangible result
8.	Identifies appropriate maintenance and monitoring for proposed project
9.	Project includes a minimum 25% match fund (25% of total project cost) prior to District funding.
10.	Project will be completed, following execution of Agreement, within three years.

ATTACHMENT 1

MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

PROJECT EVALUATION CRITERIA					
Criteria #	Criteria Name	Low (0-3)	High (8-10)	Weight	Max Score
1	<u>PROJECT BENEFITS</u> Proposed project provides one or more of the following benefits: <ul style="list-style-type: none"> Reduce contaminants entering our waterways and groundwater Engage community and supports watershed stewardship Leverages volunteer community resources for efficient use of funds to support watershed cleanup and education efforts 	Project meets one benefit	Project meets all three benefits	1.0	10
2	<u>PROJECT GOALS</u> Proposed project clearly identifies at least one of three themes listed below and includes measurable outcomes: <ul style="list-style-type: none"> Education and outreach on increasing permeability in urban areas Education and outreach on increasing trash free locations in riparian areas Education and outreach for reducing waste and other pollutants in in our waterways (showing benefits through awareness and engagement) 	Identified theme, but measurable outcome has little correlation to the theme	Identified theme clear and specific with measurable outcome(s) including outcomes which demonstrate the inclusion of diverse communities	1.0	10
3	<u>PROJECT SCOPE</u> Proposed project includes a well-defined scope (see Appendix A) with clearly identifies the following: <ul style="list-style-type: none"> Project description Tasks Deliverables Success measures Outreach/presentation to District Board of Directors 	Scope does not relate to schedule and budget	Well defined scope including items clearly listed and explained, and. clear coordination with schedule and budget	1.5	15
4	<u>PROJECT SCHEDULE</u> Proposed project includes a well-defined schedule (see Appendix B), including: <ul style="list-style-type: none"> Tasks Milestones Deliverables Performance measures Project related events Outreach/presentation to District Board of Directors Close-out 	Schedule does not relate to scope and budget	Well defined schedule, including items clearly listed and explained with performance measures, and coordination with scope and budget, and involvement of District Board of Directors.	1.5	15
5	<u>PROJECT BUDGET</u> Proposed project includes a well-defined budget that clearly identifies the following <ul style="list-style-type: none"> Tasks Resources Matching funds 	25 to 34% matching funds	50% or greater matching funds	0.6	6
		Budget does not relate scope and schedule	Well defined budget including items listed here and coordination with scope and schedule	1.0	10

ATTACHMENT 1

MINIMUM REQUIREMENTS QUALIFICATIONS & EVALUATION CRITERIA

6	<u>COLLABORATIVE EFFORT</u> Proposed project demonstrates: <ul style="list-style-type: none"> Encourages collaborative efforts through partnerships Outreach to the community Consistent with land use planning 	1 other collaborating partner on this project	3 or more partners, including partners from diverse communities	0.5	5
		No description of outreach	Demonstrated robust and diverse outreach.	0.5	5
		No Coordination with land use agencies	Receipt or acknowledgement of support from land use agencies where appropriate	0.5	5
7	<u>PROJECT READINESS</u> <ul style="list-style-type: none"> Readiness of CEQA documents (Categorical Exemption required where a Negative Declaration or EIR is not required) Readiness of Permit documents (if permits are not required) Planned date of completion 	Notation of CEQA in project application with no clear date of expected completion	Completed CEQA	0.3	3
		Notation of permits in the project application with no clear date of expected completion	Completed Permits	0.3	3
		Project completion by June 2021	Project completion by June 2019	0.3	3
8	<u>LIKELIHOOD OF PROJECT SUCCESS</u> <ul style="list-style-type: none"> Applicant's experience in applying and receiving grants Proposal includes performance measures and measurable milestones for determining success of project 	Applicant has no experience in applying for grants, (District or otherwise) previously	Experience includes having applied, received, carried out a grant project successfully	0.5	5
		No mention of performance measures and/or measurable milestone	Project includes performance measures AND measurable milestones	0.5	5

APPENDIX A – PROJECT SCOPE

The District's 2019 Safe, Clean Water Grant Program for **Priority B7 Support Volunteer Cleanup Efforts and Education** is based on a reimbursement model, and will require a detailed Project Scope 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 possible attachments should include, but is not limited to, the following:

1. **Site location**

- a) Location map and site plan (City, Watershed, Adjacent water bodies and creeks)
- b) Specific location of Project (cross street to cross street is generally an easily identifiable Project reach) with Project access described
- c) Photos of Project site (optional)
- d) Santa Clara Valley Water Board Member District #

2. **Project tasks and measurable outcomes**

- a) Tasks and Deliverables should directly link to project benefits
- b) Tasks and subtasks should be identified for the Project Scope in such a way that the District may monitor Grantee progress on the approved project. The detail in which this is done is at Grantee's discretion
- c) Separate tasks and subtasks shall include cost estimates and shall be the basis for reimbursement in invoicing
- d) Proposed improvements e.g., tons of trash to be removed, outreach materials to be produced, hosting public meeting/events, number of participants/volunteers to be engaged, survey results etc. Measurable outcomes should link to tasks and deliverables.
- e) Estimated duration for project completion

Note: Please review *Attachment 1, Minimum Requirements Qualifications & Evaluation Criteria*, to ensure your Scope of Work meets the required evaluation criteria. Keep in mind each of the evaluation criteria when developing the scope of work. This will aid the Applicant in presenting a satisfactory proposal to the District for consideration of funding.

3. **Data Collection**

- a) Projects that provide an educational and/or a workshop component must provide pre- and post-surveys of program participants, as well as documentation of attendance through a sign-in sheet or a similar process
- b) All other projects must be able to demonstrate success of their project through established and repeatable outcomes- e.g., benefits achieved, stakeholder/user satisfaction, goals/milestones achieved, etc.

4. **Existing Agreements**

Please provide list of agreements (including project name, project location, brief description, funding program, year, amount, % of completion, and funding expiration date) with the District, how this project relates to these existing agreements (if applicable).

APPENDIX A – PROJECT SCOPE

5. **Project Team**
 - a) Identify key members of the team with working titles at a minimum
 - b) Describe the roles and responsibilities of the team proposed for the Project team
6. **Project operation and maintenance**
7. **Plans for Project monitoring or change management (where applicable)**
8. **Other information as appropriate**

APPENDIX B – PROJECT SCHEDULE

Project Start Date:			Project End Date:	
Task #	Task Description	Task Start Date	Task End Date	Major Milestone Achieved
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

APPENDIX C – PROJECT BUDGET

[illegible]

APPENDIX D – SAMPLE RESOLUTION

Resolution No: _____

RESOLUTION OF THE _____
(Title of Grantee's Governing Body)

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS UNDER
THE SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION
PROGRAM OF 2012**

WHEREAS, the Santa Clara Valley Water District has enacted the **2019** Safe Clean Water Priority B7 Grant Program, which provides funds for cleanup, education, outreach and watershed stewardship activities;

WHEREAS, the Santa Clara Valley Water District's Civic Engagement 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 grant program funds; and

WHEREAS, Applicant will enter into a Grant Agreement with the Santa Clara Valley Water District;

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

1. Approves the submission of an Application for grant funds from Priority B7 of the Safe, Clean Water and Natural Flood Protection Program
2. Approves the acceptance of grant funds from Priority B7 of the Safe, Clean Water and Natural Flood Protection Program, upon approval of grant funding for the Project by appropriate authorities;
3. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s);
4. Certifies that the Applicant will review and agree to the Special Provisions, General Provisions, Financial Provisions and Insurance Requirements contained in the Agreement; and
5. 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 the Project.

Approved and Adopted on the _____ day of _____, 20XX. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by (Applicants Governing Body) following a roll call vote:

AYES
NOES
ABSENT

(Clerk)

APPENDIX E – SAMPLE INVOICE TEMPLATE

[illegible]

APPENDIX F – PAYMENT REQUEST

GRANT:																
AGREEMENT	GRANTEE:															
INVOICE NO.																
PROJECT TITLE:																
1. TYPE OF PAYMENT: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final																
2. PAYMENT INFORMATION (Round all figures to the nearest dollar): <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">a. Project Amount</td> <td style="width: 5%;">\$</td> <td style="width: 35%;">.....</td> </tr> <tr> <td>b. Funds Received to Date</td> <td>\$</td> <td>.....</td> </tr> <tr> <td>c. Available (a. minus b.)</td> <td>\$</td> <td>.....</td> </tr> <tr> <td>d. Amount of This Request</td> <td>\$</td> <td><u> </u></td> </tr> <tr> <td>e. Remaining Funds After This Payment (c. minus d.)</td> <td>\$</td> <td>.....</td> </tr> </table>		a. Project Amount	\$	b. Funds Received to Date	\$	c. Available (a. minus b.)	\$	d. Amount of This Request	\$	<u> </u>	e. Remaining Funds After This Payment (c. minus d.)	\$
a. Project Amount	\$														
b. Funds Received to Date	\$														
c. Available (a. minus b.)	\$														
d. Amount of This Request	\$	<u> </u>														
e. Remaining Funds After This Payment (c. minus d.)	\$														
3. SEND PAYMENT TO: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 35%;">Grantee Name</td> <td>.....</td> </tr> <tr> <td>Street Address</td> <td>.....</td> </tr> <tr> <td>City, State, Zip Code</td> <td>.....</td> </tr> <tr> <td>Attention</td> <td>.....</td> </tr> </table>		Grantee Name	Street Address	City, State, Zip Code	Attention							
Grantee Name															
Street Address															
City, State, Zip Code															
Attention															
4. <i>"I certify, under penalty of perjury under the laws of the State of California, that the Quarterly/Monthly Status Report and all attachments, signed on the date below, on behalf of Grantee, were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the loss of the current and future Grant Funding."</i>																
TYPED OR PRINTED NAME OF PERSON AUTHORIZED BY RESOLUTION:	Title															
5. SIGNATURE OF PERSON AUTHORIZED BY RESOLUTION:	Date															
FOR SANTA CLARA VALLELY WATER DISTRICT USE ONLY																
PAYMENT APPROVAL SIGNATURE	Date															

APPENDIX G – STATUS REQUEST

Grantee: _____ Agreement No. _____ Invoice No. _____

Funding Program: _____

Project Name: _____

TASKS	NUMERICAL TARGET IF IDENTIFIED	STATUS (ON TARGET, MODIFICATION NEEDED OR COMPLETED)			COMMENTS (IDENTIFY COMPLETED TASKS AND EXPLAIN VARIATIONS)
		Scope	Schedule	Budget	
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
-					
Overall Project					
Issues or Concerns/Proposed Resolution					
Other items					

APPENDIX H – INSURANCE (GRANTEE)

Please refer to the insurance requirements listed below.

Without limiting the Grantee's indemnification of, or liability to, the Santa Clara Valley Water District ("District"), the Grantee must provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

Grantee must provide its insurance broker(s)/agent(s) with a copy of these requirements and warrants that these requirements have been reviewed by Grantee's insurance agent(s) and/or broker(s), who have been instructed by Grantee to procure the insurance coverage required herein. All Certificates of Insurance complete with copies of all required endorsements must be sent to: **Contract Administrator, Santa Clara Valley Water District, 5750 Almaden Expressway, San Jose, CA 95118.**

In addition to certificates, Grantee must furnish District with copies of original endorsements affecting coverage required by this Appendix. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. **All endorsements and certificates are to be received and approved by District before work commences.** In the event of a claim or dispute, District has the right to require Grantee's insurer to provide complete, certified copies of all required pertinent insurance policies, including endorsements affecting the coverage required by this Appendix.

Grantee must, at its sole cost and expense, procure and maintain during the entire period of this Agreement the following insurance coverage(s).

Required Coverages

1. Commercial General/Business Liability Insurance with coverage as indicated:

\$1,000,000 per occurrence / **\$1,000,000** aggregate limits for bodily injury and property damage

\$1,000,000 Products/Completed Operations aggregate (to be maintained for at least three

(3) years following acceptance of the work by District.

General Liability insurance must:

- a. Be written on standard ISO forms, or inspected by the District Risk Manager
- b. Include coverage at least as broad as found in standard ISO form CG0001.
- c. Include Premises and Operations
- d. Include Contractual Liability expressly including liability assumed under this contract.
- e. If Contractor will be working within fifty (50) feet of a railroad or light rail operation, any exclusion as to performance of operations within the vicinity of any railroad bridge, trestle, track, roadbed, tunnel, overpass, underpass, or crossway must be deleted, or a railroad protective policy in the above amounts provided.
- f. Include Owners and Contractors' Protective liability
- g. Include Severability of Interest
- h. Include Explosion, Collapse and Underground Hazards, (X,C, and U)
- i. Include Broad Form Property Damage liability

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- j. Contain no restrictive exclusions (such as but not limited to CG 2153, CG 2144 or CG 2294)

The District reserves the right to require certain restrictive exclusions be removed to ensure compliance with the above.

2. **Business Auto Liability Insurance** with coverage as indicated:

\$1,000,000 combined single limit for bodily injury and property damage per occurrence, covering all owned, non-owned and hired vehicles.

Excess or Umbrella policies may be used to reach the above limits for the General Liability and/or Business Auto Liability insurance limits, however all such policies must contain a primacy clause (See Section 2, General Conditions) and meet all other General Conditions below.

3. **Workers' Compensation and Employer's Liability Insurance**

Statutory California Workers' Compensation coverage covering all work to be performed for the District.

Employer Liability coverage for not less than \$1,000,000 per occurrence.

General Requirements

With respect to all coverages noted above, the following additional requirements apply:

1. **Additional Insured Endorsement(s):** Contractor must provide an additional insured endorsement for Commercial General/Business Liability (for both on-going and completed operations) and Business Automobile liability coverage naming the **Santa Clara Valley Water District, its Directors, officers, employees, and agents, individually and collectively**, as additional insureds, and must provide coverage for acts, omissions, etc. arising out of the named insureds' activities and work. Other public entities may also be added to the additional insured endorsement as applicable and the Contractor will be notified of such requirement(s) by the District. **NOTE:** This section does not apply to the Workers' Compensation and Professional Liability policies.

(NOTE: Additional insured language on the Certificate of Insurance is **NOT** acceptable without a separate endorsement such as Form CG 2010, CG 2033, CG 2037, or CG 2038. Editions dated 07/04 are not acceptable.)

2. **Primacy Clause:** Contractor will provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that Contractor's insurance (including any excess/umbrella policies) is primary with respect to any other insurance which may be carried by the District, its officer, agents and employees, and the District's coverage must not be called upon to contribute or share in the loss. **NOTE:** This section does not apply to the Workers' Compensation and Professional Liability policies.

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3. **Cancellation Clause:** Contractor will provide endorsements for all policies stating that the District will be given 30 days' notice of cancellation, (10 days for non-payment of premium). **NOTE:** The standard wording in the ISO Certificate of Insurance is not acceptable.
4. **Acceptability of Insurers:** All coverages must be issued by companies admitted to conduct business in the State of California, which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the District's Risk Manager. Non-Admitted companies may be substituted on a very limited basis at the Risk Manager's sole discretion.
5. **Self-Insured Retentions or Deductibles:** Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Contractor and subcontractors agree that in the event of a claim they will pay down any agreed upon SIR in a prompt manner as soon as bills are incurred in order to trigger the insurance related to the SIR.
6. **Subcontractors:** Should any of the work under this Agreement be sublet, Contractor will name each of the subcontractors of any tier under its own policies, or will require each of its subcontractors of any tier to carry the aforementioned coverages. District reserves the right to accept lower limits of coverage for select subcontractors. District Risk Manager shall make all such determinations. Contractor is responsible for ensuring all evidence of insurance for any subcontractor is forwarded to the District for review prior to receipt of a Notice to Proceed.
7. **Amount of Liability not Limited to Amount of Insurance:** The insurance procured by Contractor for the benefit of the District must not be deemed to release or limit any liability of Contractor. Damages recoverable by the District for any liability of Contractor must, in any event, not be limited by the amount of the required insurance coverage.
8. **Coverage to be Occurrence Based:** With the exception of the Professional Liability/Errors and Omissions coverage mentioned above, all coverage must be occurrence-based coverage. Claims-made coverage is not allowed.
9. **Waiver of Subrogation:** Contractor agrees to waive subrogation against the District to the extent any loss suffered by Contractor is covered by any Commercial General Liability policy, Automobile policy, Workers' Compensation policy, or Builders' Risk policy described in **Required Coverages** above. Contractor agrees to advise its broker/agent/insurer and agrees to provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that subrogation has been waived.
10. **Coverages to be Kept Current:** Contractor must keep all coverages required under

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this section accurate and current (non-expired) and immediately inform the District if there are any payments against the coverage, reduction in limits or other material changes. Contractor is responsible to ensure all subcontractors keep their coverages accurate and current in accordance with this Section 10, and this section.

11. **Non-compliance:** The District reserves the right to either halt work or withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above. District shall not be responsible for additional costs associated with lost time due to failure to comply.

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General Liability:	A.	Limits (\$1,000,000)	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
Auto Liability:	A.	Limits (\$1,000,000)	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
Umbrella:	A.	Limits (\$)	
	B.	Primacy (Endorsement or policy language)	
Workers Comp:	A.	Limits (\$1,000,000)	
	B.	Waiver of Subrogation (Endorsement or policy language)	
	C.	Cancellation Endorsement	

Safe, Clean Water and Natural Flood Protection Program

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

Agreement: A contract between the District and the Applicant specifying the payment of funds by the District's Clean, Safe Creeks and Natural Flood Protection Special Tax for the performance of the Project Scope within the Project Period by the Grantee.

Interested Party: An agency or organization requesting funding through this Grant Program.

Application: The individual Grant Application Cover Sheet and its supporting documentation to this Grant Program. 2017 Safe, Clean Water and Natural Flood Protection Program for Priority B7 – (*SUPPORT VOLUNTEER CLEANUP EFFORTS AND EDUCATION*)

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.

District: Santa Clara Valley Water District

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 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.

2018 SCW Grant Program: Safe, Clean Water and Natural Flood Protection, **Priority B7** Grant Application.

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 District grant funds. If the activity is part of a larger effort, clear delineation must be shown for the scope, schedule, and budget of what the District is funding.

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.

Safe, Clean Water: Safe, Clean Water and Natural Flood Protection Program

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