

# Water Education Efficiency Program (WEEP) Grant Guidelines and Terms



## WEEP Grant Overview

The Water Education Efficiency Program (WEEP) Grant is a program designed to encourage water users in Sweetwater Authority's service area to implement educational displays, programs, lectures or instructional media to teach the importance and relevance of water education.

The Authority encourages its commercial, industrial, or institutional (CII) customers who are interested in promoting water efficiency through educational projects to submit WEEP Grant applications. Grant awards are limited to a maximum of \$5,000 per project. Applications will be accepted from July 1, 2019 through May 31, 2020 or until funds are exhausted. Limited funding is available for the program; this is a reimbursement incentive only. Projects must be completed by June 10, 2020 and all payment requests (including supporting documents) must be received from the applicant by June 15, 2020.

Grant funding is available on a first come, first serve basis.

Questions may be directed to the Sweetwater Authority's Water Efficiency Program at [waterefficiency@sweetwater.org](mailto:waterefficiency@sweetwater.org) or 619-409-6779.

## Definitions

Terms used in this grant application package have the meanings described below:

**Applicant** – retail customer seeking grant funds from the Authority for a proposed educational project which promotes awareness in water efficiency, pursuant to the instructions and guidelines set forth in this application package.

**Award** – the decision by the Authority to provide grant funds, following the review and evaluation of a completed application. An award is made through a Grant Agreement.

**Grant Agreement (Agreement)** – a written contract between the Authority and the recipient of grant funds, which includes the obligations and conditions governing the use of grant funds.

**Reservation Letter** – a written notice of the reservation of grant funds.

**Site Inspection** – optional inspection to verify completion of the project and inclusion of water efficiency educational elements as described in the completed application.

# ***I. Grant Guidelines***

## **Eligible Applicants**

Grant funds are available to any institutional, industrial or commercial user who receives a water bill directly from the Authority for their own water use. Applicants may include city departments, hospitals, schools, developers, landlords, and businesses that receive a water bill directly from the Authority.

Proposed activities must meet all of the criteria set forth below to qualify for a WEEP Grant. Activities that do not meet one or more of the criteria listed below will be deemed ineligible.

## **Eligible Criteria**

### **Grant Application/Documentation**

- Project must be located in the Authority's Service Area, and the Project Applicant must be the Sweetwater Authority account holder. The account must be active and in good-standing. Projects that are exceptions to this criteria may be considered with the approval of the Sweetwater Authority Governing Board.
- Applicant must have the financial resources and adequate cash flow to complete the project as described in the application. This is a reimbursement incentive only; funds will not be distributed until after the project has been completed, inspected and approved by Authority personnel.
- Where applicable/available, projects must utilize Energy Star or WaterSense labeled technology.

## **Expiration**

A WEEP Grant reservation is valid through the date noted on the Reservation Letter. If a reservation expires, a new application may be submitted. Reservation extensions may be granted at the discretion of Authority staff, and must be obtained in writing. Once a Reservation Letter is issued, the proposed project must be completed by June 10, 2020 to be eligible for potential funding.

## **Payment**

The Applicant must submit the following to the Authority:

- Proof of purchase/installation documentation, including invoice and back-up documentation (receipts for parts, materials and supplies purchases, equipment rental, etc.) for the work completed and paid.

## **Grant Funding**

### **Funding Requirements**

- Funding will be provided based on 1) the evaluation of each application per the rules noted above, and 2) the availability of funds.
- Activities must be completed by June 10, 2020.
- Expenses incurred prior to the execution of the Grant Agreement are not eligible for reimbursement.
- Invoices from suppliers must be sufficiently itemized to identify project equipment cost from other labor or miscellaneous costs.
- Costs associated with shipping, tax, and maintenance are not eligible for grant funds.
- The Authority shall be recognized as the sponsoring organization in the educational displays, programs, lectures or instructional media funded by the WEEP Grant. The Authority logo shall be displayed on all WEEP Grant funded products as well.

## Tax Considerations

WEEP Grant funds count as income and therefore may be taxable. It is the responsibility of the Applicant to determine whether a tax liability exists.

## **II. Grant Evaluation**

Applications must meet all of the eligibility criteria listed under WEEP Grant Application and the Project Documentation steps listed under Section I. Grant Guidelines:

- Grant applications will be reviewed on a pass/fail basis against these eligibility criteria. Applications that meet all of the eligibility criteria are further subject to the availability of funds.
- Applicants for WEEP Grants in excess of \$5,000, or which have otherwise been deemed ineligible, may be approved on a case by case basis by the Sweetwater Authority Governing Board.

## **III. Grant Application**

The WEEP Grant will be a two-step solicitation process. The first step is to submit the attached application/agreement. Applications will be evaluated based on the eligibility criteria described in Section I, and funds may be reserved, subject to availability. Successful Applicants will then be asked to enter into a Grant Agreement. This second step of the grant process will be completed when the project has been successfully post inspected.

Completed applications should be emailed to [waterefficiency@sweetwater.org](mailto:waterefficiency@sweetwater.org) or delivered to:

Sweetwater Authority  
Water Efficiency  
Program 744 F St  
Chula Vista, CA 91910

All applications will be initially reviewed for completeness, and reviewed for potential approval upon receipt of a complete application by Authority staff. Funding decisions will be made based on eligibility and availability of funds, as described in this application package.

For questions about the WEEP Grant program or if you require assistance in completing a grant application, please email the Authority's water efficiency program at [waterefficiency@sweetwater.org](mailto:waterefficiency@sweetwater.org) or contact the Authority at (619) 409-6779.

# Water Education Efficiency Program (WEEP) Grant Application



Project Information	
<b>Project Type:</b>	
<b>Installation Address:</b>	
<b>Location of Proposed Activity:</b>	
<b>Brief Description of Project and Educational Value:</b>	

Applicant Information			
<b>Account Number:</b>			
<b>Applicant (Business Name):</b>			
<b>Contact Person:</b>			
<b>Mailing Address:</b>		<b>Zip Code:</b>	
<b>Day/Work Phone:</b>		<b>E-Mail Address:</b>	

Project Cost	
<b>Total Project Cost:</b>	\$

### Hold Harmless and Indemnification Agreement

I certify I have read, understand and agree to the terms and conditions of this grant program. The undersigned expressly agrees that the Authority may inspect all WEEP Grant funded project elements/installations; that installation of water efficiency educational resources may not result in lower water bills; and that the Authority does not warrant any products, materials, equipment or installation to be free of defects, the quality of workmanship, or the suitability of the premises for water efficiency resource installation and educational purposes. The undersigned further agrees to defend, indemnify and hold harmless the Authority, their directors, officers, and employees, against all loss, damage, expense, claims, suits and liability, including attorney's fees resulting from the loss, destruction or damage to property arising out of or in any way connected with the WEEP Grant funded project.

**Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Water Education Efficiency Program (WEEP) Project Budget

**Applicant Name:** \_\_\_\_\_

**Project Type:** \_\_\_\_\_

**Begin Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Schedule of Rates**

*Include fixed-rate costs for materials or equipment, and hourly rates for employee time and service*

<i>Item description</i>	<i>Fixed cost or hourly rate (estimate)</i>	<i>Total cost (estimate)</i>
_____		
_____		
_____		
_____		
_____		
_____		

**total project cost** \_\_\_\_\_

Additional project funding sources to pay for any balance of project costs not covered by the WEEP grant

<i>Additional funding source</i>	<i>Amount</i>
1. _____	
2. _____	
3. _____	