

**Proposal Solicitation Package  
Integrated Regional Water Management  
Planning Grant  
Proposition 84  
Draft  
March 2010**



The Natural Resources Agency  
Department of Water Resources  
Division of Integrated Regional Water Management

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## Foreword

This document contains the California Department of Water Resources' (DWR) Integrated Regional Water Management (IRWM) Program Proposal Solicitation Package (PSP) for IRWM Planning grants funded by Proposition 84.

This document guides the applicant through the application process from the history of the program to the eligibility requirements to the application instructions and finally to the Review and Scoring criteria. General information is covered in the front end of the document and detailed instructions for portions of the application are contained within Exhibits A-F. This document is not a standalone document and the applicant will need to refer to the Guidelines for additional information. It can be found at <http://www.water.ca.gov/irwm/index.cfm>. Potential applicants are encouraged to read the Guidelines and PSP prior to deciding to submit an application.

The application process for this solicitation is a one step process. This document contains the procedures for submitting applications for grant funding and the detailed scoring criteria. All qualified interested parties are encouraged to submit a grant proposal. DWR will be using its Bond Management System (BMS) as the online grant application tool to receive the electronic portions of a grant proposal.

### Point of Contact

For questions about this document, or other technical issues related to this document, please contact DWR's Financial Assistance Branch at (916) 651-9613 or by email at [DWR\\_IRWM@water.ca.gov](mailto:DWR_IRWM@water.ca.gov).

### Website

This document as well as other information about the IRWM Grant Program can be found at: <http://www.water.ca.gov/irwm/index.cfm>. In addition to the website, DWR will distribute information via email. If you are not already on the IRWM contact list and wish to be placed on it, please e-mail your contact information to: [DWR\\_IRWM@water.ca.gov](mailto:DWR_IRWM@water.ca.gov)

### Due Date

The complete application and all supporting documentation must be submitted by 5pm on **<DATE>**. DWR will accept applications through its Bond Management System (BMS) on-line submittal tool. Instructions for BMS are included in this PSP.

# Table of Contents

TOPIC	PAGE #
<b>I. INTRODUCTION .....</b>	<b>5</b>
<b>II. ELIGIBILITY .....</b>	<b>5</b>
<i>A. Eligible Application.....</i>	<i>5</i>
<i>B. Eligible Project Types.....</i>	<i>5</i>
<b>III. FUNDING.....</b>	<b>8</b>
<i>A. Maximum Grant Amount .....</i>	<i>8</i>
<i>B. Funding Match .....</i>	<i>8</i>
<b>IV. SCHEDULE .....</b>	<b>8</b>
<b>V. APPLICATION INSTRUCTIONS .....</b>	<b>8</b>
HOW TO SUBMIT .....	9
<i>A. Electronic Submittal .....</i>	<i>9</i>
<i>B. Hardcopy Submittal.....</i>	<i>10</i>
WHAT TO SUBMIT.....	11
<i>A. Grant Application Checklist.....</i>	<i>13</i>
<i>B. Attachment Instructions .....</i>	<i>14</i>
<i>AB 1420 COMPLIANCE.....</i>	<i>17</i>
<i>WATER METER IMPLEMENTATION COMPLIANCE .....</i>	<i>17</i>
<b>VI. REVIEW AND SCORING CRITERIA.....</b>	<b>17</b>
<b>EXHIBIT A - FUNDING MATCH APPLICATION .....</b>	<b>19</b>
EXAMPLES OF FUNDING MATCH .....	20
PRESENTING FUNDING MATCH .....	21

## I. INTRODUCTION

The IRWM Grant Program is designed to encourage integrated regional management of water resources and provide funding for projects that support integrated water management planning and implementation. This PSP works in conjunction with the IRWM Grant Program Guidelines to disburse this first round of planning grant funding under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act 2006 (Proposition 84). For this solicitation DWR will use a one-step application process to evaluate IRWM Planning Grant applications.

A complete list of acronyms and a glossary of terms used throughout this PSP are available in the IRWM Guidelines and Appendix D, respectively. The Guidelines are posted on the DWR websites at:

<http://www.grantsloans.water.ca.gov/grants/integregio.cfm>

This PSP is intended to provide instructions to applicants who are seeking planning grant funding for the development or revision of an IRWM Plan. The instructions provided are intended for an audience that is already familiar with the IRWM process and grant program. This document is not all encompassing; and the applicant will need to refer to the IRWM Grant Program Guidelines to obtain the necessary details required to fill out a complete application. DWR will evaluate the IRWM Planning Grant applications in accordance with the Guidelines and this PSP.

**Prospective applicants for IRWM Planning Grants should read this PSP and the entire IRWM Grant Program Guidelines. Specific emphasis should be directed to the IRWM Plan Standards (Appendix E of the Guidelines) and to the Proposal Selection section (Section V of the Guidelines) to ensure that the submittal will meet the grant program requirements.**

## II. ELIGIBILITY

### A. Eligible Application

Only one application per eligible IRWM Planning region will be accepted for this solicitation. Applications for IRWM grants must meet all Eligibility Criteria in order for the application to be considered for grant funding. Eligibility requirements that apply to all PSPs within the IRWM Grant Program are included in Section III of the Guidelines. The specific eligibility criterion that applies to this first round of planning grants is that the IRWM region must have been accepted into the IRWM Grant Program through the 2009 Region Acceptance Process (RAP). See Table 1 for a listing of the 2009 RAP Results. Eligibility will be determined based on information furnished by the applicant as described in Section VI of this PSP.

### B. Eligible Project Types

Eligible projects are planning actions related to development, updating, or improvement of an IRWM Plan. This may include focused, topic-specific planning efforts such as salt/nutrient management planning or enhanced integration of flood management issues into an IRWM Plan. Applicants must make it apparent within the work plan that the end result the proposed work effort is a complete IRWM Plan, which must be demonstrated in the Proposal by identifying which specific section or sections of the Work Plan that support IRWM Plan as product.



<b>Table 1. 2009 RAP Results</b>	
<b>Regional Water Management Group</b>	<b>Region Acceptance</b>
<b>North Coast Funding Area</b>	
North Coast	Approved Region
<b>San Francisco Bay Funding Area</b>	
San Francisco Bay Area	Approved Region
<b>Central Coast Funding Area</b>	
Greater Monterey County	Approved Region
Monterey Peninsula, Carmel Bay & South Monterey Bay	Approved Region
Pajaro River Watershed	Approved Region
San Luis Obispo County	Approved Region
Santa Barbara County	Approved Region
Santa Cruz County	Approved Region
<b>Los Angeles-Ventura Funding Area</b>	
Gateway	Approved Region
Greater Los Angeles County	Approved Region
Upper Santa Clara River	Approved Region
Watersheds Coalition of Ventura County	Approved Region
<b>Lahontan Funding Area</b>	
Antelope Valley	Approved Region
Inyo-Mono	Approved Region
Tahoe Sierra	Approved Region
<b>Santa Ana Funding Area</b>	
Santa Ana Watershed Project Authority	Approved Region
<b>Colorado River Funding Area</b>	
Borrego Valley	Approved Region
Coachella Valley	Approved Region
Imperial Valley	Approved Region
<b>San Diego Funding Area</b>	
San Diego	Approved Region
South Orange County Watershed Management Area	Approved Region
Upper Santa Margarita	Approved Region

<b>Table 1. 2009 RAP Results</b>	
<b>Regional Water Management Group</b>	<b>Region Acceptance</b>
<b>Sacramento River Funding Area</b>	
American River Basin	Approved Region
Cosumnes American Bear Yuba	Approved Region
Northern Sacramento Valley – Four County Group	Conditionally Approved
Sacramento Valley	Conditionally Approved
Upper Feather River Watershed	Approved Region
Upper Pit River Watershed	Approved Region
Upper Sacramento-McCloud	Approved Region
Westside-Sacramento	Approved Region
Yuba County	Approved Region
<b>San Joaquin Funding Area</b>	
Central California	Conditionally Approved
East Contra Costa County	Approved Region
Eastern San Joaquin	Approved Region
Madera	Conditionally Approved
Merced	Conditionally Approved
Mokelumne-Amador-Calaveras	Approved Region
Tuolumne-Stanislaus	Approved Region
<b>Tulare-Kern Funding Area</b>	
Kaweah River Basin	Conditionally Approved
Kern County	Conditionally Approved
Poso Creek	Conditionally Approved
Southern Sierra	Conditionally Approved
Tule	Conditionally Approved
Upper Kings Basin Water Forum	Approved Region
<b>Trans-San Joaquin-Tulare/Kern Funding Area</b>	
Westside-San Joaquin	Approved Region
<b>Trans-Colorado-Lahontan Funding Area</b>	
Mojave	Approved Region

### III. FUNDING

DWR is proposing two rounds of funding for Proposition 84 Planning grants. The first round will provide approximately \$20 million in funding. Planning grants will be funded 50%-50% from the Regional and Interregional funds authorized by Proposition 84 and California Water Code (CWC) Section 83002.(b)(3)(A)(ii). See Section II.B of the Guidelines for additional detail.

#### A. Maximum Grant Amount

Grants will be limited to a maximum of \$1 million per region.

#### B. Funding Match

Applicants must demonstrate that a minimum of 50% of the total project costs will be paid for with non state funds. Applications that do not demonstrate the minimum funding match will not be awarded funding. Exhibit F provides examples of how funding match can be presented.

### IV. SCHEDULE

The schedule below (Table 2) shows the program timeline from release of the Final Grant Guidelines and PSPs through the award of funding for this funding cycle. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on the DWR website listed in the Foreword. Updates may also be advertised through fliers, e-mail announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the IRWM Grant Program should e-mail contact information to the email address listed in the foreword.

Table 2 - IRWM Planning Grants Proposal Solicitation Process and Schedule	
Milestone or Activity	Schedule
Release Final Program Guidelines and PSPs	<DATE>
Applicant Workshops Date, time, and locations to be determined	<DATES>
<b>Planning Grant applications must be submitted to DWR via BMS to DWR by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.</b>	<DATE>
Public meeting to discuss initial funding recommendations.	<DATE>
DWR approves final grant awards.	<DATE>

### V. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The Application Instructions section consists of two subsections: How to Submit and What to Submit. It is important that the applicants follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to DWR, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.



## How to Submit

Applicants must submit a complete application both electronically and in hardcopy.

### A. Electronic Submittal

Applicants must submit a complete application on-line using DWR's BMS. The on-line BMS application for the Planning Grant can be found at the following secure link:

<Web address to be included in Final PSP>

The on-line application will be available no later than <DATE - Anticipated to be 4-6 weeks before the application due date>.

Applicants are encouraged to review the BMS User Manual and Frequently Asked Questions, available at the above link, prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP or questions or problems with BMS, please contact [DWR](#) at the phone number or email listed in the Foreword.

***Specific BMS instructions/references will be included in the final version. A check list similar to Table 3 will be included an aid to help applicants submit complete applications. The checklist presented is a place holder.***

The grant application in BMS consists of five sections outlined in Table 3 – Grant Application Checklist. Within BMS, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. BMS will allow applicants to type text or cut and paste information from other documents directly into a BMS submittal screen.

When uploading an attachment in BMS, the following attachment title naming convention must be used:

Att#\_PG1\_PIN\_AttachmentName\_#ofTotal#

Where:

- a. "Att#" is the attachment number
- b. "PG1" is the code for this grant solicitation
- c. "PIN" is the applicant's 5-digit PIN assigned by BMS
- d. "AttachmentName" is the name of the attachment as specified in Section B2 – Attachment Instructions
- e. "#ofTotal#" identifies the number of files that make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment

For example, if the Attachment 3 – Work Plan for applicant with PIN "12345" is made up of three files, the second file in the set would be named "Att3\_PG1\_12345\_WorkPlan\_2of3".

Applications may include attachments with supplemental materials, such as design plans and specifications, detailed cost estimates, feasibility studies, pilot projects, additional maps, diagrams, copies of agreements, or other applicable items. Applicants are encouraged to submit attachments and supporting documentation in an electronic format.

## **B. Hardcopy Submittal**

Applicants are to submit three copies of the complete application to DWR by 5 p.m. on the due date. The addresses for mailing by U.S. mail, overnight courier, or hand delivery of hardcopy and CD/DVD application components are listed as follows:

By U.S. Mail:

California Department of Water Resources  
Division of Integrated Regional Water Management  
Financial Assistance Branch  
Post Office Box 942836  
Sacramento, CA 94236-0001  
Attn: Bill Hoffmann

Or Overnight courier to:

California Department of Water Resources  
Division of Integrated Regional Water Management  
Financial Assistance Branch  
1416 9<sup>th</sup> Street, Room 213  
Sacramento, CA 95814  
Attn: Bill Hoffmann

Or hand deliver to:

901 P Street, Lobby  
Sacramento, CA 95814  
Attn: Bill Hoffmann

## What to Submit

Applicants must submit all items listed as attachments in Table 3, the Grant Application Checklist. This checklist is intended to help ensure the applicant has submitted the proper information in the application both in electronic and hardcopy formats.

Table 3 – Grant Application Checklist	
<b>1. APPLICANT INFORMATION</b>	
	<i>The following information must be submitted as a part of or an attachment to the grant application:</i>
<input type="checkbox"/>	<b>Organization Name:</b> Provide the name of the Agency/Organization responsible for submitting the application.
<input type="checkbox"/>	<b>Tax ID:</b> Provide the federal tax ID number of the Agency/Organization submitting the application.
<input type="checkbox"/>	<b>Proposal Name:</b> Provide the title of the Project.
<input type="checkbox"/>	<b>Proposal Objective:</b> Briefly describe the objectives for the IRWM Plan.
<b>2. BUDGET</b>	
	<i>Any costs indicated must also be agree with costs presented in Attachment 4</i>
<input type="checkbox"/>	<b>Other Contribution:</b> Provide the total amount of other funds. Include detail for any legal services costs required to support the project. If there is no other contribution, enter zero.
<input type="checkbox"/>	<b>Funding Match:</b> Provide the total Funding Match that will be committed to the Project from local sources such as local agencies and organizations. Exhibit F of this PSP provides additional information regarding Funding Match requirements.
<input type="checkbox"/>	<b>Federal Contribution:</b> Provide the total amount of federal funding. If there is no federal contribution, leave field blank.
<input type="checkbox"/>	<b>In-kind Contribution:</b> Provide the value of in-kind services. In-Kind Contribution – refers to work performed by the grantee, the cost of which is considered cost match instead of actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zero.
<input type="checkbox"/>	<b>Amount Requested:</b> Provide the amount of total grant funds requested.
<input type="checkbox"/>	<b>Total Project Cost:</b> Provide the total Project cost. This amount must equal the sum of the contributions listed above.
<b>3. GEOGRAPHIC INFORMATION</b>	
<input type="checkbox"/>	<b>Latitude: Specific BMS Instructions Pending</b>
<input type="checkbox"/>	<b>Longitude: Specific BMS Instructions Pending</b>
<input type="checkbox"/>	<b>Longitude/Latitude Clarification: Specific BMS Instructions Pending.</b>

Table 3 – Grant Application Checklist

<input type="checkbox"/>	<u>Location</u> : Using common terms, where is your Project is located?
<input type="checkbox"/>	<u>County(ies)</u> : Provide the county(ies) in which the region is located. <b>Specific BMS Instructions Pending</b>
<input type="checkbox"/>	<u>Groundwater Basin(s)</u> : Provide the groundwater basin(s) in which your Project is located. <b>Specific BMS Instructions Pending</b>
<input type="checkbox"/>	<u>Hydrologic Region(s)</u> : Provide the hydrologic region(s) in which your Project is located. <b>Specific BMS Instructions Pending</b>
<input type="checkbox"/>	<u>Watershed(s)</u> : Provide the name of the watershed(s) in which your Project is located. <b>Specific BMS Instructions Pending</b>
<b>4.</b>	<b>LEGISLATIVE INFORMATION</b>
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district, please enter each district. <b>Specific BMS Instructions Pending</b>
<b>5.</b>	<b>APPLICATION QUESTIONNAIRE</b>
	<i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i>
<input type="checkbox"/>	<u>Q1. Project Description</u> : Provide a brief abstract of the Proposal, including a listing of individual project titles or types. Please note if the Proposal will facilitate or support the participation of disadvantaged communities (DAC) in the IRWM planning effort.
<input type="checkbox"/>	<u>Q2. Project Director</u> : Provide the name and details of the person responsible for executing the grant agreement for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
<input type="checkbox"/>	<u>Q3. Project Management</u> : Provide the name and contact information of the Project Manager from the applicant agency or organization that will be the day-to-day contact on this application.
<input type="checkbox"/>	<u>Q4. Applicant Information</u> : Provide the agency name, address, city, state, and zip code of the applicant submitting the application.
<input type="checkbox"/>	<u>Q5. Additional Information</u> : Based on the region's location, what is the applicable DWR region (Northern, North Central, South Central, or Southern)? The following link can be used to view each DWR region office boundaries: <a href="http://www.water.ca.gov/groundwater/groundwater_basics/gw_contacts_info.cfm">http://www.water.ca.gov/groundwater/groundwater_basics/gw_contacts_info.cfm</a>
<input type="checkbox"/>	<u>Q6. Additional Information</u> : List the name of the Regional Water Quality Control Board (RWQCB) in which your Project is located. For a region that extends beyond more than one RWQCB boundary, list the name of each Board.
<input type="checkbox"/>	<u>Q7. Eligibility</u> : Does the application represent a single application from an IRWM Planning region approved in the RAP (See Section III, Table 1)? If yes, include the name of the IRWM Planning region. If not, explain.
<input type="checkbox"/>	<u>Q8. Eligibility</u> : Is the applicant a local agency or non-profit organization as described in Section III of the <u>Guidelines</u> ? Yes or No.

Table 3 – Grant Application Checklist

<input type="checkbox"/>	<b>Q9. Eligibility:</b> List the urban water suppliers that will receive funding from the proposed grant. Those listed must submit self certification of compliance with California Water Code (CWC) § 525 <i>et seq.</i> and Assembly Bill (AB) 1420, see Attachment 6. If there are none, so indicate.	
<input type="checkbox"/>	<b>Q10. Eligibility:</b> Have all of the urban water suppliers, listed in Q9 above, submitted complete urban water management plans to DWR? Have those plans been verified as complete by DWR? If not, explain.	
<input type="checkbox"/>	<b>Q11. Adoption Date:</b> Identify the adoption date or anticipated adoption date of the IRWM Plan.	
<input type="checkbox"/>	<b>Q12. Completeness Check:</b> Have all of the fields in the application been completed? If no, please explain.	
<b>6.</b>	<b>APPLICATION ATTACHMENTS</b>	
	<p><i>Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in section VI <a href="#">A.1</a> of this PSP. For instructions on attaching files, please refer to the <a href="#">BMS User Manual</a>. Requirements for information to be included in these attachments are found in <a href="#">Section VI B.2</a> of this PSP.</i></p> <p><i>Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy. All portions of the application, BMS submittal and hardcopies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.</i></p> <p><i>Maps, photographs, documents, and reports should be formatted with no component larger than 50 megabytes (MB). However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).</i></p>	
<input type="checkbox"/>	Attachment 1.	Authorizing Documentation
<input type="checkbox"/>	Attachment 2.	Eligible Applicant Documentation
<input type="checkbox"/>	Attachment 3.	Work Plan
<input type="checkbox"/>	Attachment 4.	Budget
<input type="checkbox"/>	Attachment 5.	Schedule
<input type="checkbox"/>	Attachment 6.	AB 1420 and Water Meter Compliance Information (if required as part of Eligibility). DO NOT UPLOAD TO ONLINE SYSTEM. Submit a single hardcopy to DWR

Instructions for the majority of the proposal content are presented below.

### A. Grant Application Checklist

Applicants do not need to submit the BMS questionnaire in the hardcopy submittal. Only the attachments listed within the Grant Application Checklist will be required for the hardcopy submittal.

## B. Attachment Instructions

Applicants are required to submit Attachments 1 through 5 to complete the IRWM Planning Grant Application. A discussion of each of these attachments is provided below.

### *ATTACHMENT 1. AUTHORIZING DOCUMENTATION*

For the “AttachmentName” in the naming convention above use “AuthDoc” for this attachment.

The applicant is to provide a copy of documentation, such as a resolution adopted by the applicant’s governing body, designating an authorized representative to file an application for an IRWM Planning Grant and enter into an agreement with the State of California. The following text box provides an example resolution.

RESOLUTION NO. \_\_\_\_\_

Resolved by the <Insert name of governing body, city council, organization, or other> of the <Insert name of agency, city council, organization, or other>, that application be made to the California Department of Water Resources to obtain an Integrated Regional Water Management Implementation Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code Section 75001 *et seq.*), and to enter into an agreement to receive a grant for the: <Insert name of Proposal>. The <Insert title – Presiding Officer, President, Agency Manager, or other officer> of the <Insert name of agency, city, county, organization, or other> is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and execute a grant agreement with California Department of Water Resources.

Passed and adopted at a meeting of the <Insert name of agency, city, county, organization, or other> on <Insert date>.

Authorized Original Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Clerk/Secretary: \_\_\_\_\_

### *ATTACHMENT 2. ELIGIBLE APPLICANT DOCUMENTATION*

For the “AttachmentName” in the naming convention above use “EligDoc” for this attachment.

Eligible applicants are local agencies or non-profit organizations. The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

#### **Local Agencies**

- ↻ Is the applicant a local agency as defined in Section III of the Guidelines? Please explain.
- ↻ What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
- ↻ Does the applicant have legal authority to enter into a grant agreement with the State of California?
- ↻ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.



### ***Non-Profit Organizations***

- ↪ Is the applicant a non-profit agency as defined in Section III of the Guidelines? Please explain.
- ↪ Does the applicant have legal authority to enter into a grant agreement with the State of California?
- ↪ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.
- ↪ Include a copy of the certificate of incorporation for the organization.

### ***ATTACHMENT 3. WORK PLAN***

For the “AttachmentName” in the naming convention above use “WorkPlan” for this attachment.

The work plan must be consistent with the budget and schedule. The work plan shall contain all the necessary details to show the process the applicant will take to move forward with or complete the IRWM Plan. If the applicant does not have an existing IRWM Plan, then it should use this section to detail the process by which one will be created. Applicable components of the background section shall be addressed for proposed IRWM Plans.

The work plan should include at least two sections. The first section shall consist of background information on the applicant’s IRWM planning efforts to date, including the status of development and adoption of the IRWM Plan. The second section shall be the work plan that details how the applicant is proposing to take the IRWM Plan from its existing level of completion to the proposed level of completion.

#### ***Background Section***

The background section will consist of a history of the IRWM planning process that the IRWM planning effort has taken to date. The background section should be used to set the context of the work plan. It can include a discussion of previous efforts or activities that relate to the development of the IRWM Plan, but are not part of specific work items. The following descriptions must be included either in the background section or, if appropriate, as tasks in the work plan (as applicable to existing or partially completed IRWM Plans). These descriptions may be extracted, where feasible, from the existing IRWM Plan or relevant sections of the RAP submittal materials.

- ↪ the Regional Water Management Group (RWMG)
- ↪ the region
- ↪ the existing or partially completed IRWM Plan
- ↪ the public process used to identify stakeholders and how they were included in the planning and decision making process for the IRWM Plan
- ↪ the process used to identify the region’s DACs and how the Applicant engaged them in the IRWM Planning process
- ↪ the process used to identify the regions’ water related objectives and conflicts
- ↪ the process used to determine criteria for developing regional priorities
- ↪ the data and technical analysis collected/performed and how that data is managed

- ↻ how integrated resource management strategies will be employed
- ↻ how the IRWM Plan will be implemented and what impacts and benefits are expected
- ↻ for existing IRWM Plan, describe how that plan meets the current IRWM Plan standards

*Work Plan Content*

Work plan tasks are specific tasks that will be performed as part of the proposal. These tasks should be consistent with the budget and schedule. If the proposal is selected for funding, the task descriptions will be used as the scope of work in a grant agreement. Therefore, task descriptions need to have sufficient detail such that the reviewer understands the work to be performed and is able to evaluate the adequacy of the proposal. The work plan must contain, as specific tasks, the submittal of: quarterly reports, a final report, and other written documents expected to be generated during performance of the proposal. Detailed task descriptions must be supported with the estimates used in the budget. Explain the applicant’s plan, proposed efforts, and approach to environmental compliance including addressing any California Environmental Quality Act (CEQA) obligations in connection with the proposal. See Guidelines, Appendix A for useful web links for CEQA information. Explain how the proposed tasks will facilitate and support the involvement of DACs in the IRWM planning effort. Also, explain how the proposed tasks support involvement and participation of Native American tribal communities in the IRWM planning effort.

**ATTACHMENT 4. BUDGET**

For the “AttachmentName” in the naming convention above use “BUDGET” for this attachment.

The budget must be consistent with the work plan and schedule. For each work plan task, a budget line item estimate should be presented, as well as a breakdown of the applicant’s funding match and requested grant funds. The information presented should allow the reviewer to understand how the budget estimate was developed. Supporting information for the budget includes labor categories, hourly rates, labor time estimates, and subcontractor quotes. The minimum Funding Match is 50% of the total proposal costs (See Exhibit A). The sources for funding match must be identified. Applicants should read the discussion on reimbursement of costs in section V.K of the Guidelines. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs. Such administrative expenses are the necessary costs incidentally, but directly related to the proposal.

<b>Table 4 - Project Budget</b>					
<b>Proposal Title:</b> _____					
<b>Project Title:</b> _____					
<b>Budget Category</b>		<b>Non-State Share (Funding Match)</b>	<b>Requested Grant Funding</b>	<b>Total</b>	<b>% Funding Match</b>
<b>(a)</b>	List proposed tasks on separate lines				
<b>(i)</b>	Grand Total (Sum the rows for each column)				
<b>Sources of Funds for Non-State Share (Funding Match) and Other State Funds</b>		<i>Use as much space as required to show the source of the Non-State Share and Other State Funds</i>			

**ATTACHMENT 5. SCHEDULE**

For the “AttachmentName” in the naming convention above, use “SCHED” for this attachment.

The schedule must be consistent with the work plan and budget and should include development and adoption of the IRWM Plan. The schedule should show <DATE>, as the assumed effective date and <DATE> as the end date of the grant agreement. If IRWM Plan adoption is scheduled to occur after the end date of the grant agreement, show that also and explain how the RWMG will ensure plan adoption

**ATTACHMENT 6. AB 1420 AND WATER METER IMPLEMENTATION COMPLIANCE**

For the “AttachmentName”, in the naming convention above, use “1420” for this attachment.

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with the following, AB 1420 requirements, and Water Meter Implementation requirements.

**AB 1420 Compliance**

If the applicant is an urban water supplier or an urban water supplier will be receiving funding from the proposed grant, the AB1420 Compliance Tables 1 and 2 for each urban water supplier receive funds must be completed. The AB1420 Compliance Tables 1 and 2 may be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>. An urban water supplier who has already submitted Tables 1 and 2 will need to submit an updated Tables 1 and 2 must include any changes in the implementation schedule, financing, budget, and level of coverage. If there are no updates or changes to Tables 1 and 2, then there is no need to re-submit these tables. A statement from the applicant that it has already submitted Tables 1 and 2 to DWR’s Water Use and Efficiency Branch and there are no changes to Tables 1 and 2 will be sufficient for this eligibility requirement.

**Water Meter Implementation Compliance**

The Water Meter compliance self certification form and instructions can be found at the website listed in the Foreword. The certification document must be filled out, signed, and submitted in hardcopy. Three hardcopies are required for submitting this attachment.

**VI. REVIEW AND SCORING CRITERIA**

Applications will first be screened for eligibility and completeness in accordance with Section V of the [Guidelines](#) and this PSP. The information provided by applicants in BMS, as well as Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

**Scoring Criteria**

Applications that are complete and eligible will be scored based on the evaluation criteria summarized in [Table 5](#). Each criterion will be scored by technical reviewers and assigned a score within the range of points shown in Table 5. The score for each criterion will then be multiplied by a weighting factor and summed for a total score to be assigned to the application.

The evaluation criterion labeled “Program Preference” will be used to provide additional points for Proposals that include projects identified in the Guidelines as preferential (see Guidelines section II.F). To obtain these points, applicants must document specific tasks within the work plan, schedule, and budget that outline how these projects will be developed and included within the IRWM Plan.

The review process is discussed in detail in Section V.F. of the [Guidelines](#).

**Table 5 - Evaluation Criteria Summary**

Element	Scoring criteria	Weighting factor	Range of points possible	Score	Scoring standards
1	<u>Work Plan</u> – Scoring is based on the level of detail and planning that the applicant provided within the application to show the feasibility of the work plan.	3	0-15	0-5	Standard Scoring Criteria (see Section V.F of Guidelines)
2	<u>DAC Involvement</u> – Scoring is based on the level of detail and planning that the applicant provided within the work plan to show how the IRWM Region will facilitate and support DAC participation in the IRWM Planning process.	2	0-10	5	The work plan provides tasks for and clearly shows the process the applicant will use to facilitate and support DACs within the IRWM region.
				4	The work plan provides tasks for facilitating and supporting DACs within the IRWM region, but did not sufficiently detail the process to be used.
				0	The work plan does not provide any indication of how the applicant intends to facilitate and support DACs within the IRWM region
3	<u>Schedule</u> – Scoring is based on the level of detail provided within the schedule and the feasibility of the proposed timeline. Scoring will also be based on how well the Schedule matches the work plan and budget.	2	0-10	0-5	Standard Scoring Criteria (see Section V.F of Guidelines)
4	<u>Budget</u> – Scoring is based on the level of completeness and detail provided within the budget, whether or not the budget matches the work plan and Schedule, and on the administrative costs associated with running the project	2	0-10	0-5	Standard Scoring Criteria (see Section V.F of Guidelines)

Table 5 - Evaluation Criteria Summary

Element	Scoring criteria	Weighting factor	Range of points possible	Score	Scoring standards
5	<u>Program Preference</u> – Points are awarded for each program preference that is specifically included in the work plan, schedule, and budget.	1	0-10	1	One point will be awarded for each program preference met as outlined in Section II.F of the guidelines. However, the score may be reduced if the work plan does not convey certainty that the preference(s) will be achieved or the magnitude of claimed benefits is limited. A maximum point allowance of 10 points will be awarded per application.
<b>Total Range of Points Possible</b>				<b>0-55</b>	

## Exhibit A

### Funding Match Information

#### Purpose

The purpose of this exhibit is to provide examples for the applicant that show how a funding match is calculated. It is also to describe what the applicant must provide DWR to prove it is supplying the appropriate funding match.

#### What Can be Used as Funding Match

As specified in the PRC, the Guidelines, and in this PSP, the funding match must be from non-state sources. Applicants can use in-kind services, federal grant dollars, or local agency/organization funds. In addition to costs or in-kind services performed under a grant agreement, costs paid or in-kind services performed from non-state sources may be presented as a funding match if they occur between September 30, 2008, and the effective date of the grant agreement. In the event that an applicant receives a grant, DWR may consider such costs as part of the funding match and may disallow portions.

#### Examples of Funding Match

**EXAMPLE 1:** In this example the total cost of the proposal (\$2,554,000) is more than the maximum grant limit of \$1,000,000; therefore, the applicant must pay for costs exceeding \$1,000,000. Under Example 1, the applicant is providing a 61% funding match made up in part by local agency services on the project.

Work Item	Agency Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$300,000	\$125,000	\$425,000
2. Prioritize Management Issues	\$250,000	\$55,000	\$305,000
3. Integrate /Prioritize Projects	\$350,000	\$25,000	\$375,000
4. Conduct Stakeholder Meetings and Planning Studies	\$124,000	\$395,000	\$519,000
5. Write Draft Plan	\$200,000	\$300,000	\$500,000
6. Prepare Final Plan	\$300,000	\$100,000	\$400,000
7. Adopt Plan	\$5,000	\$0	\$5,000
8. Quarterly and Final Reports	\$25,000	\$0	\$25,000
<b>Totals</b>	<b>\$1,554,000</b>	<b>\$1,000,000</b>	<b>\$2,554,000</b>

The funding match for Example 1 =  $\$1,554,000/\$2,554,000 \times 100 = 61\%$ .



**EXAMPLE 2:** Under Example 2, the applicant is providing a 50% funding match and the grant amount is less than the maximum amount.

Work Item	Agency Funding Match	Grant Request	Total Cost
<b>1. Gather/Analyze Existing Management Plans</b>	\$37,500	\$37,500	<b>\$75,000</b>
<b>2. Prioritize Management Issues</b>	\$12,500	\$12,500	<b>\$25,000</b>
<b>3. Integrate /Prioritize Projects</b>	\$12,500	\$12,500	<b>\$25,000</b>
<b>4. Conduct Stakeholder Meetings and Planning Studies</b>	\$100,000	\$100,000	<b>\$200,000</b>
<b>5. Write Draft Plan</b>	\$75,000	\$75,000	<b>\$150,000</b>
<b>6. Prepare Final Plan</b>	\$33,208	\$33,208	<b>\$66,417</b>
<b>7. Adopt Plan</b>	\$125	\$125	<b>\$250</b>
<b>8. Quarterly and Final Reports</b>	\$12,501	\$12,499	<b>\$25,000</b>
<b>Totals</b>	<b>\$283,334</b>	<b>\$283,332</b>	<b>\$566,663</b>

The funding match for Example 2 =  $\$283,334/\$566,666 \times 100 = 50\%$ .

## Presenting Funding Match

The funding match appears in several places in the application. An applicant will directly enter into BMS ([Table 1](#) of the PSP), the funding match amount and grant request. The funding match appears again in the work plan ([Exhibit C](#) of the PSP) with the budget. Applicants must show agency funding match and grant fund allocations in their budgets. Applicants must also identify the source of the agency funding match.