IMPLEMENTATION

PROPOSAL SOLICITATION PACKAGE
Integrated Regional Water Management

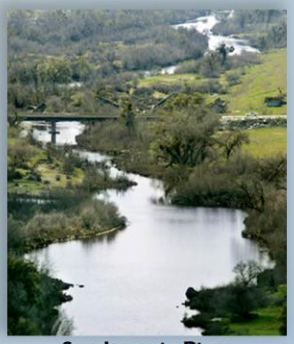
PROPOSITION 84
August 2010

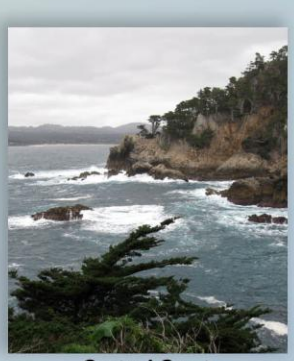
ROUND 1


North Coast


Sacramento River


San Francisco Bay Area

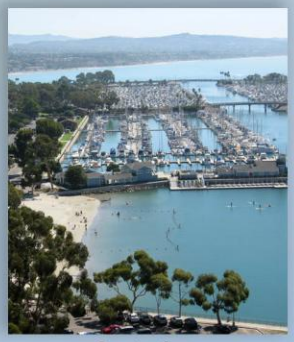

San Joaquin River


Central Coast


Tulare/Kern


North/South Lahontan


Los Angeles


Santa Ana


San Diego


Colorado River Basin

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 Implementation grants funded by Proposition 84.

This document walks 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-G. This document is not a standalone document and the applicant will need to refer to the Guidelines for additional information, found at http://www.water.ca.gov/irwm/guidelines.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.

Point of Contact

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

Website

This document as well as other information about the IRWM Program can be found at: http://www.water.ca.gov/irwm/integregio_implementation.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 email your contact information to: DWR_IRWM@water.ca.gov.

Due Date

The complete application and all supporting documentation must be submitted via DWR's Bond Management System (BMS) and hardcopies by 5:00 p.m. on Friday, January 7, 2011.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

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 Program Guidelines to disburse this first round of implementation 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 Implementation Grant applications.

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

http://www.water.ca.gov/irwm/guidelines

Prospective applicants for IRWM Implementation Grants should read this PSP and the entire Guidelines. Specific emphasis should be directed to the Guidance for IRWM Plan Standards (Appendix C 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

Only one application per eligible IRWM Region will be accepted for this solicitation. This section of the PSP provides an overview of the eligibility requirements that must be met to apply for this IRWM Implementation Grant Program solicitation.

A. Eligible Grant Applicants

A grant applicant is the entity submitting the grant application and the entity that will enter into an agreement with the State, should the application be successful. Eligible applicants are local agencies or non-profits. Project proponents are generally any stakeholder responsible for implementing a project within a grant proposal. Section III of the Guidelines contains more information on applicants and project proponents.

B. Eligibility Criteria

Applications for IRWM Implementation 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 the Guidelines, Section III. Specific eligibility criteria that apply to this round of Implementation grants are listed below. Eligibility will be determined based on information furnished by the applicant as described in Section V of this PSP.

The IRWM Region must have been accepted, for Implementation funding, into the IRWM grant program through the 2009 Region Acceptance Process (RAP), Table 1. Table 1 does not include those IRWM regions whose conditional acceptance was for Planning Grants only.

Per CWC Section §83002.(b)(3)(B), projects receiving grants funded through this solicitation must be included in an IRWM Plan that meets one of two conditions:

1. The plan complies with Part 2.2 of Division 6 of the CWC, commencing with §10530.
2. The plan is adopted before September 30, 2008; the Regional Water Management Group (RWMG) enters into a binding agreement with DWR to update, within two years of the execution date of the agreement, the IRWM Plan to meet the IRWM Plan standards contained in the Guidelines; and the RWMG undertakes all reasonable and feasible efforts to take into account water-related needs of disadvantaged communities (DACs) in the area within the IRWM region.

For this solicitation, any application claiming eligibility based on condition 1 and was adopted on or after September 30, 2008, must include their IRWM Plan per the instructions for Attachment 1 for review to determine eligibility. This will consist of the following items:

- Verification that the IRWM Plan has been adopted
- Verification that the IRWM Plan addresses all the Plan Standards as listed in the Guidelines.

Joint Power Authorities and/or regional organizations may adopt an IRWM Plan on behalf of their member agencies for the first solicitation round; however, member agencies will have to individually adopt an IRWM Plan for subsequent solicitation rounds.

Table 1 – Round 1 Implementation Eligible IRWM Regions from the 2009 RAP Decisions

Regional Water Management Group	Region Acceptance	IRWM Plan Adopted by 09/30/2008
North Coast Funding Area		
North Coast	Approved Region	Yes
San Francisco Bay Funding Area		
San Francisco Bay Area	Approved Region	Yes
Central Coast Funding Area		
Greater Monterey County	Approved Region	Yes
Monterey Peninsula, Carmel Bay & South Monterey Bay	Approved Region	Yes
Pajaro River Watershed	Approved Region	Yes
San Luis Obispo County	Approved Region	Yes
Santa Barbara County	Approved Region	Yes
Santa Cruz County	Approved Region	Yes
Los Angeles-Ventura Funding Area		
Gateway	Approved Region	No
Greater Los Angeles County	Approved Region	Yes
Upper Santa Clara River	Approved Region	Yes
Watersheds Coalition of Ventura County	Approved Region	Yes
Lahontan Funding Area		
Antelope Valley	Approved Region	Yes
Inyo-Mono	Approved Region	No
Tahoe Sierra	Approved Region	Yes
Santa Ana Funding Area		
Santa Ana Watershed Project Authority	Approved Region	Yes
Colorado River Funding Area		
Borrego Valley	Approved Region	No
Coachella Valley	Approved Region	No
Imperial Valley	Approved Region	No
San Diego Funding Area		

Table 1 – Round 1 Implementation Eligible IRWM Regions from the 2009 RAP Decisions		
Regional Water Management Group	**Region Acceptance**	**IRWM Plan Adopted by 09/30/2008**
San Diego	Approved Region	Yes
South Orange County Watershed Management Area	Approved Region	Yes
Upper Santa Margarita	Approved Region	Yes
Sacramento River Funding Area		
American River Basin	Approved Region	Yes
Cosumnes American Bear Yuba	Approved Region	Yes
Sacramento Valley	Conditionally Approved	Yes
Upper Feather River Watershed	Approved Region	Yes
Upper Pit River Watershed	Approved Region	No
Upper Sacramento-McCloud	Approved Region	No
Westside-Sacramento	Approved Region	Yes
Yuba County	Approved Region	Yes
San Joaquin Funding Area		
East Contra Costa County	Approved Region	Yes
Eastern San Joaquin	Approved Region	Yes
Madera	Conditionally Approved	Yes
Mokelumne-Amador-Calaveras	Approved Region	Yes
Tuolumne-Stanislaus	Approved Region	No
Tulare-Kern Funding Area		
Kaweah River Basin	Conditionally Approved	Yes
Poso Creek	Conditionally Approved	Yes
Upper Kings Basin Water Forum	Approved Region	Yes
Trans-San Joaquin-Tulare/Kern Funding Area		
Westside-San Joaquin	Approved Region	Yes
Trans-Colorado-Lahontan Funding Area		
Mojave	Approved Region	Yes

C. Eligible Project Types

Guidelines Section III.C provides specific detail on eligible project types. Eligible projects must be consistent with an adopted IRWM Plan (PRC §75026.(a)). Consistency with an adopted IRWM Plan means either the project is included as an implementation project for the adopted IRWM Plan, or the project has been added to the IRWM Plan implementation list after adoption, but in accordance with the procedures in the adopted IRWM Plan. If the IRWM Plan is silent regarding a process to update or change the project list, the proposal must include documentation demonstrating that those projects added to the implementation project list after the IRWM Plan's adoption have been fully vetted by the IRWM Region.

As described in the Guidelines, there are two exceptions to this eligibility criterion, projects that directly address a critical water quality or supply issue in a DAC and urban water suppliers implementing BMPs as described in the Guidelines. These exceptions are being made to encourage assistance to DACs and encourage implementation of BMPs by urban water suppliers. Such projects must still be consistent with the IRWM Plan objectives.

III. FUNDING

DWR is proposing multiple rounds of funding for Proposition 84 IRWM Implementation grants. The first round is expected to provide approximately $100 million in funding from the Regional Funds, as authorized by Proposition 84 and California Water Code (CWC) Section 83002.(b)(3)(A)(i). Additional funding may be awarded if it becomes available. Award of any additional funding will be consistent with any requirements associated with the specific appropriation of funds. See Section II.B of the Guidelines for additional detail.

DWR has funding targets, shown below, to guide the distribution of a portion of the funds.

- Not less than $20,000,000 will be allocated to support urban and agricultural water conservation projects necessary to meet a 20% reduction in per capita water use by the year 2020.
- Not less than 10% of the available funding will be used to support projects that address critical water supply or water quality needs for DACs, where feasible, to be awarded consistent with the Funding Area allocation schedule in Proposition 84 (See Guidelines, Figure 1).

If a project meets multiple funding targets, the funds awarded the project will be counted towards both funding targets. If DWR does not receive projects applicable to a funding target or such projects do not demonstrate sufficient technical feasibility or anticipated project benefits, DWR will reserve (not award) the amount of grant funding specified in that funding target.

A. Maximum Grant Amount

DWR will strive to allocate the Proposition 84 Implementation grant funds to each funding area consistent with the allocation schedule provided in Proposition 84 and in proportion to the amount of total allocation included in this solicitation, as shown in Table 2. One purpose of providing this proportional breakdown is to give applicants a target dollar amount.

DWR may alter the anticipated allocation schedule depending on the total amount of grant request received, the grant requests received by individual funding area, and whether the submitted proposals demonstrate sufficient technical feasibility or anticipated project benefits. Should this occur, Column D shows the proposed maximum redistribution of funds by funding area. Therefore, an applicant may request up to the Column D amount, but the proposal should be phased in anticipation of receiving either the Column C amount, plus possibly only a portion of funds available in excess of Column C targets. Additionally, for those funding areas with multiple IRWM Regions, DWR will also consider funding more than one proposal. Therefore, a proposal should also be phased in anticipation of receiving less than the Column C amount. DWR will not exceed the allocation schedule included in Proposition 84 and presented in Guidelines, Figure 1. In compliance with AB 626, DWR will make every effort to allocate 10% of each region's funding to support projects that address critical water supply or water quality needs of DACs.

Table 2 – Proposition 84 IRWM Implementation Funding			
Column A	Column B	Column C	Column D
Funding Area	Prop 84 Schedule	Anticipated Allocation Schedule for This Grant Cycle	Maximum First Round Allocation
North Coast	$37,000,000	$4,111,111	$8,222,222
San Francisco Bay	$138,000,000	$15,333,333	$30,666,667
Central Coast	$52,000,000	$5,777,778	$11,555,556
Los Angeles-Ventura	$215,000,000	$23,888,889	$47,777,778
Santa Ana	$114,000,000	$12,666,667	$25,333,333
San Diego	$91,000,000	$10,111,111	$20,222,222
Sacramento River	$73,000,000	$8,111,111	$16,222,222
San Joaquin River	$57,000,000	$6,333,333	$12,666,667
Tulare/Kern (Tulare Lake)	$60,000,000	$6,666,667	$13,333,333
Lahontan	$27,000,000	$3,000,000	$6,000,000
Colorado River Basin	$36,000,000	$4,000,000	$8,000,000
Total	**$900,000,000**	**Less than or equal to $100,000,000**	

B. Funding Match

For Proposition 84 IRWM Implementation funding, minimum funding match is 25% of the total cost of the proposal. For projects that address a critical water supply or water quality need for a DAC, the funding match may be waived. See instructions for Attachment 12 and Exhibit G for more information on applying for a funding match waiver.

IV. SCHEDULE

The schedule Table 3 shows the program timeline from release of the Final Grant Program Guidelines and PSP through final approval of awards. 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 of the Final Grant Guidelines. Stakeholders will also be notified via email. Updates may also be advertised through fliers, email announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the IRWM Grant Program should email contact information to the email address listed in the Foreword.

Table 3 – IRWM Implementation Grants Proposal Solicitation Process and Schedule	
Milestone or Activity	**Schedule (1)**
Release Final Program Guidelines and PSP	August 2, 2010
Applicant Workshops Dates, times, and locations to be determined. Future notification will be provided on DWR's IRWM Grant Program Website. http://www.water.ca.gov/irwm/	*October/November*
Implementation Grant applications must be submitted via BMS and hardcopies 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.	January 7, 2011
Public meeting to discuss initial funding recommendations.	*April 2011*
DWR approves final grant awards.	*June 2011*

(1) Italics denote approximate dates.

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.

A. How to Submit

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

1. *Electronic Submittal – Bond Management System*

Applicants must submit a complete application on-line using DWR's BMS. BMS can only be accessed with Internet Explorer. The on-line BMS application for the Implementation Grant can be found at the following secure link:

http://www.water.ca.gov/irwm/integregio_bms.cfm

The on-line application will be available no later than November 5, 2010.

Applicants are encouraged to review the BMS User Manual, 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. For applicants that do not have internet access, please contact Wade Wylie at (916) 651-9250.

The grant application in BMS consists of four sections or "tabs" outlined in Table 4. 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#_IG1_PIN_AttachmentName_#ofTotal#

Where:

a. "Att#" is the attachment number
b. "IG1" is the code of this 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 V.B.1 – 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 3 files, the second file in the set would be named "Att3_IG1_12345_WorkPlan_2of3".

File size for each attachment submitted via BMS is limited to 50MB. Breaking documents into components such as chapters or logical components so that files are less than 50MB will aid in uploading files. 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 hard copy. All portions of the application, BMS submittal and hard copies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.

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.

2. *Hard Copy Application Submittal*

The addresses for mailing by U.S. mail, overnight courier, or hand delivery of hard copy 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: Trevor Joseph

Or Overnight courier to:

California Department of Water Resources
Division of Integrated Regional Water Management
Financial Assistance Branch
1416 9th Street, Room 338
Sacramento, CA 95814
Attn: Trevor Joseph

Or hand-deliver to:

901 P Street, Lobby
Sacramento, CA 95814
Attn: Trevor Joseph

B. What to Submit – Required Application Attachments

This section presents the required elements of an application for grants funded by the IRWM Grant Program. Applicants must submit a complete application by the deadline contained in the Schedule shown in Table 3. The grant application consists of four sections or "Tabs" as outlined in Table 4, Grant Application Checklist, which is provided as a guide for the applicants to ensure that they have submitted the required information for a complete application. Some differences between the nomenclature used in Table 4, Grant Checklist, and the actual application in BMS exist. For clarification the BMS nomenclature has been placed next to the Grant Application Checklist nomenclature in parenthesis.

Attachments are required as noted in the Grant Checklist. Applicants may use BMS to print out completed tables for submittal with the hardcopy. Failure to submit any required attachment will make the application incomplete, and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided below and the Attachments and associated Exhibits are summarized in Table 4.

A complete application consists of all the following items:

- Electronic submittal of an application through the BMS
- **Four** (4) hard copies (preferably double-sided) of attachments (as applicable) submitted to DWR.

1. *Grant Application Checklist*

Table 4 – Grant Application Checklist

	APPLICANT INFORMATION TAB *The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the BMS application.*
	APPLICANT INFORMATION
☐	Organization Name: Provide the name of the Agency/Organization responsible for submitting the application.
☐	Tax ID: Provide the federal tax ID number of the Agency/Organization submitting the application.
☐	Proposal Name: Provide the title of the Proposal
☐	Proposal Objective: Briefly describe how the Proposal helps achieve the objectives of the IRWM Plan.
	BUDGET *The following budget items should be taken from Table 8 in Exhibit B where applicable.*
☐	Other Contribution: Enter other State funds Being used.
☐	Funding Match (Local Contribution): Is the same as "Local Cost Match" in the Guidelines. Provide the total Funding Match that will be committed to the Proposal. Proposition 84 requires a minimum local contribution of 25% of total proposal cost unless there is a DAC project included in the Proposal.
☐	Federal Contribution: enter zeroes in this field.
☐	In-kind Contribution: Provide the total amount of in kind services in dollars. 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, then enter zeroes in this field.

Table 4 – Grant Application Checklist	
☐	Grant Funds Requested (Amount Requested): Provide the amount of total grant funds requested.
☐	Total Proposal Cost (Total Project Cost): Provide the total Proposal cost, in dollars. This amount must agree with the total proposal cost shown in Attachment 4.
	GEOGRAPHIC INFORMATION
☐	Latitude: Enter the Latitude at the location that best represents the center of the IRWM Region.
☐	Longitude: Enter the Longitude at the location that best represents the center of the IRWM Region.
☐	Longitude/Latitude Clarification: Only use if necessary.
☐	Location: Identify the approximate location that best represents the center of the IRWM Region.
☐	County: Provide the county in which the region is located. If the region covers multiple counties, hold down the control key and select all that apply.
☐	Groundwater Basins: Provide the groundwater basin in which the region is located. For proposal covering multiple groundwater basins, hold down the control key and select all that apply.
☐	Hydrologic Regions: Provide the hydrologic region in which your region is located. For proposals covering multiple hydrologic regions, hold down the control key and select all that apply.
☐	Watershed: Provide the name of the watershed the region covers. For proposals covering multiple watersheds, hold down the control key and select all that apply.
	LEGISLATIVE INFORMATION
☐	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 regions that include more than one district, Hold the control key down and select all that apply.
	APPLICANT INFORMATION AND QUESTIONS TAB *The answers to these questions will be used in processing the application and determining eligibility and completeness.*
☐	Q1. Proposal Description: Provide a brief abstract of the Proposal, including a listing of individual project titles or types. Please note which projects, if any, directly address a critical water supply or water quality issue for a DACs or Native American Tribal communities.
☐	Q2. Project Director: 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.
☐	Q3. Project Management: 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.
☐	Q4. Applicant Information: Provide the agency name, address, city, state and zip code of the applicant submitting the application.
☐	Q5. Additional Information: Provide the funding area(s) in which projects are located.
☐	Q6. Responsible Regional Water Quality Control Board(s): List the name of the RWQCB in which your Proposal is located. For a region that extends beyond more than one RWQCB boundary, list the name of each Board.
☐	Q7. Eligibility: Proposition 84 requires a minimum funding match of 25% of total project cost unless there is a DAC project included in the proposal. Requirements for DAC funding match reductions are included in Exhibit G of this PSP.

Table 4 – Grant Application Checklist	
☐	Q8. Eligibility: Does the application represent a single application from an IRWM Region approved in the RAP (See Section II.B, Table 1)? If yes, include the name of the IRWM Region. If not, explain.
☐	Q9. Eligibility: Is the applicant a local agency or non-profit organization as defined in Appendix B of the Grant Guidelines?
☐	Q10. Eligibility: List the urban water suppliers that will receive funding from the proposed grant. Those listed must submit self certification of compliance with CWC §525 et seq. and AB 1420. If there are none, so indicate and you do not have to answer Q11 and Q12.
☐	Q11. Eligibility: Have all of the urban water suppliers, listed in Q10 above, submitted complete 2005 Urban Water Management Plans (UWMP) to DWR? Have those plans been verified as complete by DWR? If not, explain and provide the anticipated date for having a complete UWMP. Will all of the urban water suppliers
☐	Q12. Eligibility: Have any urban water suppliers listed in Q10 recently submitted AB 1420 compliance tables and supporting documentation to DWR for a different grant program within the past three months? If so, please list the urban water supplier and the grant program. An urban water supplier must submit AB 1420 compliance documentation to DWR. If the urban water supplier has not submitted AB 1420 documentation, or that documentation was determined to be incomplete by DWR, the urban water supplier's projects will not be considered eligible for grant funding. Refer to Section IIIB of the Guidelines for additional information.
☐	Q13. Eligibility: Does the Proposal include any groundwater management or groundwater recharge projects or projects with potential groundwater impacts? If so, provide the name(s) of the project(s) and list the agency(ies) that will implement the project(s)
☐	Q14. Eligibility: For the agency(ies) listed in Q13, how has the agency complied with CWC §10753 regarding GWMPs, as described in Section III.B of the Grant Guidelines?
PROJECTS TAB *Each Project in the proposal should be detailed on a separate Project Tab. Applicants may generate as many Project Tabs as are necessary. The following questions will be used to gather information on each specific project.*	
	PROJECT BENEFITS INFORMATION
☐	Project Name: Provide the Project name.
☐	Benefit type: Select the benefit type that most closely matches the intended benefit of the project. Multiple benefits may be defined here.
☐	Benefit Level: identify the level of benefit being described as Primary, secondary, etc.
☐	Description: Provide a brief description of how the benefit will be attained.
☐	Measurement: Quantify the Benefit using a unit of measurement (IE: acre feet, acres, square miles, cubic feet, etc).
	BUDGET *The following budget items should be taken from Table 7, Exhibit B where applicable.*
☐	Other Contribution: Enter other State funds Being used.
☐	Funding Match (Local Contribution): Provide the total Funding Match that will be committed to the project.
☐	Federal Contribution: Enter zeros in this field.
☐	In kind Contribution: Provide the total dollar amount of in kind services in dollars. 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 then place zeroes in this field.

Table 4 – Grant Application Checklist	
☐	Grant Funds Requested (Amount Requested): Provide the amount of total grant funds requested for this project, in dollars.
☐	Total Project Cost: Provide the total Project cost, in dollars.
	GEOGRAPHIC INFORMATION
☐	Latitude: Enter the Latitude at the center of the project.
☐	Longitude: Enter the Longitude at the center of the project.
☐	Longitude/Latitude Clarification: Use only if necessary.
☐	Location: Provide the address for the project or the nearest identifiable location.
☐	County: Provide the county in which the project is located. If the project covers multiple counties hold the control key down and select all that apply.
☐	Groundwater Basins: Provide the groundwater basin in which the project is located. For projects covering multiple groundwater basins hold the control key down and select all that apply.
☐	Hydrologic Regions: Provide the hydrologic region in which your project is located. For projects covering multiple hydrologic regions, hold the control key down and select all that apply.
☐	Watershed: Provide the name of the watershed the project is located in. For projects covering multiple watersheds, hold the control key down and select all that apply.
	LEGISLATIVE INFORMATION
☐	Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the project is located (use district numbers only, not the name of the Legislator). For projects covering more than one district, hold the control key down and select all that apply.

APPLICATION ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in Section V.A *of this PSP. For instructions on attaching files, please refer to the* BMS User Manual. *Requirements for information to be included in these attachments are found in Section V.B.2 of this PSP.*

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.

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).

Attachment #[1]		Attachment Title	Additional Information in Exhibits[2]
☐	Attachment 1	Authorization and Eligibility Requirements	
☐	Attachment 2	Adopted Plan and Proof of Formal Adoption	
☐	Attachment 3	Work Plan	Exhibit A
☐	Attachment 4	Budget	Exhibit B

Table 4 – Grant Application Checklist			
☐	Attachment 5	Schedule	
☐	Attachment 6	Monitoring, Assessment, and Performance Measures	
☐	Attachment 7	Economic Analysis – Water Supply Costs and Benefits	Exhibit C
☐	Attachment 8	Water Quality and Other Expected Benefits	Exhibit D
☐	Attachment 9	Economic Analysis – Flood Damage Reduction Costs and Benefits	Exhibit E – Only needed if claiming a flood damage reduction benefit.
☐	Attachment 10	Costs and Benefits Summary	Exhibit F
☐	Attachment 11	Program Preferences	
☐	Attachment 12	Disadvantaged Community Assistance	Exhibit G – Only needed if the proposal contains a project that addresses a critical water supply or water quality need of a DAC or is requesting a funding match waiver.
☐	Attachment 13	AB1420 and Water Meter Compliance Information	DO NOT UPLOAD TO ONLINE SYSTEM. Submit signed originals to DWR.
☐	Attachment 14	Consent Form	Exhibit H – Only needed if the proposal is from a region with an IRWM Plan adopted on or before September 30, 2008. DO NOT UPLOAD TO ONLINE SYSTEM. Submit signed originals to DWR.

(1) *The attachment discussion below provides the applicant with general directions regarding the content of each attachment.*
(2) *The exhibit discussion provides specific direction regarding what information is to be submitted in the associated attachment.*

2. Attachment Instructions

Applicants are required to submit Attachments 1 through 13 to complete the IRWM Implementation Grant Application. A discussion of each of these attachments is provided below.

ATTACHMENT 1. AUTHORIZATION AND ELIGIBILITY REQUIREMENTS

For the "AttachmentName" in the naming convention of BMS, use "Eligible" for this attachment.

Attachment 1 is mandatory and consists of authorization and eligibility documentation including the Urban Water Management Planning Act Compliance, CWC §525 compliance, Groundwater Management Plan Compliance, and IRWM Plan consistency. In Attachment 1 please provide the following items:

Authorizing Documentation – The applicant must provide a resolution adopted by the applicant's governing body designating an authorized representative to submit the application and execute an agreement with the State of California for an IRWM Implementation Grant. 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: _____

Eligible Applicant Documentation: Eligible applicants are local agencies or non-profit organizations.

If DWR determines that the applicant does not have the authority to enter into a grant agreement with the State, the applicant will not be eligible for funding and application will not be reviewed.

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 Appendix B 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 Appendix B 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.

GWMP Compliance – For groundwater management and recharge projects and for projects with potential groundwater impacts, either positive or negative, the applicant or the participating agency responsible for such projects must provide in Attachment 1 the following, as applicable:

- If the Proposal does not contain a groundwater management or recharge project or none of the projects in the Proposal have a potential to impact groundwater, either positively or negative, so indicate, and include in Attachment 1 the justification for such a conclusion.
- Identification of projects in the Proposal that involve any groundwater management or groundwater recharge or may have either positive or negative groundwater impacts.

- The agency(ies) that will implement such project(s).
- The status of the applicable GWMP compliance option as described below:
  - The applicant or participating agency has prepared and implemented a GWMP that is in compliance with CWC §10753.7.
  - The applicant or participating agency participates or consents to be subject to a GWMP, basin-wide management plan, or other IRWM program or plan that meets the requirements of CWC §10753.7.
  - The applicant or participating agency conforms to the requirements of an adjudication of water rights in the subject groundwater basin.
  - The applicant or participating agency is in the process of revising the GWMP to be compliant with CWC §10753. In which case, Attachment 1 must state the estimated date for adoption, which must be within one year of application due date (see the Schedule in Table 3).
- Copies of applicable GWMP.

Compliance with CWC §83002.(b)(3)(B) – Section II.B of this PSP presents two possible scenarios whereby projects within an IRWM Plan are eligible for implementation grant funding. If eligibility for this criterion is being established using an IRWM Plan that meets current plan standards as explained in the Guidelines that plan must be submitted as part of Attachment 1. If eligibility is being established using an IRWM Plan adopted prior to September 30, 2008 the Plan does not need to be submitted.

Consistency with an adopted IRWM Plan – Consistency with the adopted IRWM Plan means either the project is included as an implementation project for the IRWM Plan, or the project has been added to the IRWM Plan after adoption, but in accordance with the procedures in the adopted IRWM Plan. In Attachment 1, the applicant must provide a listing of projects proposed for funding and how those projects are consistent with the adopted IRWM Plan. In cases where the project has been added post adoption, please discuss how the addition of the project(s) was consistent with the procedures established in the adopted IRWM Plan. Applicant must provide documentation indicating that project(s) added post adoption were vetted by the IRWM group. Documentation such as meeting minutes and/or project approval letters from the IRWM group are considered acceptable for submittal.

ATTACHMENT 2. ADOPTED PLAN AND PROOF OF FORMAL ADOPTION

For the "AttachmentName" in the naming convention of BMS, use "Adopt" for this attachment.

Attachment 2 consists of proof of formal adoption (i.e. a signature page, with dates of signature) for all Regional Water Management Group (RWMG) entities and project proponents adopting the IRWM Plan and other documentation that the IRWM Plan was adopted consistent with CWC §10543 (applicable only to those establishing eligibility with a plan meeting current plan standards and Guideline provisions).

The Work Plan, Budget, and Schedule, Attachments 3, 4, and 5, deal specifically with the Proposal and are used to evaluate whether the applicant's projects are ready to proceed. Attachments 3, 4, and 5 relate to one another and each should support the other. For example, if the Work Plan is detailed, the budget estimate should be equally detailed. Lump sum costs in the Budget may indicate a work item that is less implementable. The detail and accuracy of the Work Plan and Budget should support the readiness presented in the Schedule. Work items that are not detailed or are unclear indicate to a reviewer that the items are not ready to proceed.

ATTACHMENT 3. WORK PLAN

For the "AttachmentName" in the naming convention of BMS, use "WorkPlan" for this attachment. See Exhibit A for detailed guidance on preparing this attachment. There is no page limitation for Attachment 3; however, applicants are encouraged to be clear and concise. See Exhibit A for an outline of tasks that will also meet the major tasks listed in the Budget in Exhibit B.

The Work Plan contains summary descriptions of all the projects constituting the Proposal and tasks necessary to complete each project in the Proposal. The Work Plan must be sufficiently detailed to demonstrate that the Proposal is ready for implementation, and should include a brief discussion of the supporting studies, data, and resources for each project, to ensure implementation of the proposal is based on sound scientific and technical principles. Deliverables should be identified in the Work Plan. For this solicitation, the scoring criteria for grant applications will include points for applications where the Work Plan includes Data Management and Monitoring Deliverables that are consistent with the IRWM Plan Standards and Guidance - Data Management Standard, contained in the IRWM Guidelines. The Work Plan should identify linkages between and among projects that are critical to the success of the regional effort. The Work Plan tasks must also be consistent with the major tasks and sub-tasks identified in the Budget, Attachment 4 and Schedule, Attachment 5.

ATTACHMENT 4. BUDGET

For the "AttachmentName" in the naming convention of BMS, use "Budget" for this attachment. See Exhibit B for detailed guidance on preparation of this attachment.

Table 7 (Exhibit B) must be completed for each project in the Proposal and another form must be completed as a summary or roll-up budget for the entire Proposal. For each project contained in the Proposal, provide detailed budget documentation supporting the costs shown in Table 7, Project Budget. For each budget category shown in Table 7, there may be several tasks and sub-tasks.

Table 7 will also be used to present the funding match for the Proposal, including documenting that the Proposal will meet the minimum requirement of at least 25 percent of the total costs. As discussed in the Guidelines, the requirement for funding match may be waived for projects that demonstrate they address a critical water supply or water quality issue for a DAC. See Exhibit B for more information on how to present the budget and also, where relevant, requesting a funding match waiver.

Applicants must consider the relevant labor code compliance requirements and the applicability of prevailing wage laws in developing the Budget as explained in Section IV of the Guidelines. Applicants should also identify funding for the Data Management and Monitoring Deliverables identified in the Work Plan, including any data sharing efforts with the applicable State databases.

ATTACHMENT 5. SCHEDULE

For the "AttachmentName" in the naming convention of BMS, use "Schedule" for this attachment.

Provide a schedule for implementation of the Proposal showing the sequence and timing of the proposed project or suite of projects. The schedule must show the start and end dates as well as milestones for each task contained in the Work Plan and should be in a horizontal bar or Gantt chart format. The schedule should also illustrate any dependencies or predecessors by showing links between tasks. An assumed end date of the grant agreement will not be established by DWR, instead applicants must include a reasonable estimate of the end date, based on their Proposal including time for any final reports and invoicing. The schedule, Attachment 5 must be consistent with the Work Plan, Attachment 3 and Budget, Attachment 4, and must use June 1, 2011 as the assumed award date of the grant.

At a minimum, the following tasks should be included on the schedule:

- Development of financing

- Development of environmental documentation and CEQA/National Environmental Policy Act (NEPA) compliance
- Project design and bid solicitation process
- Acquisition of rights-of-way, if required
- Identification and acquisition of all necessary permits
- Construction start and end dates including significant milestones
- Implementation of any environmental mitigation or enhancement efforts

ATTACHMENT 6. MONITORING, ASSESSMENT, AND PERFORMANCE MEASURES

For the "AttachmentName" in the naming convention of BMS, use "Measures" for this attachment. There is no page limitation for Attachment 6; however, applicants are encouraged to be clear and concise.

Describe the performance measures that will be used to quantify and verify project performance. Provide a discussion of the monitoring system to be used to verify project performance with respect to the project benefits or objectives identified in the Proposal. Indicate where the data will be collected and the types of analyses to be used. Include a discussion of how monitoring data will be used to measure the performance in meeting the overall goals and objectives of the IRWM Plan.

This attachment presents the planned project monitoring, assessment, and performance measures that will demonstrate that the Proposal will meet its intended goals, achieve measurable outcomes, and provide value to the State of California. The purpose of Attachment 6 is to provide a preview of the information that would go into a monitoring plan.

For Attachment 6, applicants are required to submit Project Performance Measures Tables specific to their Proposal. Project Performance Measures Tables should include the following items:

- Project goals
- Desired outcomes
- Output indicators – measures to effectively track output
- Outcome indicators – measures to evaluate change that is a direct result of the work
- Measurement tools and methods
- Targets – measurable targets that are feasible to meet during the life of the Proposal

A Project Performance Measures Table should be submitted for each project included in the Proposal. When multiple projects carry the same goals and outcomes, a combined table can be developed to cover those projects. The measurement parameters (metrics) should fit the performance evaluation needs of the Proposal. The metrics may include additional acre-feet of water supply, improved water supply reliability and flexibility, water quality measurements, measurement-based estimates of pollution load reductions, acres of habitat successfully restored, feet of stream channel stabilized, groundwater level measurements, stream flow measurements, improved flood control, or other quantitative measures or indicators.

If the grant application is successful, upon implementation of the proposal, the monitoring tables should be used to develop the proposal monitoring plan.

ATTACHMENT 7. ECONOMIC ANALYSIS – WATER SUPPLY COSTS AND BENEFITS

For the "AttachmentName" in the naming convention of BMS, use "WSBen" for this attachment. See Exhibit C for detailed guidance on the preparation of this attachment. There is no page limitation for Attachment 7; however, applicants are encouraged to be clear and concise.

This attachment deals with estimating and presenting the costs and benefits of water supply aspects of the Proposal. A qualitative analysis can be provided if it is not feasible to quantify the benefits and the applicant provides adequate justification. If possible, water supply benefits should be quantified either in economic terms or physical terms.

The information contained in Attachment 7 will be evaluated by DWR using the Scoring Criterion and will be used for "comparative analysis" of one grant application against another grant application and not as a means for DWR to select an individual project from within a Proposal for funding.

Note that commitment to providing the water supply benefits will become a term of the grant agreement if the Proposal is selected for funding.

ATTACHMENT 8. WATER QUALITY AND OTHER EXPECTED BENEFITS

For the "AttachmentName" in the naming convention of BMS, use "WQOtherBen" for this attachment. See Exhibit D for detailed guidance on the preparation of this attachment. There is no page limitation for Attachment 8; however, applicants are encouraged to be clear and concise.

Benefits derived from the Proposal may extend beyond the water supply benefits described in Attachment 7 (see above). This attachment allows applicants to claim benefits other than water supply benefits. Qualitative analysis is acceptable if it is not feasible to quantify the benefits and the applicant provides adequate justification.

Note that commitment to providing the water quality and other expected benefits will become a term of the grant agreement if the Proposal is selected for funding.

ATTACHMENT 9. ECONOMIC ANALYSIS – FLOOD DAMAGE REDUCTION COSTS AND BENEFITS

For the "AttachmentName" in the naming convention of BMS, use "DReduc" for this attachment.

This attachment will provide estimates for the flood damage reduction benefits for applicable projects. Only include this attachment if projects in the proposal claim flood damage reduction benefits. See Exhibit E for detailed guidance on the preparation of this attachment.

Note that commitment to providing the flood damage reduction benefits will become a term of the grant agreement if the Proposal is selected for funding.

ATTACHMENT 10. COST AND BENEFITS SUMMARY

For the "AttachmentName" in the naming convention of BMS, use "BSummary" for this attachment.

This attachment will provide an overall estimate for the benefits of the project(s). If several projects are being proposed with multiple benefits, then Exhibit F (Proposal Costs and Benefits Summary) must be completed summarizing the costs and benefits for all projects in the grant application.

ATTACHMENT 11. PROGRAM PREFERENCES

For the "AttachmentName" in the naming convention of BMS, use "Preference" for this attachment. Attachment 11 must be no more than 10 pages in length using a minimum 10-point type font.

Submit a discussion on how the Proposal assists in meeting the Program Preference(s) described in Section II.F of the Guidelines. The discussion must identify the specific Program Preference(s) that the Proposal will meet; the certainty that the Proposal will meet the Program Preference(s); and the breadth and magnitude to which the Program Preference(s) will be met. Meeting the Program Preference(s) identified by the applicant will become a condition of the grant agreement in the event that the Proposal is awarded grant funding. Include graphics or maps as necessary to demonstrate how your proposal meets the preferences.

ATTACHMENT 12. DISADVANTAGED COMMUNITY ASSISTANCE

For the "AttachmentName" in the naming convention of BMS, use "DAC" for this attachment.

This attachment is only necessary if the proposal includes a project that specifically addresses a critical water supply or water quality need of a DAC. See Exhibit G for instructions on preparations for this attachment. DWR will use the information in Attachment 12 to evaluate the application with regard to DAC program preference, DAC funding targets, and waiver of funding match. If a DAC waiver is granted, a term of the grant agreement will require the grantee to verify that the claimed DAC benefits have been provided.

ATTACHMENT 13. AB 1420 AND WATER METER COMPLIANCE INFORMATION

This attachment consists of two self-certification documents. Both AB 1420 (CWC §10631.5) and Water Meter Compliance (CWC §525 *et seq*.) self certification documents must be submitted for each urban water supplier that would receive grant funding.

The AB 1420 self certification documentation must be prepared in accordance to the instructions found at: http://www.water.ca.gov/wateruseefficiency/finance/. As DWR is both the funding agency and the approval agency, a single submittal to DWR is sufficient.

The Water Meter compliance self certification form and instructions can be found at: www.water.ca.gov/irwm/integregio_resourceslinks.cfm. Each urban water supplier proposing wastewater projects, water use efficiency projects, or drinking water projects must complete the form.

Both the AB 1420 self certification documentation and the Water Meter compliance self certification form must be signed and submitted in hard copy. **Only a single hard copy (with wet signature) submittal per project is required for this attachment; do not submit four (4) hard copies**. Agencies submitting these forms should be consistent with the answers given in Q12, Q13, and Q14 of the electronic application.

ATTACHMENT 14. CONSENT FORM

For the "AttachmentName" in the naming convention of BMS, use "Consent" for this attachment.

This attachment is only necessary if the proposal is utilizing an IRWM Plan that was adopted on or before September 30, 2008. The Consent Form contained in Exhibit H must be signed and submitted in hard copy. By signing the Consent Form, the IRWMG acknowledges that it understands that it will be required to enter into a binding agreement with DWR to meet the conditions detailed in Section II.B. Failure to meet those requirements may result in DWR revoking the grant award and demanding return of State funds.

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.

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.G of the Guidelines.

Table 5 – Supplemental Scoring Criteria and Scoring Standards				
Scoring Criteria	**Weighting Factor**	**Range of Points Possible**	**Score**	**Scoring Standards**
Work Plan *Scoring will be based on whether the applicant has presented a detailed and specific Work Plan that adequately documents the Proposal.* Does the Work Plan contain an introduction that includes: a) goals and objectives of the Proposal and how it relates to the adopted IRWM Plan? b) a tabulated overview of projects which includes an abstract and project status; c) a map showing relative project locations; and d) a discussion of the synergies or linkages among projects? Are tasks for each project of adequate detail and completeness so that it is clear that the project can be implemented? Do the tasks include appropriate work item submittals (i.e., quarterly and final reports)? Do the tasks collectively implement the Proposal? Does the Work Plan include a listing of permits and their status including CEQA compliance? Are the submitted plans and specifications consistent with the design tasks included in the Work Plan? Does the submitted scientific and technical information support the feasibility of the Proposal? Does the Work Plan include Data Management and Monitoring Deliverables consistent with the IRWM Plan Standards and Guidance - Data Management Standard? Is this a study or part of a larger – multi-phased project effort? If so, will the proposed project(s) be operational as a standalone project(s) without the completion of the end project(s)? Is the proposal consistent with the applicable Basin Plan?	3	0–15	0–15	Standard Scoring Criteria See Guidelines, Section V.G
Budget *Scoring will be based on whether the applicant has presented a detailed and specific budget that adequately documents the Proposal.* Was a summary Budget provided for the Proposal and detailed Budgets provided for each project contained in the Proposal?	1	0–5	5	A score of 5 points will be awarded where the Budgets for all the projects in the Proposal have detailed cost information as described in Attachment 4; the costs are reasonable, and all the Budget categories of Exhibit B are thoroughly supported.
			4	A score of 4 points will be awarded where the Budgets for all the projects in the Proposal have detailed cost information as described in

Table 5 – Supplemental Scoring Criteria and Scoring Standards				
Scoring Criteria	**Weighting Factor**	**Range of Points Possible**	**Score**	**Scoring Standards**
Do the items shown in the Budget generally agree with the work items shown in the Work Plan and Schedule? Are the detailed costs shown for each project reasonable? Are all the costs shown in the Budget supported by documentation, if required, and is that documentation complete? Does the budget attachment contain explanation of how the project costs were estimated?				Attachment 4 and the costs are considered reasonable but the supporting documentation for some of the Budget categories of Exhibit B are not fully supported or lack detail.
			3	A score of 3 points will be awarded where the Budgets for most of the projects in the Proposal have detailed cost information as described in Attachment 4, but not all costs appear reasonable or supporting documentation is lacking for a majority of the items shown in the Budget categories described in Exhibit B.
			2	A score of 2 points will be awarded where the Budgets for less than half the projects in the Proposal have detailed cost information as described in Attachment 4, many of the costs cannot be verified as reasonable, or supporting documentation is lacking for all of the Budget categories described in Exhibit B.
			1	A score of 1 will be awarded where there is no detailed Budget information provided for any of the proposed projects.
			0	A score of 0 will be awarded where there is no Budget information provided.
Schedule *Scoring will be based on whether the applicant has presented a detailed and specific schedule that adequately documents the Proposal and on the readiness to proceed with the Proposal.* Does the schedule correspond to the tasks described in the Work Plan? Given the task descriptions in Attachment 3, does the schedule seem reasonable? How many months occur between the assumed contract execution date and the start of construction or implementation* for the earliest of the Proposal projects? * If the project addresses a critical water supply or water quality issue of a DAC, use the estimated date the project contractor is officially selected and signs an agreement to perform the work as the compliance point instead of a begin construction date.	1	0–5	5	A score of 5 points will be awarded if the schedule is consistent and reasonable and demonstrates a readiness to begin construction or implementation of at least one project of the Proposal no later than six months (December 1, 2011) after the anticipated award date (June, 1, 2011).
			3	A score of 3 points will be awarded if the schedule is not entirely consistent and reasonable or demonstrates a readiness to begin construction or implementation between six and 12 months after the award date (December 2, 2011 – June 1, 2012).
			1	A score of 1 point will be awarded if the schedule does not follow the work items presented in the Work Plan and Budget, is clearly not reasonable, or demonstrates a readiness to begin construction or implementation more than 12 months after the award date (June 2, 2012).
			0	A score of 0 will be awarded if the schedule was omitted.

Table 5 – Supplemental Scoring Criteria and Scoring Standards				
Scoring Criteria	**Weighting Factor**	**Range of Points Possible**	**Score**	**Scoring Standards**
Monitoring, Assessment, and Performance Measures *Scoring will be based on whether the applicant has presented an adequate monitoring and assessment program including performance measures that will allow a determination of whether the objectives are met.* Are the projects contained in the proposal consistent with the Basin Plan? Do the output indicators effectively track output? Are the outcome indicators adequate to evaluate change resulting from the work? Is it feasible to meet the targets within the life of the Proposal?	1	0–5	0-5	Standard Scoring Criteria See Guidelines, Section V.G
Economic Analysis – Water Supply Costs and Benefits *Scoring will be based on the Economic Analyses – Water Supply Costs and Benefits. The scores will be assigned relative to all other Proposals. Scoring is designed to not bias types of projects with respect to each other.* Did the applicant provide qualitative or quantitative information describing the costs and water supply benefits of the Proposal? Are the costs and benefits claimed supported with adequate documentation?	3	0–15	Points will be allocated based on: 1) the Water Supply benefits realized through implementation of the Proposal and 2) the quality of the analysis and supporting documentation demonstrating those benefits. Points will be awarded based on a comparison of qualitative and quantitative information describing the benefits of the Proposals. Unsubstantiated or poor quality analysis or documentation can result in the score being reduced to a minimum score of 1.	
			4-5	High levels of water supply benefits will receive 4 to 5 points.
			3-4	Above average levels of water supply benefits will receive 3 to 4 points.
			2-3	Average levels of water supply benefits will receive 2 to 3 points.
			1	Low levels of water supply benefits will receive 1 point.
			0	A score of zero will be awarded to proposals that do not demonstrate water supply benefits or if this criterion is not addressed.
Water Quality and Other Expected Benefits *Scoring will be based on the certainty that the Proposal will provide the benefits claimed, as well as the magnitude and breadth of the Water Quality and Other Expected Benefits.* Did the applicant provide qualitative or quantitative information	3	0-15	The starting score for this criterion is 1 point. The remaining 4 points will be allocated based on: 1) the Water Quality and Other Expected Benefits realized through implementation of the Proposal and 2) the quality of the analysis and supporting documentation demonstrating those benefits. Points will be awarded based on a comparison of qualitative and quantitative information describing the benefits of the Proposals.	

Table 5 – Supplemental Scoring Criteria and Scoring Standards				
Scoring Criteria	**Weighting Factor**	**Range of Points Possible**	**Score**	**Scoring Standards**
describing the Water Quality and Other Expected Benefits of the Proposal? Are the Water Quality and Other Expected Benefits claimed supported with adequate documentation?			4-5	High levels of Water Quality and Other Expected Benefits will receive 4 to 5 points.
			3-4	Above average levels of Water Quality and Other Expected Benefits will receive 3 to 4 points.
			2-3	Average levels of Water Quality and Other Expected Benefits will receive 2 to 3 points.
			1	Low levels of Water Quality or Other Expected Benefits will receive 1 point.
			0	A score of zero will be awarded to Proposals that do not have Water Quality or Other Expected Benefits or if this criterion is not addressed.
Economic Analysis – Flood Damage Reduction Costs and Benefits *Scoring will be based on the Economic Analysis – Flood Damage Reduction Cost and Benefits. The scores will be assigned relative to all other Proposals. Scoring is designed to not bias types of projects with respect to each other.* Did the applicant provide qualitative or quantitative information describing the costs and Flood Damage Reduction benefits of the Proposal? Are the costs and benefits claimed supported with adequate documentation?	3	0–15	Points will be allocated based on: 1) the Flood Damage Reduction benefits realized through implementation of the Proposal and 2) the quality of the analysis and supporting documentation demonstrating those benefits. Points will be awarded based on a comparison of qualitative and quantitative information describing the benefits of the Proposals. Unsubstantiated or poor quality analysis or documentation can result in the score being reduced to a minimum score of 1.	
			4-5	High levels of flood damage reduction will receive 4 to 5 points.
			3-4	Above average levels of flood damage reduction will receive 3 to 4 points.
			2-3	Average levels of flood damage reduction benefits will receive 2 to 3 points.
			1	Low levels of flood damage reduction benefits will receive 1 point.
			0	A score of zero will be awarded to proposals that do not demonstrate flood damage reduction benefits or if this criterion is not addressed.
Program Preferences *Scoring will be based on whether the Proposal will implement one or more of the specified IRWM Grant Program Preferences (See Section II.E). Proposals that demonstrate significant, dedicated, and well-defined projects that meet multiple Program Preferences will be considered more favorably than Proposals that demonstrate a significant potential to meet a single Program Preference or demonstrate a low degree of commitment or certainty to meeting Program Preferences.* Does the Proposal include projects that implement Program	2	0–10	5	A score of 5 points will be awarded if the Proposal will address the following: The Program Preference for addressing long term drought preparedness; includes a project specifically meeting a critical water supply or water quality need of a DAC; demonstrates a significant degree of certainty that the Program Preference claimed can be achieved; AND thoroughly documents the breadth and magnitude of the Program Preference to be implemented.
			4	A score of 4 points will be awarded if the Proposal includes a project(s) that implements one or more Program Preference, but does not address long term drought preparedness or a DAC critical water supply or water

Table 5 – Supplemental Scoring Criteria and Scoring Standards				
Scoring Criteria	**Weighting Factor**	**Range of Points Possible**	**Score**	**Scoring Standards**
Preferences, including Statewide priorities such as preparing for drought conditions? Did the applicant demonstrate a high degree of certainty that the Proposal will implement the Program Preferences? Did the applicant document the magnitude and breadth of Program Preferences that the Proposal will meet?				quality need. The proposal also needs to demonstrate with a significant degree of certainty that the Program Preference claimed can be achieved, and thoroughly documents the breadth and magnitude of the Program Preference to be implemented.
			3	A score of 3 points will be awarded if the Proposal includes project(s) that implement multiple Program Preferences, demonstrates a limited degree of certainty that the Program Preferences claimed can be achieved, and lacks thorough documentation for the breadth and magnitude of the Program Preferences to be implemented.
			2	A score of 2 points will be awarded if the Proposal includes project(s) that implement a single Program Preference, demonstrates a limited degree of certainty that the Program Preference claimed can be achieved, and lacks thorough documentation for the breadth and magnitude of the Program Preference to be implemented.
			1	A score of 1 point will be awarded if the Proposal addresses one or more Program Preference, but it is highly unlikely to be achieved.
			0	A score of 0 points will be awarded if the Proposal does not address any Program Preference.
Total Range of Points Possible Without Balance Points =	**0 – 85**			
Funding Area Balance Points *Scoring will be discretionary and based on the ranking of multiple IRWM planning regions in a funding area; the developmental state of IRWM planning regions in a funding area; and existing IRWM grants active in the funding area.*	1	0-5	0-5	These points will only be applied in a situation where more than one IRWM planning region exists in a funding area. These points will be assigned by the Selection Panel after consensus technical reviews are complete.

EXHIBIT A
WORK PLAN

This exhibit provides guidance for presenting Attachment 3, the Work Plan, for the Proposal.

All Proposals must include a detailed description of the proposed implementation project(s) for which funding will be requested. The goals and objectives of the Proposal must be identified. Where requested funding is for a component of a larger project, this section must describe all of the components of the larger project and identify which elements of the project the IRWM grant is proposed to fund. Linkages to any other projects that must be completed first or that are essential to obtain the full benefits of the Proposal must be discussed.

Based on the goals and objectives of the Proposal, a description of all work that will be necessary to complete the project or suite of projects must be included in this section. The Work Plan should include a description of work to be performed under each task and deliverables for assessing progress and accomplishments. The description should include as much detail as possible, and explain all tasks necessary to complete the Proposal and how the applicant will coordinate with the DWR.

The tasks described in the Work Plan must agree with the tasks shown on the Budget and Schedule discussed in Attachment 4 and 5. Additionally, the application must describe how the Proposal is consistent with the adopted IRWM Plan.

Attachment 3, Work Plan, should consist of two parts: an introduction and proposed work. Based on the goals and objectives of the Proposal, a description of all work that will be necessary to complete the Proposal must be included in this attachment. The Work Plan must include a summary of the entire Proposal as well as details for each project within the Proposal. Any supporting documentation necessary to substantiate work already completed should be submitted as appendices to Attachment 3.

Introduction

The introduction should provide information about the Proposal and shall include, but not be limited to the following items:

Goals and Objectives: A presentation of the Goals and Objectives of the Proposal.

Purpose and Need: A description of the purpose and need of the Proposal and how it addresses the adopted IRWM Plan's goals and objectives.

Project List: A table of specific projects in the Proposal, including, an abstract of each project, the current status of each project in terms of percent completion of design, and implementing agencies.

Integrated Elements of Projects: A description of synergies or linkages between projects that result in added value, or require coordinated implementation or operation.

Regional Map: Detailed maps that show, at a minimum, the location of activities or facilities of the project(s), the water resources (groundwater or surface water) that will be affected; DACs within the region; and proposed monitoring locations.

Completed Work: A description of the work that has been completed or is expected to be completed prior to the grant award date. For example, if CEQA/NEPA and other environmental compliance efforts have been completed discuss the environmental determination made by the lead agency and the documents that were filed.

Existing Data and Studies: A brief discussion of the data that have been collected and studies that have been performed that support the project(s)' site location, feasibility, and technical methods. If necessary, include references to the page locations of the studies or reports that support the claims made in this discussion.

Project Map: Provide a site map showing the project(s) geographical location and the surrounding work boundaries.

Project Timing and Phasing: If the proposed project(s) is part of a multi-phased project complex, provide a description that demonstrates that the proposal can operate on a standalone basis, i.e., can be fully functional without implementation of the subsequent projects.

Where requested funding is for a component of a larger project, this section must describe all of the components of the larger project complex and identify project elements the IRWM Implementation grant is proposed to fund. Linkages to any other projects that must be completed first or that are essential to obtain the full benefits of the Proposal must be discussed.

Tasks

Tasks are specific activities that will be performed to implement each project in the Proposal. The task descriptions will be used as the scope of work in the grant agreement if the Proposal is selected for funding. The task detail must be sufficient to demonstrate a high expectation of successful implementation and must allow the reviewer to fully understand the work to be performed in order to evaluate the adequacy of the Proposal. Additionally, the tasks must provide sufficient detail to justify the project(s) cost estimates. Tasks listed in the Work Plan should be consistent with those used in Attachment 4, Budget, and Attachment 5, Schedule.

The tasks section must contain the following items:

- For each project contained in the Proposal, include a description of work to be performed under each task and the current status of the task. The description should include as much detail as possible and explain all work necessary to complete each project in the Proposal.
- Procedures by which the applicant will coordinate with its partner agencies and organizations that may receive funding from the grant including any contracts, memorandums of understanding (MOUs), and other formal agreements.
- A discussion of standards, such as construction standards, health and safety standards, laboratory analysis, or accepted classifications methods that will be used in implementation.
- Development of performance measures and monitoring plans for the project(s) listed in the Proposal.
- A discussion of the status of acquisition of land or rights-of-way, if applicable.
- A discussion of the merits of the building materials or computational methods that were or will be used for project development, such as use of specific grades of building materials or use of specific, tested, and established models (or software). Also discuss the status of project design and bid solicitation efforts.
- Identification of all necessary permits and the status of securing such permits.
- A discussion of the status of preparation and completion of requirements to comply with the CEQA, NEPA, and other environmental laws. If environmental compliance efforts have not been completed, include tasks for environmental compliance. Discuss the status of environmental mitigation or enhancement actions or tasks to comply with recommended mitigation measures. There is a tribal notification requirement pertaining to projects using Proposition 84 funds (PRC §75102). Applicants

need to account for this step in the CEQA process in the work plan. See Appendix D of the Guidelines for further information.

- If a GWMP must be prepared, work items to complete the GWMP.
- A description of deliverables to DWR for assessing progress and accomplishments, such as quarterly and final reports.
- Any other tasks or sub-tasks that may be applicable to describe implementation of the projects but are not listed above.
- Additionally, the most recent plans and specifications should be referenced, including page or sheet numbers, in the Work Plan and copies of the plans and specifications must be submitted as part of the application, as detailed in Section V, Application Instructions. Table 6 provides an outline of a typical work plan that may be submitted for this grant program. Individual tasks will vary; however, ensure the budget categories do not change to be consistent with the budget and cost benefit tables provided in the following exhibits.

Table 6 – Typical Work Plan Outline

Budget Category (a): Direct Project Administration Costs
Task 1: Administration [Description of work] **Deliverables: Preparation of invoices and other deliverables as required.**
Task 2: Labor Compliance Program [Description of work] **Deliverable: Submission of Labor Compliance Program**
Task 3: Reporting [Description of work] **Deliverables: Submission of quarterly, annual and final reports as specified in the Grant Agreement.**
Budget Category (b): Land Purchase/Easement
[If applicable, describe work]
Budget Category (c): Planning/Design/Engineering/Environmental Documentation
Task 4: Assessment and Evaluation [Description of work] **Deliverables: Technical studies**
Task 5: Final Design [Description of work] **Deliverables: Completion of project plans and specifications at the 90 percent and final level.**
Task 6: Environmental Documentation [Description of work] **Deliverable*:* Approved and adopted CEQA/NEPA documentation**

Table 6 – Typical Work Plan Outline
Task 7: Permitting [Description of work] **Deliverables: Section 1602, 404, 402, NPDES, etc.**
Budget Category (d): Construction/Implementation
Task 8: Construction Contracting [Description of work] **Deliverables: Advertisement for bids; pre-bid contractors meeting; evaluation of bids; award contract**
Task 9: Construction [Description of work] **Subtask 9.1 Mobilization and Site Preparation** [Description of work] **Subtask 9.2 Project Construction** [Description of work] **Subtask 9.3 Performance Testing and Demobilization** [Description of work]
Budget Category (e): Environmental Compliance/Mitigation/Enhancement
Task 10: Environmental Compliance/Mitigation/Enhancement [Description of work]
Budget Category (f): Construction Administration
Task 11: Construction Administration [Description of work]

EXHIBIT B
BUDGET

The Proposal must provide a detailed estimate of costs. The estimate must at a minimum include the following for each individual project within the Proposal:

- Land costs, planning and design costs, environmental compliance and documentation costs; construction costs shown by project task, or phase; and the contingency amount for the Proposal.
- All sources of the funding match; eligible funding match amounts can include, subject to DWR approval, prior costs borne by the applicant or individual project proponent after September 30, 2008.
- The amount of funding match applied to each task, eligible costs consist of those costs incurred after the date of the grant agreement is executed.
- Any other State funds being used that will not come from this grant.
- Tasks that are completely supported by funding match.

The detailed budget should be commensurate with the design stage that is being submitted and be broken out by task used in the Work Plan. The detailed budget should clearly identify a contingency amount (i.e. contingency percentage) applied to the project budget. Applicants must also provide an explanation of the rationale used to determine this contingency percentage. The tasks shown on the Budget must agree with the tasks described in the Work Plan and shown in the schedule in Attachment 3 and 5.

Table 7 must be completed for each project in the Proposal. Table 8 must be completed as a summary (roll-up) Budget for the entire Proposal. The "Summary Budget Table 8" must be clearly marked as such. Although the applicant should complete Row (i) for each individual project, for IRWM Implementation grant funding, the Minimum Funding Match requirement applies to the costs of the overall Proposal.

Table 7 – Project Budget

Proposal Title:_____

Project Title:_____

	Budget Category	(a) Non-State Share* (Funding Match)	(b) Requested Grant Funding	(c) Other State Funds Being Used	(d) Total	(e) % Funding Match
(a)	Direct Project Administration Costs					
(b)	Land Purchase/Easement					
(c)	Planning/Design/Engineering/ Environmental Documentation					
(d)	Construction/ Implementation					
(e)	Environmental Compliance / Mitigation/ Enhancement					
(f)	Construction Administration					
(g)	Other Costs					
(h)	Construction/Implementation Contingency					
(i)	**Grand Total (Sum rows (a) through (h) for each column)**					

***List sources of funding:** *Use as much space as required*

For each of the categories shown in the Table 7 above, the applicant must provide supplemental detailed costs for each project as follows:

Row (a) Direct Project Administration Costs

Detail shall include hourly wage paid by discipline; number of hours to be expended for administration; and costs shown for equipment, or supplies, with back-up data provided. If project administrative costs are shown as a percentage of a cost, include both: a) the total on which the project administration is based (i.e., total project costs, total construction cost, etc.) and b) how the percentage was determined (i.e., flat rate, based on prior experience, etc.). This budget category includes all such costs for the grant recipient and any partner agencies or organizations. Applicants are encouraged to limit administrative costs proposed to be reimbursed by the grant to less than 5% of the total Proposal costs. Such administrative costs expenses are necessary costs incidentally but directly related to the project including an appropriate pro-rata allocation of overhead and administrative expenses that are regularly assigned to all such projects in accordance with the standard accounting practices of the grantee.

Row (b) Land Purchase/Easement

Detail shall distinguish whether the cost is for purchase of land or an easement to use the land. If land purchase is to be included in the funding match, include whether it is a proposed acquisition or whether the land is already owned by the applicant or partner agency/organization. If the land is already owned by the applicant or partner agency/organization, indicate when the land was purchased and the purchase price. The purchase price for that portion of the land that will be dedicated to the Proposal may, in certain circumstances, be included as funding match.

Row (c) Planning/Design/Engineering/Environmental Documentation

Detail shall include hourly wage paid by discipline, number of hours, and the total cost for the particular item (i.e., 60% design, final design (See below for discussion of design stages), engineering field investigations, preparation of CEQA documentation etc.). If any contingency amounts are used in the estimate, provide an explanation for the rationale used to determine the contingency percentage.

For purposes of this PSP, the following design stages are provided to assist applicants in determining their design percentage for projects under design:

- 10% (Conceptual) Design – The 10% design shows project siting and the layout of major facilities. No specifications are provided. Design analysis has been started and is nearing completion. Background geologic, seismic literature research has been performed. A listing of project objectives, environmental or infrastructure constraints is provided.

- 30 % (Concept) Design – The 30% design shows project siting and all project appurtenances. Some detail is provided for each of the disciplines (such as civil, structural, mechanical, and geology). Design analysis should be complete at this stage. A rough listing of specifications required for the project is provided. Preliminary geologic and foundation studies have been performed.

- 60% Design – The 60% design is the same as for the 30% design submittal, with more details provided for each design discipline, including electrical, and traffic control, if applicable. Standard details and outline specifications, including the front end and technical portion, are provided. Foundation studies completed, lab testing performed, structural analysis and/or modeling performed, permitting underway.

- 90% (Pre-final) Design – The 90% design is the final, un-stamped, submittal. Complete plans and specifications are prepared, and a detailed itemized cost estimate is included.

- 100% (Final) Design – The 100% design is the design package that will be advertised for project award for construction/implementation of project. The package consists of the complete, signed, and "As-Advertised" plans and specifications.

Row (d) Construction/Implementation

Provide a cost estimate commensurate with the design stage that is being submitted for the project. For example, if the applicant states that the design for a particular project is at the 60% design stage, then a cost estimate with appropriate detail based on that design stage must be included (See above for guidance on design stages). The estimate should include the quantity of materials used, unit cost, number of units, and, if possible, should have separate costs for labor, equipment, and materials. Do not show any construction/implementation contingency costs in this category. They will be shown in Construction/Implementation Contingency category. For any implementation costs, show as much detail as required to support the implementation costs shown in Row (d).

Row (e) Environmental Compliance/Mitigation/Enhancement

This item includes an estimate of all environmental compliance, mitigation, and enhancement costs. The estimate of costs for this work should be provided in the same format as shown for Construction/ Implementation.

Row (f) Construction Administration

The costs to administer and manage construction of the project must be presented. Provide a discussion of the method used to determine this cost. If a percentage of construction costs is used here, indicate the

percentage used. If the estimate will be based on expected hours of effort, list the hours, by discipline, unit cost, equipment costs, and total cost.

Row (g) Other Costs

Include detail for any legal services costs required to support the project. Include the costs for licenses and permits. Include any costs of monitoring and assessment required during the construction/initial implementation of the project. Do not include any monitoring and assessment costs for efforts required after project construction is complete.

Row (h) Construction/Implementation Contingency

Normally this line item is included to handle unknown conditions encountered during construction or implementation of the project and may cover items that are not yet shown in the design. Specify the percentage used for this cost, and provide a reason for using the percentage used. Include only those contingency costs for construction/implementation efforts here. All other contingency costs should be included in the appropriate cost category.

Row (i) Grand Total (Sum rows (a) through (h) for each column)

Sum each of the columns in Table 7 (Project Budget) to determine the grand total of costs for each project. Use Grand Totals from row (i) to populate the matching columns in Table 8, Summary Budget, for each individual project.

Table 8 – Summary Budget

Proposal Title:_____

Individual Project Title		Non-State Share (Funding Match)	Requested Grant Funding (DWR Grant Amount)	Other State Funds Being Used	Total	% Funding Match
(a)	Project A	Grand Total (Sum rows (a) through (h) from Table 7)	Grand Total (Sum rows (a) through (h) from Table 7)	Grand Total (Sum rows (a) through (h) from Table 7)	Grand Total (Sum rows (a) through (h) from Table 7)	
(b)	Project B					
(c)	Project C					
(d)	Project D					
(e)	Project E					
(f)	Project F					
(g)	Project G					
(h)	Project H (add more rows for additional projects as necessary)					
(i)	Grand Total (Sum rows (a) through (h) for each column)					

EXHIBIT C
ECONOMIC ANALYSIS: WATER SUPPLY COSTS AND BENEFITS

This exhibit provides methods and formats for estimating and presenting, in Attachment 7, the costs and the water supply benefits of each individual project contained within a Proposal. If several projects are being proposed with multiple benefits, then Exhibit F must be completed summarizing the costs and benefits for all projects.

The Water Supply Benefits may include, but are not limited to, the following benefit types:

- Avoided water supply purchases, including those for environmental purposes
- Avoided water supply projects
- Avoided water shortage costs
- Avoided operations and maintenance costs
- Water revenue from sales to another purveyor or third party

At a minimum, all applications must provide a narrative description of the expected water supply benefits of the project. If possible, each such benefit should be quantified and presented in physical or economic terms, using existing information or reasonable effort. If benefits cannot be quantified, explain why and justify. Applicants may use the tables contained in this Exhibit to present the water supply or water quality benefits of the project, or may use other formats if desired. Excel spreadsheet versions of following tables can be found at the links listed in the Foreword.

Each applicant must provide the following information:

- Narrative description of the project's economic costs.
- Cost details for the entire project using Table 11 and the information in Table 7.
- Narrative description of all of the project's expected water supply benefits, including those achieved by restoring, protecting, or enhancing beneficial uses, which shall address the following items:
  - Estimates of without-project conditions; e.g. current and future water supplies and demand.
  - Estimates of with-project conditions; e.g. improvements in new water supplies made available to meet demand.
  - Description of methods used to estimate without- and with-project conditions.
  - Description of the distribution of local, regional, and statewide benefits.
  - Identification of beneficiaries.
  - When the benefits will be received.
  - Uncertainty of the benefits.
  - Description of any adverse effects.
- Narrative discussion that describes, qualifies, and supports the values entered in the tables.
- If possible, quantified estimates of physical and economic benefits using Table 12, 13, and 14, as applicable. Table 12 is used to present physical and economic benefits. Table 13 is used for the

benefits in an avoided cost of future projects. Table 14 is used if the benefit is estimated in some other way (i.e., not using a unit monetary value or an avoided cost).

- Documentation to support information presented in the project, including studies, reports, and technical data, which will be used to assess the project's ability to produce the benefits claimed. Applicants may provide requested information for each project to help document the project, including using Table 11 through 14 on a project basis. However, the evaluation score will be determined based on the information provided for the project in its entirety.

- If the project includes a suite of projects, describe the relationship of each project to the overall project costs and to the overall water supply benefits of the entire project.

Applicants should take necessary care to provide realistic and supportable cost and benefits analyses. Other studies or documents used to support cost and benefit estimates should be clearly referenced. See Section V, Application Instructions, for guidance on submitting studies, documents, or other reference materials.

Project Costs

This section provides guidance for describing all costs that will be incurred to implement and operate the project and to achieve benefits from the project. This includes costs funded by local, State, and federal agencies, non-profit organizations, and other entities. All costs, both initial investments and operational costs, associated with the project necessary to accomplish full implementation of the project and achievement of the stated benefits, must be included. All costs must be clearly documented to allow a reviewer to assess the accuracy and reasonableness of the analysis. If the reviewers find that some project costs are not included in the analysis, a lower score will result. Applicants must use the following guidelines and assumptions in an economic analysis for the project:

- *Consistency* – The economic analysis must be completed for the entire project and must be consistent with other data and information provided in the project.

- *With-Project and Without-Project Comparison* – The economic analysis should be based on a comparison of expected conditions with- and without-project over the period of analysis.

- *Period of Analysis* – The economic analysis will be based on a project life cycle specified by the applicant which shall include the construction period and operational life.

- *Economic Cost* – Any costs associated with the project, regardless of who bears the cost and regardless of the funding source is considered an economic cost. Opportunity costs should be included, but sunk costs should be excluded.

- *Sunk Costs*– Sunk costs are costs spent in the past that have no salvage value; therefore, they cannot be recovered and should not be counted.

- *Opportunity Costs* – Opportunity cost is the benefit that a resource could provide in the without-project condition and should be counted. For example, land already purchased for use in a project could be used for other purposes; therefore, a reasonable estimate of the market value of that land should be included as a cost. Note that any expenditure paid for an asset before September 30, 2008, cannot be included in Table 7 presented in Attachment 4, because it is not eligible for reimbursement. However, the current value of the asset should be included here as an economic cost.

- *Discount Rate* – Because costs and benefits are evaluated over the life of the project, they must be discounted to reflect the value of money over time. All applicants must use a 6% discount rate. Table 9 provides the discount factors that must be used based upon the Gross Domestic Product Implicit Price Deflator.

Table 9 – Discount Factors									
Year	Discount Factor	Year	Discount Factor	Year	Discount Factor	Year	Discount Factor	Year	Discount Factor
2009	1.000	2019	0.558	2029	0.312	2039	0.174	2049	0.097
2010	0.943	2020	0.527	2030	0.294	2040	0.164	2050	0.092
2011	0.890	2021	0.497	2031	0.278	2041	0.155	2051	0.087
2012	0.840	2022	0.469	2032	0.262	2042	0.146	2052	0.082
2013	0.792	2023	0.442	2033	0.247	2043	0.138	2053	0.077
2014	0.747	2024	0.417	2034	0.233	2044	0.130	2054	0.073
2015	0.705	2025	0.394	2035	0.220	2045	0.123	2055	0.069
2016	0.665	2026	0.371	2036	0.207	2046	0.116	2056	0.065
2017	0.627	2027	0.350	2037	0.196	2047	0.109	2057	0.061
2018	0.592	2028	0.331	2038	0.185	2048	0.103	2058	0.058

- *Dollar Value Base Year* – All costs and benefits will be expressed in 2009 dollars. When using economic data from past years, costs should be escalated to account for inflation. The update factors shown in Table 10 can be used to update economic data to 2009 dollars. If the applicant needs to update costs from years preceding 2002, please see the DWR at the phone number or email listed in the Foreword.

Table 10 – Update Factors	
Year	Update Factor
2002	1.19
2003	1.17
2004	1.13
2005	1.10
2006	1.06
2007	1.04
2008	1.01

Table 11

The project costs presented in this section must be consistent with Table 7 presented in Attachment 4 (Exhibit B) of the grant application. Note that cost savings realized as a result of the project should be included as a benefit and not subtracted from the costs. To complete Table 11, the applicant should use the following steps:

- Modify the number of rows to match the estimated project life, i.e. how long are the projects intended to operate and provide benefits.
- Columns (a) through (f): Enter costs for each applicable cost category in each year of the project's lifecycle. Enter costs beginning in the first year of expenditure, not the first year of operation.
- Column (g): Enter the sum of all costs for the year (Columns (a) through (f)).

- Column (h): These are the discount factors provided in Table 9.
- Column (i): Enter the result of multiplying Column (g) by the discount factor in Column (h) for each year (each row).
- Bottom of Column (i): Total Present Value of Discounted Costs: Enter the sum of the Column (i) entries in the last row at the bottom of the table. This is the total present value of all costs discounted at 6%. **For each project, these costs must be transferred to Table 20, column (c) in Exhibit F: Proposal Costs and Benefits Summary.**
- Comment Box: Enter any sources and references; include page numbers, supporting the numbers used in this table.

Project Benefits

This section provides guidance for displaying and describing the physical and economic water supply benefits of the project.

Benefits Analysis

At a minimum, each water supply benefit must be described. If possible, each benefit should be quantified in physical terms. For each water supply physical benefit, the applicant should determine if a monetary value could be placed on each unit of benefit. For benefits that could not be quantified in physical terms, the applicant should still determine if an estimate of economic benefits is possible. In particular, avoided costs of other projects may be counted as a benefit even if the benefit cannot be physically quantified.

A description of economic benefits should be provided even if monetary value cannot be quantified. The applicant must describe how economic benefits for the water supply benefits were calculated to allow the reviewers to assess the accuracy and reasonableness of the analysis. For benefits that can be quantified in dollars, applicants should present results in 2009 dollars. The applicant must avoid double-counting economic benefits.

The applicant should provide a description of economic factors that may affect or qualify the amount of economic benefits to be realized. The application should also include a discussion of any uncertainty about the future that might affect the level of benefits received.

Table 11 – Annual Cost of Project

(All costs should be in 2009 Dollars)

Project: _____

	Initial Costs	Operations and Maintenance Costs (1)						Discounting Calculations	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Year	Grand Total Cost from Table 7 (row (i), column (d))	Admin	Operation	Maintenance	Replacement	Other	Total Costs (a) +…+ (f)	Discount Factor	Discounted Costs (g) x (h)
2009								1.000	
2010								0.943	
2011								0.890	
2012								0.840	
…								…	
…								…	
Project Life								…	
Total Present Value of Discounted Costs (Sum of Column (i)) Transfer to Table 20, column (c), Exhibit F: Proposal Costs and Benefits Summaries									
Comments									

(1) The incremental change in O&M costs attributable to the project.

Table 12

Table 12 should be used to present *Physically Quantifiable Benefits*, whether they are quantifiable in either physical or economic terms. To present only physically quantified water supply benefits, the applicant should complete Columns (a) through (f). If the applicant also wishes to claim economic benefits based on unit dollar value, then also complete columns (g) through (j) and indicate the source of the unit dollar value. If the applicant claims economic benefits based upon avoided costs of future projects, then columns (g) through (j) should **not** be completed. Instead, Table 13 should be completed for economic benefits based upon avoided future project costs. **To avoid double-counting, only one of these tables may be used.**

To complete Table 12, the applicant should use the following steps:

- Format a table that will display the various water supply benefits that are claimed in the project. For each individual benefit, repeat a full block of row for each year of the project lifecycle, including the column headings.
- Identify the benefit and measure (e.g., units) of that benefit in the boxes provided. This must be completed for each benefit claimed.
- Once the table has been appropriately formatted, the applicant should provide the following information for each year of the projects life:
  - Column (b) identify the type of benefit from the project
  - Column (c) identify the units of the benefit claimed (e.g. acre-feet)
  - Column (d): identify the level (units) of the water supply for the without-project condition.
  - Column (e): identify the level (units) of the water supply benefit for the with-project condition.
  - Column (f): enter the result of subtracting Column (d) from Column (e) to determine the change in the water supply resulting from the project.
  - Columns (g) through (j): complete these columns only if the applicant has identified a monetary value for the benefit.
  - Column (g): enter the per unit monetary value for the benefit claimed.
  - Column (h): enter the result of multiplying the value in Column (f) by the value in Column (g).
  - Column (i): these are the discount factors provided in Table 9.
  - Column (j): enter the result of multiplying each value in Column (h) by the discount factor in Column (i).
  - Column (j) Bottom of the table: enter the total of all Column (j) values in the "Total Present Value of Discounted Benefits" row.
  - Comment Box: enter any sources and references, including page numbers, supporting the numbers used in this table.

Table 12 – Annual Water Supply Benefits (All benefits should be in 2009 dollars) Project: _____									
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Year	Type of Benefit	Measure of Benefit (Units)	Without Project	With Project	Change Resulting from Project (e) – (d)	Unit $ Value (1)	Annual $ Value (1) (f) x (g)	Discount Factor (1)	Discounted Benefits (1) (h) x (i)
2009	a							1.000	
	b							1.000	
	c							1.000	
	d							1.000	
	..							…	
2010	a							0.943	
	b							0.943	
	c							0.943	
	d							0.943	
	..							…	
2011	a							0.890	
	b							0.890	
	c							0.890	
	d							0.890	
…	..							…	
Project Life								…	
Total Present Value of Discounted Benefits Based on Unit Value (Sum of the values in Column (j) for all Benefits shown in table)									
Comments									

(1) Complete these columns if dollar value is being claimed for the benefit.

Table 13

Table 13 should be used if the applicant wishes to present *Benefits from Avoided Costs of Future Projects*. This type of benefit applies to the extent to which the project will cause other water supply projects to be avoided, delayed, or scaled down. This table should also be used to present the avoided costs of water shortages or the avoided costs of future operations, such as treatment costs. To claim this type of benefit, the applicant should provide documentation that the avoided costs would actually be incurred in the absence of the project. To estimate a benefit from avoided costs of future projects, shortages, or operations, complete Table 13 for each avoided project. While this is a benefit, the estimate will require a cost estimate for the avoided project. Estimates from existing studies, updated to 2009 dollars, can be used to complete Table 13. The applicant should show that those cost estimates are reasonably comparable to the standards and procedures described in the cost section of this exhibit.

Below, the project(s) that would be avoided because of the project are called alternative(s). Note that a precise quantification of physical benefits is not required to claim costs of alternative(s) as a benefit; however, the

alternative(s) should provide approximately the same types and levels of benefits as the project. An applicant should compare the amount and timing of physical benefits from the project with the alternative to make sure they are comparable. If an alternative provides a physical benefit larger than that of the project, the applicant must make adjustments to the alternative to make it similar to the project. Without an adjustment, only a portion of the cost of the alternative can be claimed as a measure of benefit. If the alternative provides an amount of physical benefit smaller than that of the project, an additional benefit might be claimed (see Table 13, second to last row – "% Avoided Cost Claimed by Project"). If the alternative provides physical benefits at times (e.g. year types or season) different from those of the project, additional adjustments may be needed or the alternative may simply not be a reasonable alternative to the project. If the alternative would delay action until a future time within the planning horizon, enter the delayed costs when they are avoided as a benefit and enter them again as a cost at the time they would be paid with the project.

To complete Table 13, the applicant must:

- Fill out Table 13 for each avoided project/alternative.
- Describe the alternative in the box provided. This must be completed for each alternative.
- The applicant should provide the following information for each year of the alternative life:
  - Column (b): enter capital costs for each year of the alternative life. Enter costs beginning in the first year of expenditure of any cost, not the first year of operation.
  - Column (c): enter replacement costs for each year of the alternative life. Enter costs beginning in the first year of expenditure of any cost, not the first year of operation.
  - Column (d): enter O&M costs for each year of the alternative. Enter costs beginning in the first year of expenditure of any cost, not the first year of operation.
  - Column (e): enter the sum of "Total Cost Avoided for All Alternatives" for each alternative.
  - Column (f): these are the discount factors provided in Table 9.
  - Column (g): enter the result of multiplying the value in Column (e) by the number provided in Column (f) for each year (each row).
- Bottom of Column (g): to represent the net present value of all costs discounted at 6% and to take into account the percentage of the alternative claimed, do the following:
  - Enter the sum of all values in Column (g) in the row marked "Total Present Value of Discounted Costs." This represents the net present value of all costs discounted at 6%.
  - In the next row, enter the "% Avoided Cost Claimed by Project." This is the percentage of the cost of the alternative that the applicant is claiming for the project. If claiming the entire cost, enter 100%.
  - In the final row labeled "Total Present Value of Discounted Costs Claimed by Alternative Project," enter the result of multiplying the "Total Present Value of Discounted Costs" by the "% Annual Avoided Cost Claimed by Project."
- Comment box: enter any sources and references, including page numbers, supporting the numbers used in this table.

Table 13 – Annual Costs of Avoided Projects (All avoided costs should be in 2009 dollars) Project: _____						
	Costs				Discounting Calculations	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Year	Alternative (Avoided Project Name): _____ Avoided Project Description: Avoided Capital Costs	Avoided Replacement Costs	Avoided Operations and Maintenance Costs	Total Cost Avoided for Individual Alternatives (b) + (c) + (d)	Discount Factor	Discounted Costs (e) x (f)
2009					1.000	
2010					0.943	
2011					0.899	
2012					0.839	
…					…	
Project Life					…	
Total Present Value of Discounted Costs (Sum of Column (g))						
(%) Avoided Cost Claimed by Project						
Total Present Value of Discounted Avoided Project Costs Claimed by alternative Project (Total Present Value of Discounted Costs x % Avoided Cost Claimed by Project)						
Comments						

Table 14

Table 14 should be used if the applicant wishes to present *Other Water Supply Benefits*. Other Water Supply Benefits are those benefits that do not meet the criteria for Physically Quantifiable Benefits or Benefits from Avoided Costs of Future Projects. Because there is less tabular information for these benefits, it is important to provide sufficient documentation or narrative information to support the benefit estimates. To complete Table 14, applicants should use the following steps:

- Column (c): describe the benefit in qualitative terms and the basis for associated monetary value of the benefits over the life of the project.
- Column (d): enter the dollar value of the monetary benefit claimed for each year.

- Column (e): these are the discount factors provided in Table 9.
- Column (f): enter the result of multiplying each value in Column (d) by the discount factor in Column (e).
- Column (f) Bottom: enter the total of all Column (f) values in the "Total Present Value of Discounted Benefits Based on Unit Value" Row (last row).
- Comment Box: provide citations and qualitative information to support the benefit claimed. Enter any sources or references, including page numbers, supporting the number used in this table.

Table 14 – Annual Other Water Supply Benefits

(All benefits should be in 2009 dollars)

Project: _____

(a)	(b)	(c)	(d)	(e)	(f)
Year	**Type of Benefit**	**Description of Benefit**	**Annual Benefits ($)**	**Discount Factor (1)**	**Discounted Benefits (1) (d) x (e)**
2009	a			1.000	
	b			1.000	
	c			1.000	
	..			1.000	
2010	a			0.943	
	b			0.943	
	c			0.943	
	..			0.943	
2011	a			0.890	
	b			0.890	
	c			0.890	
	..			0.890	
…				…	
Project Life				…	
		Total Present Value of Discounted Benefits Based on Unit Value (Sum of the values in Column (f) for all Benefits shown in table)			
Comments					

(1) Complete these columns if dollar value is being claimed for the benefit.

Table 15

Table 15 sums the different types of water supply benefits. To complete Table 15, the applicant should use the following steps:

- Place the "Total Present Value of Discounted Benefits Based on Unit Value" of Water Supply from Table 12 in column (a) **OR**
- Sum the final row of Table 13 ("Total Present Value of Discounted Avoided Project Costs") for each avoided project that is being claimed and place that total in column (b).
- Place the "Total Present Value of Discounted Benefits" of Other Water Supply Benefits from Table 14 in column (c).
- Enter the sum of column (a) or (b) and (c) to get the total Water Supply Benefits. **Transfer this value to Table 20, column (d), Exhibit F: Proposal Costs and Benefits Summaries.**

Table 15 – Total Water Supply Benefits

(All benefits should be in 2009 dollars)

Project: _____

Total Discounted Water Supply Benefits (a)	Total Discounted Avoided Project Costs (b)	Other Discounted Water Supply Benefits (c)	Total Present Value of Discounted Benefits (d) (a) + (c) or (b) + (c)
Comment Box			

EXHIBIT D
WATER QUALITY AND OTHER EXPECTED BENEFITS

This exhibit provides methods and formats for estimating and presenting, in Attachment 8, the Water Quality and Other Expected Benefits of the Project. If the Project does not have Water Quality and Other Expected Benefits; then simply state so in Attachment 8. For Projects with Water Quality and Other Expected Benefits, applicants must describe such benefits. If possible, each such benefit should also be quantified and presented in physical or economic terms. If not possible to quantify the benefits, please include an explanation and justification of why it cannot be done. In addition to Table 16 – Water Quality and Other Expected Benefits, the applicant should provide the following items:

- Narrative discussion of the estimates of without-project physical conditions.
- Narrative discussion of the estimates of with-project physical conditions.
- Description of methods used to estimate without- and with-project conditions.
- Description of potential other benefits.
- Description of the distribution of local, regional, and statewide benefits, as applicable.
- Identification of beneficiaries.
- When the benefits will be received.
- Uncertainty associated with the benefits.
- Description of any adverse effects.

Applicants should attempt to make descriptions as detailed and quantitative as possible using existing information or reasonable effort. Computer models can be used to provide quantitative analyses of benefits but such detailed analysis is not required. For presenting analysis, clear, concise tables and narrative descriptions are preferred.

The Water Quality and Other Expected Benefits may include, but are not limited to, the following benefit types:

- *Water Quality* – water quality benefits include: improvements related to protecting, restoring, or enhancing beneficial uses; water quality improvements for impaired water bodies and sensitive habitats; avoided water quality projects costs; avoided water treatment costs; avoided wastewater treatment costs; and water quality improvements related to providing water supplies (if not already captured as a water supply benefit).
- *Ecosystem Restoration* – Ecosystem restoration includes habitat restoration, ecosystem improvements and preservation, and fish and wildlife enhancement. If a Habitat Evaluation Procedure has been performed, enter information from that analysis. A Habitat Evaluation Procedure for ecosystem restoration is preferred but not required. For ecosystem restoration analysis, applicants may count benefits from both restoration and preservation of high-quality existing habitat. The ecosystem benefits analysis should take into account both structural and functional elements of the ecosystem being protected or restored. Without- and with-project conditions for ecosystem restoration could include the acreage of habitat, the quality of that habitat, and the special-status species considered in the analysis.
- *Recreation and Public Access* – Recreation and public access benefits should be documented on a with-and-without-project basis. With- and without-project conditions could include the types and quality of recreational activities, visitor days, and unit day values.

- *Power Cost Savings and Production* – Power cost savings and power production benefits should be based on market value of power. Document the quantity and the unit value of the power saved or produced. Include information on when the savings or production would occur (time of year, time of day), change in capacity, or other factors that influence the cost savings or production benefit.

- *Other* – If the Project has benefits not already accounted for, please describe them in detail. Some benefits, such as in-stream flow, may be difficult to categorize. In such cases, the applicant should attempt to place it in the most appropriate category or categories, or describe it as an "Other" benefit.

An Excel spreadsheet version of Table 16 can be found at: http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm. Table 16 should be used to present *Water Quality and Other Expected Benefits*, whether they are quantifiable in either physical or economic terms. To present only physically quantified benefits, then the applicant should complete Columns (b) through (f) of Table 16. If the applicant also wants to claim economic benefits based on unit dollar values, then columns (g) through (j) must be completed. To complete Table 16, the applicant should use the following steps:

- Identify all water quality and other benefits associated with the project and enter these for year 2009 in column (b); a separate row will be used for each benefit. For example, if "water quality" is a benefit of the project, this would replace the "a" in column (b). Repeat this for each benefit and then for all years of the Project Life.

- Identify the measure (e.g., units) of each benefit claimed in column (c).

- Identify the level (units) of each benefit for the without-Project condition in column (d).

- Identify the level (units) of each benefit for the with-Project condition in column (e).

- Enter the result of subtracting Column (d) from Column (e) to determine the change in the resource conditions resulting from the Project in Column (f).

- Complete columns (g) through (j) only if a monetary value for the benefit has been identified.

- Enter the result of multiplying each value in Column (f) by the $ unit value in Column (g) in Column (h).

- Column (i) contains the discount factors provided in Exhibit C, Table 9.

- Enter the result of multiplying each value in Column (h) by the discount factor in Column (i) in Column (j).

- Sum discounted benefits for all benefit types for all years in Colum (j). **This value is transferred to Table 20, column (f) in Exhibit F: Proposal Project Costs and Benefits Summary.**

- Comment Box: enter any sources and references, including page numbers, supporting the numbers used in Table 16.

Table 16 – Water Quality and Other Expected Benefits

(All benefits should be in 2009 dollars)

Project: _____

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Year	**Type of Benefit**	**Measure of Benefit (Units)**	**Without Project**	**With Project**	**Change Resulting from Project (e) – (d)**	**Unit $ Value (1)**	**Annual $ Value (1) (f) x (g)**	**Discount Factor (1)**	**Discounted Benefits (1) (h) x (i)**
2009	a							1.000	
	b							1.000	
	c							1.000	
	..							1.000	
2010	a							0.943	
	b							0.943	
	c							0.943	
	..							0.943	
2011	a							0.890	
	b							0.890	
	c							0.890	
	..							0.890	
Project Life									
Total Present Value of Discounted Benefits Based on Unit Value (Sum of the values in Column (j) for all Benefits shown in table) Transfer to Table 20, column (f), Exhibit F: Proposal Costs and Benefits Summaries									
Comments									

(1) Complete these columns if dollar value is being claimed for the benefit.

EXHIBIT E
ECONOMIC ANALYSIS: FLOOD DAMAGE REDUCTION

This Exhibit provides methods and formats for estimating and presenting, in Attachment 9, the costs and the flood damage reduction benefits of the project. If several projects are being proposed with multiple benefits, then Exhibit F (Proposal Projects and Benefits Summaries) must be completed summarizing the costs and benefits for all projects.

Flood Damage Reduction Benefits may include, but are not limited to, the following benefit types:

- Avoided physical damage
  - Buildings
  - Contents
  - Infrastructure
  - Landscaping
  - Vehicles
  - Equipment
  - Crops
  - Ecosystems
- Avoided loss of functions
  - NET loss of business income
  - NET loss of rental income
  - NET loss of wages
  - NET loss of public services
  - NET loss of utility services
  - Displacement costs of temporary quarters
  - Transportation system disruptions
- Avoided emergency response costs
  - Evacuation and rescue costs
  - Security costs
  - Dewatering, debris removal and cleanup costs
  - Emergency flood management system repairs
  - Humanitarian assistance
- Avoided public safety and health impacts
  - Population at risk
  - Casualties
  - Displacement/shelter needs

- Critical facilities

At a minimum, all applications must provide a narrative description of the expected flood damage reduction benefits of the project. If possible, each such benefit should be quantified and presented in physical or economic terms, using existing information or reasonable effort. If benefits cannot be quantified, explain why and justify. Discussions of public safety benefits should be on a qualitative basis only. Applicants may use the tables contained in this Exhibit to present the flood damage reduction benefits of the project, or may use other formats if desired. Excel spreadsheet versions of following tables can be found at the links listed in the Foreword.

Each applicant must provide the following information:

- Narrative description of the project and its relationship to other projects in the Proposal.
- Narrative description of the project's economic costs.
- Cost details for the project using Table 9 and the information in Table 7(Budget).
- Narrative description of all of the project's expected flood damage reduction benefits, which shall address the following items:
  - Estimates of historical flood damage data,
  - Estimates of existing without-project conditions,
  - Estimates of existing with-project conditions,
  - Description of methods used to estimate without- and with-project conditions,
  - Description of the distribution of local, regional, and statewide benefits, as applicable,
  - Identification of beneficiaries,
  - When the benefits will be received,
  - Uncertainty of the benefits, and
  - Description of any adverse effects.
- Narrative discussion that describes, qualifies, and supports the values entered in the tables.
- If possible, quantify estimates of economic flood damage reduction benefits using Table 19 as applicable.
- Documentation to support information presented in the project(s), including studies, reports, and technical data, which will be used to assess the project's ability to produce the benefits claimed.

Applicants should take necessary care to provide realistic and supportable cost and benefits analyses. Other studies or documents used to support cost and benefit estimates should be clearly referenced. See Section V, Application Instructions for guidance on submitting studies, documents, or other reference materials. Other types of project benefits (such as water quality, ecosystem restoration, recreation, etc.) should be described in Exhibit D – Water Quality and Other Expected Benefits.

Project Costs

This section provides guidance for describing all costs that will be incurred to implement and operate the project and to achieve benefits from the project. This includes costs funded by local, State, and federal agencies, non-profit organizations, and other entities. All costs, both initial investments and operational costs, associated with the project necessary to accomplish full implementation of the project and achievement of the stated benefits, must be included. All costs must be clearly documented to allow a reviewer to assess the accuracy and reasonableness of the analysis. If the reviewers find that some project costs are not included in the analysis, a

lower score will result. Applicants must use the following guidelines and assumptions in an economic analysis for the project:

- *Consistency* – The economic analysis must be completed for the entire project and must be consistent with other data and information provided in the project.
- *With-Project and Without-Project Comparison* – The economic analysis should be based on a comparison of expected conditions with- and without-project over the period of analysis.
- *Period of Analysis* – The economic analysis will be based on a project life cycle specified by the applicant which shall include the construction period and operational life.
- *Economic Cost* – Any costs associated with the project, regardless of who bears the cost and regardless of the funding source is considered an economic cost. Opportunity costs should be included, but sunk costs should be excluded.
- *Sunk Costs* – Sunk costs are costs spent in the past that have no salvage value; therefore, they cannot be recovered and should not be counted.
- *Opportunity Costs* – Opportunity cost is the benefit that a resource could provide in the without-project condition and should be counted. For example, land already purchased for use in a project could be used for other purposes; therefore, a reasonable estimate of the market value of that land should be included as a cost. Note that any expenditure paid for an asset before September 30, 2008 cannot be included in Table 7 presented in Attachment 4, because it is not eligible for reimbursement. However, the current value of the asset should be included here as an economic cost.
- *Discount Rate and Dollar Value Base Year* – Please refer to Exhibit C, Table 9 and Table 10 for guidance and the appropriate factors.

Table 17

The project costs presented in this section must be consistent with Table 7 presented in Attachment 4 (Exhibit B) of the grant application. Table 17 may augment initial costs from Table 7 if there are costs, such as opportunity costs, that are not eligible for reimbursement under this grant program. Note that cost savings realized as a result of the project should be included as a benefit and not subtracted from the costs. To complete Table 17, the applicant should use the following steps:

- Modify the number of rows to match the estimated project life, i.e. how long the project is intended to operate and provide benefits.
- Columns (a) through (f): Enter costs for each applicable cost category in each year of the project's lifecycle. Enter costs beginning in the first year of expenditure, not the first year of operation.
- Column (g): Enter the sum of all costs for the year (Columns (a) through (f)).
- Column (h): These are the discount factors provided in Table 9.
- Column (i): Enter the result of multiplying Column (g) by the discount factor in Column (h) for each year.
- Bottom of Column (i): Total Present Value of Discounted Costs: Enter the sum of the Column (i) entries in the last row at the bottom of the table. This is the total present value of all costs discounted at 6%. For each project, **these costs must be transferred to Table 20, column (c) in Exhibit F: Proposal Costs and Benefits Summaries.**
- Comment Box: Enter any sources and references; include page numbers, supporting the numbers used in this table.

Table 17 – Annual Cost of Project

(All costs should be in 2009 Dollars)

Project: _____

	Initial Costs	Operations and Maintenance Costs (1)						Discounting Calculations	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Year	Grand Total Cost from Table 7 (row (i), column (d))	Admin	Operation	Maintenance	Replacement	Other	Total Costs (a) +…+ (f)	Discount Factor	Discounted Costs (g) x (h)
2009								1.000	
2010								0.943	
2011								0.890	
2012								0.840	
…								…	
…								…	
Project Life								…	
Total Present Value of Discounted Costs (Sum of Column (i)) Transfer to Table 20, column (c), Exhibit F: Proposal Costs and Benefits Summaries									
Comments									

(1) The incremental change in O&M costs attributable to the project.

Project Benefits

This section provides guidance for displaying and describing the physical and economic flood damage reduction benefits of the project.

Benefits Analysis

The estimation of flood damage reduction benefits for IRWM Implementation projects is similar to methods used for other flood risk management programs; namely, the estimation of potential flood damage expected to occur over an analysis period for without-project conditions which is compared to consequences expected to occur with a proposed project. The reduction in flood losses attributable to a project are its benefits which can then be compared to project costs to determine if the project is economically justified. Flood damage and other flood-related losses can be expressed as either *event* or *expected annual damage*. Event damage results from specific flood events (for example., 10-, 20-, 50-, and 100-year); event damage estimates are useful for characterizing damage potential from specific magnitude storms and associated emergency planning purposes and are input into expected annual damage calculations. Expected annual damage (EAD) is the damage that could be expected to occur in any given year taking into account all types of flood events. Differences in the total present value of EAD between without- and with-project conditions over the project life cycle provide an estimate of the benefits which are then compared to the total present value of costs of the proposed project to determine net benefits or a benefit-cost ratio.

Steps to Determine Flood Damage Reduction Benefits

The general steps for determining flood damage reduction benefits for proposed IRWM Implementation projects are:

- Identify at least three flood events for which flood conditions and associated flood damage will be different for without- and with-project conditions;
- Identify existing without-project conditions1:
  - Determine area affected by flooding for the identified flood events;
  - Estimate number and values of structures affected by flooding by each event;
  - If flood management structures are present (such as levees, culverts, etc.), determine probability of failure by event; and
  - Estimate flood damage for *without-project* conditions for each event.
- Identify existing and future with-project conditions2:

[1] Without-project conditions will be assessed based only upon existing conditions; future growth without the project should be excluded from the analysis. Although this greatly simplifies the analysis, it avoids having to determine if future growth meets the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) building elevation/floodproofing requirements.

[2] With-project conditions will be assessed based only upon existing conditions; future growth with the project should be excluded from the analysis. Although this greatly simplifies the analysis, it avoids having to determine if future growth meets FEMA NFIP building elevation/floodproofing requirements. It also avoids the situation where a project may induce growth that would have otherwise not occurred. Such benefits are termed "location" benefits which may occur, but it is the intention of DWR to fund only projects protecting existing development and not future development. Therefore, plans formulated to produce primarily land development opportunities do not reduce actual flood damage and will not be funded by the State.

- Determine area affected by flooding for the identified flood events;
- Estimate number of and values structures affected by flooding by each event;
- If flood management structures are present (such as levees, culverts, etc.), determine probability of failure by event; and
- Estimate flood damage for *with-project* conditions for each event.

- Calculate expected annual flood damage as described below for without- and with-project conditions; and
- Calculate the expected annual flood damage reduction benefit as described below.

Calculating Expected Annual Damage

EAD must be calculated for the without-project and the with-project conditions. EAD is a function of three variables:

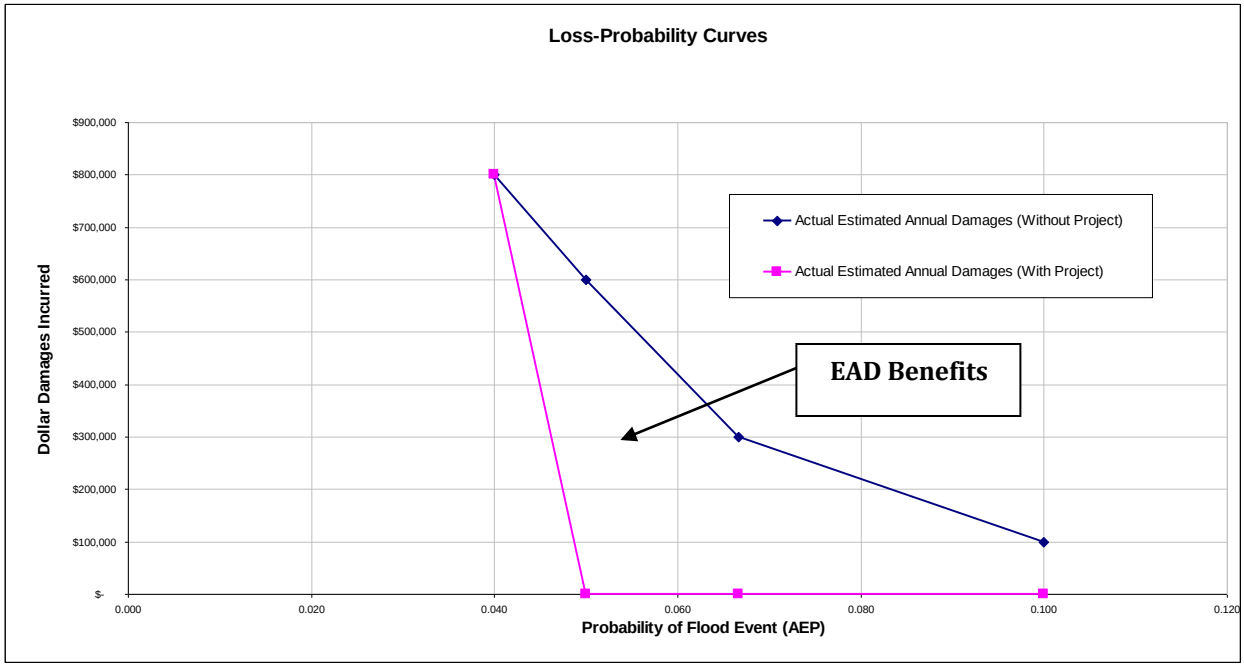
- The probability of an event occurring that could result in flooding;
- The probability that, if present, any flood management structures (such as a levee or culvert) fail given the event's occurrence; and
- The resulting damage if the flood management structural protection fails.

Table 18 and Figure 1 below provide an example of how to estimate EAD for the without-project and with-project conditions using the FRAM Model. Table 18 identifies five hydrologic events that could result in flooding for an area with some form of structural flood protection (levee, culvert, etc.). The probability of an event resulting in flooding depends on the without- and with-project level of protection provided by flood protection structures (if present). As shown in Table 18, there is a 50 percent chance that a 10-year event will result in flooding without the project because of structural failure. With the project, the structure is improved (or replaced) and the probability of structural failure for all events through year 20 is reduced to zero. Event damage equals the monetary damage if the structure fails multiplied by the probability that the structure will fail for this event. In this example, event damage is greater for the without-project condition than for the with-project condition for all events through year 20. Loss-probability curves are generated by plotting event damage for the without-and with-project conditions compared with the corresponding event probability, as in Figure 1. The area under a loss-probability curve equals the EAD from flooding. In this example, EAD is greater for the without-project condition than the with-project condition and the area between the two curves represents the benefits of the project.

The estimation of EAD requires significant hydrologic, hydraulic, engineering/geotechnical (if levees or other structures are involved) and economics data which must be analyzed to produce the loss-probability curves shown in Figure 1. EAD is the area under the loss-probability curves which requires integration. Computer models are available to assist with these calculations, which range in complexity from the U.S. Army Corps of Engineers' HEC-Flood Damage Assessment which incorporates risk and uncertainty, as well as simpler spreadsheet tools such as the Flood Rapid Assessment Model (FRAM) developed for DWR and the Benefit Cost Analysis (BCA) software developed by FEMA for its own mitigation programs. These models are described in DWR's *Draft Economic Analysis Guidelines for Flood Risk Management.* To obtain the FRAM, contact DWR at the number provided in the Foreword.

Table 18 – Event Damage (Example)							
Hydrologic Event	Event Probability	Damage if Flood Structures Fail	Probability Structural Failure		Event Damage		Event Benefit (Million $)
			Without Project	With Project	Without Project	With Project	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
					(c) x (d)	(c) x (e)	(f) – (g)
10-Year	0.100	$200,000	0.50	0.00	$100,000	$0.00	$100,000
15-Year	0.067	$400,000	0.75	0.00	$300,000	$0.00	$300,000
20-Year	0.050	$600,000	1.00	0.00	$600,000	$0.00	$600,000
25-Year	0.040	$800,000	1.00	1.00	$800,000	$800,000	$0.00
50-Year	0.020	$1,000,000	1.00	1.00	$1,000,000	$1,000,000	$0.00

Figure 1 – Loss-Probability Curves (Example)



Calculating Total Present Value of Expected Annual Damage Benefits

The expected annual benefit of the IRWM Implementation project equals the difference between EAD without- and with- the project for *one* year. Table 19 illustrates how to determine the total present value of expected annual damage over the life cycle of the project. Continuing with the above example, EAD without the project is $59,200 and with the project is $42,000 (integrating the areas under the loss-probability curves shown in Figure 1); therefore the expected annual benefit is $17,200. This value is multiplied by the appropriate present value coefficient for the project's life cycle at a 6% discount rate (this example uses 15.76 which assumes a 50 year period) which results in a total present value of $271,100. This value is transferred to Table 20, column (e), Exhibit F: Proposal Costs and Benefits Summary.

Table 19 – Present Value of Expected Annual Damage Benefits Project: _____			
(a)	Expected Annual Damage Without Project (1)		**$59,200**
(b)	Expected Annual Damage With Project (1)		**$42,000**
(c)	Expected Annual Damage Benefit	(a) – (b)	**$17,200**
(d)	Present Value Coefficient (2)		**15.76**
(e)	**Present Value of Future Benefits** **Transfer to Table 20, column (e), Exhibit F: Proposal Costs and Benefits Summaries.**	**(c) x (d)**	**$271,100**

(1) *This program assumes no population growth thus EAD will be constant over analysis period.*
(2) *6% discount rate; 50-year analysis period (could vary depending upon life cycle of project).*

Other Flood Damage Reduction Benefits

The above discussion of flood damage reduction benefits focused upon physical tangible assets (such as structures) that can be monetarily valued. However, the IRWM Implementation grant may also result other types of flood damage reduction benefits that are just as important but cannot easily be quantified and/or valued monetarily (for example, reductions in the loss of life and other injuries associated with flooding). These types of benefits can be qualitatively described.

Resources

Further information concerning how to conduct flood risk management benefit-cost analyses can be found at:

- Department of Water Resources *Draft Economic Analysis Guidelines for Flood Risk Management* (http://www.water.ca.gov/economics/guidance.cfm)
- US Army Corps of Engineers National Economic Development Manuals: http://www.iwr.usace.army.mil/ned/

EXHIBIT F
PROPOSAL PROJECT COSTS AND BENEFITS SUMMARIES

This Exhibit provides methods and formats for estimating and presenting summary costs and benefits in Attachment 10. Exhibit C (Water Supply), Exhibit D (Other Benefits) and Exhibit E (Flood Damage Reduction) contain tables that are to be completed for individual projects. However, since IRWM Implementation proposals may contain several projects, the benefits and costs for all of these projects must be summarized in Table 20 below.

- *Project* – list all projects in column (a)
- *Agency/Organization* – list the project's sponsor agency in column (b)
- *Costs* – identify the project's total present value of costs in column (c)
- *Benefits* – identify the present value of all benefits for each project in columns (d) – (f)
- *Benefit/cost ratio* – include the B/C ratio for each project in column (h)
- *Total* – sum the total present value of costs and benefits for all projects and compute a B/C ratio for all projects in the proposal

Care must be taken in completing Table 20 to avoid double-counting of benefits and costs, especially if an individual project has multiple benefits. For example, if an individual project results in water supply and other expected benefits, then those benefit values can be transferred to Table 20 from Exhibit C (Water Supply) and Exhibit D (Other Expected Benefits) without double-counting.

Table 20 – Proposal Project Costs and Benefits Summary

Proposal: _____

Agency: _____

Project	Agency	Total Present Value Project Costs (1)	Total Present Value Project Benefits				B/C Ratio
			Water Supply (2)	Flood Damage Reduction (3)	Other (4)	Total	
(a)	(b)	(c)	(d)	(e)	(f)	(g) (d) + (e) + (f)	(h) (f) / (c)
TOTAL							

(1) From Exhibit C, Table 11, column (i). OR From Exhibit E, Table 17, column (i). If project is a multi-purpose project, avoid double-counting costs.
(2) From Exhibit C, Table 15, column (d)
(3) From Exhibit E, Table 19, row (e)
(4) From Exhibit D, Table 16, column (j)

EXHIBIT G
DISADVANTAGED COMMUNITY ASSISTANCE

Purpose

The purpose of this Exhibit is to provide guidance to applicants submitting Attachment 12 to document information regarding a project that addresses a critical water supply or water quality need in a DAC. Along with the information provided in Attachment 12, the applicant must also provide relevant DAC project information in the work plan, schedule, and budget exhibits of the PSP.

Assistance to DACs comes in several forms:

- *Program Preference* – PRC §75026.(b)(6) specifically names proposals that address critical water supply or water quality needs for DACs in their regions as a program preference. Meeting program preferences yields additional points for an applicant in the application ranking process.
- *Funding Target* – For this solicitation, not less than 10% of the available Implementation grant funding must be used for projects that address critical water supply or water quality needs of DACs (see Section III of Guidelines).
- *Expanded Project Eligibility* – Because of the funding expedite and the fact DACs may not have a developed project to put forward, the types of eligible projects to address critical water supply or water quality needs is expanded to include feasibility studies that may lead to a construction project to address DAC needs, engineering designs and specifications, needs assessments where a critical water supply or quality issue is perceived but specific needs have not been determined.
- *Funding Match Waiver* – For projects that meet a critical need for a DAC, the 25% funding match requirement can be waived. DWR will review the information submitted by the applicant and decide, the validity of the targeted benefits to the DACs. If DWR deems the project does have targeted benefits to a DAC, then the cost match for that project will not be required.

If DWR determines based upon the information provided by the applicant that the community does not meet the DAC income definition contained in Proposition 84 (Appendix B, Guidelines)or that the proposed project does not meet the critical water supply water quality needs of the DAC, the project will be evaluated like any other project in a proposal.

For assistance on any portion of this exhibit, please contact the DWR point of contact listed in the foreword.

Data Requirements

- MHI data must be from the 2000 Census or more recent
- Statewide MHI and DAC MHI must be from the same data set (for example, do not provide a statewide MHI from 2007 and a DAC MHI from 2000)

Allowances

- Where the lack of census data can be documented, income surveys may be substituted. The following link provides guidance on performing income surveys: http://www.cpmra.muohio.edu/SCEIG/incsurv.pdf.

- In determining the MHI for DACs, applicants may use a single type of census geography or combinations of census geographies that best represent the DAC (again, data used must be from the 2000 Census or more recent).

Since the intent of DAC assistance is to provide targeted benefits, we discourage presenting the entire county as a DAC. In many instances there will be areas of a county that have an MHI greater than the 80% of the statewide MHI and thus would not meet the definition of a DAC. It may also be difficult in demonstrating how specific a project would have targeted water supply and or water quality benefits on a county-wide scale.

STEP A. DOCUMENTATION OF THE PRESENCE AND NEEDS OF DACS:

DACs must be contained in the region. **If there are no identified DACs within your region, please do not apply for DAC assistance**. Applicants should ensure the description of the DACs is adequate for DWR to determine whether the communities meet the definitions of this Exhibit. Include information that supports the determination of DACs in the region. Provide a map(s) with sufficient geographic detail to define the boundaries of the DAC and the IRWM region and the DAC's geographic relationship to the proposed project.

Explain how DACs were identified; describe the methodology used in determining DACs in the region. The applicant must include what census geographies (i.e., census designated place, census tract, census block) were used.

Provide the MHI for DACs in the region and the corresponding statewide MHI for the same year. Provide a reference for the data source and year of the dataset. Provide a brief summary (from a sentence to a paragraph) of the methodology used to determine the MHIs being provided.

Describe the critical water supply and or water quality needs of the DACs you have identified. How were these critical needs determined? If the proposed project is a needs assessment, discuss the suspected water supply and water quality needs of the DACs.

STEP B. DESCRIPTION OF PROPOSED PROJECT AND TARGETED BENEFITS TO DACS:

Describe the proposed project and how it meets the critical water supply or water quality need of the DACs. This can be a general description as the work plan should contain more detail on the project. Explain anticipated targeted benefits and impacts to DACs. The explanation should include the nature of the anticipated targeted benefit(s), the certainty that benefit(s) will accrue if the project is implemented, and which DACs in the region will benefit.

If the product of the proposed project is some type of water management infrastructure, describe ongoing funding sources to cover O&M of the project. Please note that grant funds cannot be used to fund O&M.

STEP C. DOCUMENTATION OF DAC REPRESENTATION AND PARTICIPATION:

Supporting information that demonstrates how DACs are involved in the IRWM planning and implementation process must be included. Information must demonstrate how DACs or their representatives are participating in the planning process.

The following information must be included in Attachment 12:

- A letter of support from a DAC's representative indicating their support for the portion of the Proposal designed to provide targeted benefits to the DACs.

- Describe specific steps taken to engage DACs within the region and describe their involvement in the planning process. Describe how DACs participated in planning and implementation efforts, and how they can influence decisions made regarding water management. Identify DAC members

participating in the regional entity's governance and those included in developing the IRWM Plan and this proposal for the first round of funding.

- Describe efforts to assess and address past environmental justice issues within the region or potential environmental justice issues that may come about due to project included in this proposal.
- Describe the technical assistance made available by the regional entity to DACs to facilitate participation in the IRWM process including assessment of community needs, outreach, planning, project development, and implementation grant proposal development.

Accessing and Using Census Data

Applicants are allowed to use whatever tools they have to access and use year 2000 or more recent census data. The procedures and suggestions presented here are meant to assist applicants. The use of these procedures is not mandatory and does not translate into any preference over any other method.

If an applicant's agency has GIS capability, it can access shape files for different census geographies including places at:

http://www.census.gov/geo/www/cob/bdy_files.html

Another way to access census geographies in the region is to use the mapping feature at the United States Census Bureau (USCB) website:

http://factfinder.census.gov/home/saff/main.html?_lang=en

EXHIBIT H
CONSENT FORM

The Consent Form must be signed and submitted if the RWMG is utilizing an IRWM Plan that was adopted on or before September 30, 2008.

Consent Form
IRWM Plan Update

Applicant: <Enter Name>

IRWM Region: <Enter Name>

RWMG: <Enter Name>

Date of Adoption: <Enter Date>

As the authorized representative of the above-referenced RWMG, I acknowledge and affirm that the RWMG is utilizing an IRWM Plan that was adopted on or before September 30, 2008, to meet part of the grant Eligibility Criteria for the Round 1, Proposition 84 IRWM Grant Program, Implementation Grant solicitation.

I also acknowledge that the RWMG understands that it must enter into a binding agreement with DWR to update, within two years of the execution date of the agreement, the IRWM Plan to meet the IRWM Plan standards contained in the Guidelines; and to undertake all reasonable and feasible efforts to take into account water-related needs of disadvantaged communities in the area within the IRWM region.

I further acknowledge that the RWMG understands that failure to meet the condition listed above may result in termination of the grant agreement by DWR and that DWR may demand the immediate repayment to State of an amount equal to the amount of grant funds disbursed to Grantee prior to such termination.

_____ _____

Name of Authorized Representative Signature

_____ _____

Title of Authorized Representative Date

THE NATURAL RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
DIVISION OF INTEGRATED REGIONAL WATER MANAGEMENT