

# **Coachella Valley Disadvantaged Community Program Work Plan**

**Prepared by:**



In Association with:



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## **List of Abbreviations**

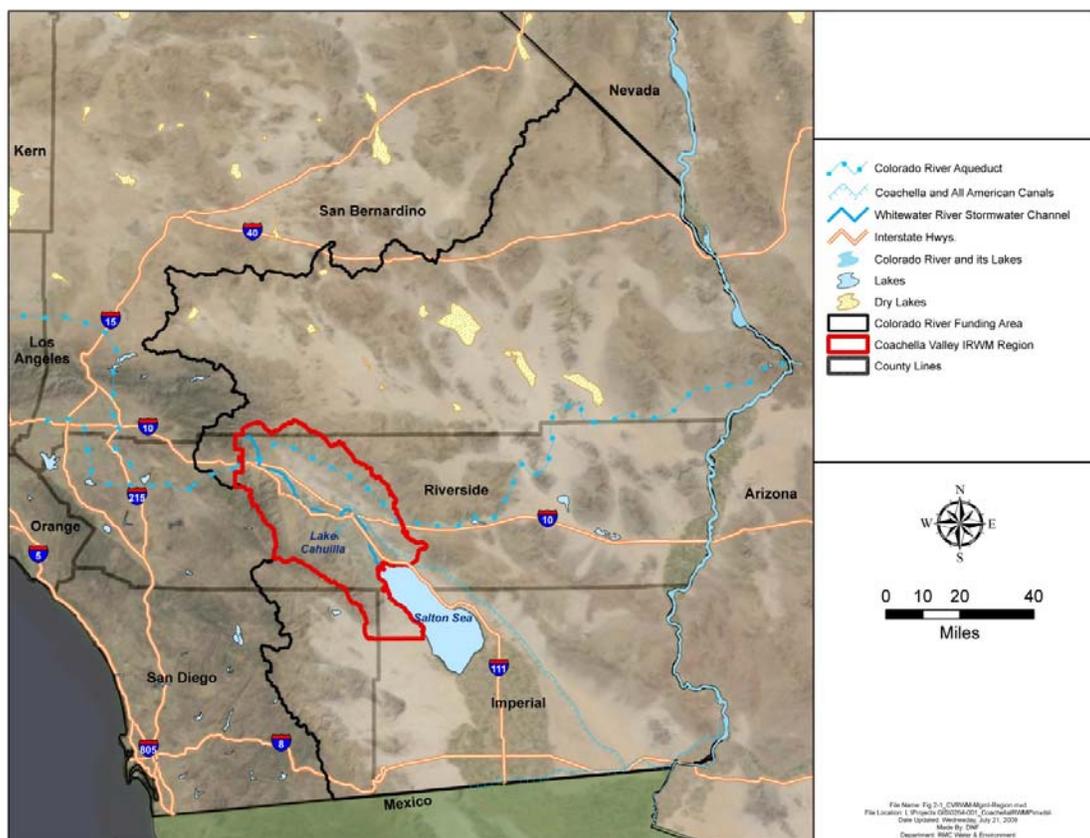
CVRWVG	Coachella Valley Regional Water Management Group
CWC	California Water Code
DAC	Disadvantaged Community
DAC Program	Coachella Valley DAC Outreach Program
DWR	California Department of Water Resources
IRWM	Integrated Regional Water Management
Region	Coachella Valley Integrated Regional Water Management Region
FEMA	Federal Emergency Management Agency
CVAC	Coachella Valley Advisory Committee (now part of the Planning Partners)
Riverside Flood	Riverside County Flood Control and Water Conservation District
CPG	DAC Community Planning Group (consists of 29 groups, agencies, and departments in the CV Region and is now part of the Planning Partners).
Planning Partners	The CVAC and CPG are now known as the Planning Partners

## Executive Summary

The Coachella Valley Water District (CVWD), representing the Coachella Valley Regional Water Management Group (CVRWMG), has entered into a contract with the Department of Water Resources (DWR) to develop a Disadvantaged Community (DAC) Outreach Demonstration Program (DAC Program) for the Coachella Valley Integrated Regional Water Management Region (Region). The DAC Program will develop and implement methods to improve DAC participation in the IRWM Plan. The DAC Program will coordinate with and complement the update of the CVIRWM Plan. The data and experience gained from the DAC Program will assist DWR in developing a model DAC Program for other similar areas in California. The Region, shown in Figure ES-1 below, is managed by the CVRWMG, which is comprised of the five Coachella Valley water purveyors: Coachella Water Authority, Coachella Valley Water District, Desert Water Agency, Indio Water Authority, and Mission Springs Water District.

The DAC Program methods will include expanded outreach efforts, the development and use of spatial data to characterize smaller DAC areas and flood control needs within DAC areas, a needs assessment for DACs in the Region, identification of existing or proposed projects intended to benefit DACs, development of in-depth engineering and project management plans for priority DAC projects, and work items to ensure that information and outcomes from the DAC Program are included within the Coachella Valley IRWM Plan Update. The work included within the DAC Program is described in detail in the following sections.

**Figure ES - 1: Coachella Valley IRWM Region**



## **Section 1 Outreach Work Plan**

### **1.1 The Outreach Work Plan**

The Outreach Work Plan lays out the approach to implementing the DAC Program. The DAC Program will accomplish the following: develop and implement methods to improve DAC participation in the IRWM Plan; coordinate with and complement the update of the CVIRWM Plan; and develop a model DAC Program for other similar areas in California. The DAC Outreach Work Plan focuses on expanding outreach efforts, developing and using spatial data to characterize smaller DAC areas and flood control needs within DAC areas, developing a needs assessment for DACs in the Region, identifying existing or proposed projects intended to benefit DACs, developing in-depth engineering and project management plans for priority DAC projects, and identifying work items to ensure that information and outcomes from the DAC Program are included within the Coachella Valley IRWM Plan Update.

### **1.2 Review and Approval**

The DAC Program will streamline the DWR review and approval process by obtaining pre-approval from DWR of templates for materials such as the stakeholder profile form, DAC group form, meeting and workshop agendas, presentation templates, handouts, meeting notes, notices and flyers. With the high number of public meetings and supplemental materials required, it is imperative that the project team be able to streamline the review process by pre-approvals in order to keep to the project schedule.

DWR will receive monthly progress reports that include meeting notes, outreach materials, stakeholder tracking sheets, and plans to implement the work plan for the coming month. Progress reports shall provide a brief description of the work performed, CVWD activities, milestones achieved, accomplishments during the reporting period, and any problems encountered.

### **1.3 Modifications**

Modifications to the contract that substantially affect the scope, budget, or work performed shall be made in writing. No substantial change shall be undertaken without written approval of such change. Minimal modifications shall be communicated to the DWR regional representative via email. All modifications shall be referenced in the monthly progress report.

## Section 2 Outreach Activities

### 2.1 DAC Outreach Contact Management and Profiles

The purpose of the work described below is to expand upon the previous DAC outreach efforts that have been undertaken by the Region's DAC Community Planning Group and Coachella Valley Advisory Committee, now known as the Planning Partners. Specific work items to be conducted include identifying and encouraging additional DAC parties to participate in the Region's IRWM planning process. These work items are described in detail below.

#### 2.1.1 Methodology and Development

The methodology to be used for contact management and profile development will be to expand the existing DAC participation effort and identify additional organizations and groups that are working with the DACs in the Region on water-related issues. Increasing DAC participation provides these communities with an opportunity to identify any needs and issues they have relating to water management, and suggest possible projects that may be included in the IRWM process.

The first step of this process involves reviewing the existing list of groups, agencies and departments that comprise the Region's existing DAC Community Planning Group, and identifying possible new groups and organizations that should be contacted.

Once identified, the second step involves outreach to these groups via e-mail, letter, phone calls, and/or in-person meetings to discuss the DAC Program, identify issues and needs, and identify any current projects that are underway and any necessary projects. Other groups will be identified through these interactions and followed up on. All interactions will be documented in a comprehensive DAC Program database.

A DAC Program database will be developed in order to efficiently track the progress and status of all interactions taking place from various team members. Developing this database includes identifying the appropriate software, setting up the fields and information to be tracked, security, website utilization features, and report-writing capabilities.

Profiles will be developed by utilizing a Stakeholder Profile Form (see Appendix A). During discussions and interviews with groups and individuals, the Stakeholder Profile form will be completed by the individual or group, or in some instances, the interviewee. These completed forms will be compiled in the database and reports will be generated for DWR.

#### 2.1.2 Implementation

Once the DAC Program database is developed and a Work Plan is approved, implementation will begin. The first steps of implementation include initial outreach and contact with the groups identified in efforts described in Section 2.1.1. All contacts will be updated on an on-going basis in the database. All parties will use the same database to log information so all are kept current on contacts made and follow-up needed.

#### 2.1.3 Stakeholder Profile Format

In order to gather information including DAC contact information, brief organizational histories of DAC organizations, descriptions of the status of existing water resources projects pertaining to DACs, and assess DAC knowledge and understanding of water resource issues in the Region, a Stakeholder Profile form and a DAC group form will be created and distributed to identified

stakeholders. The Equifax database will provide preliminary information with additional information added as outreach expands to service providers. Appendix A shows a draft generic profile format, and Appendix B shows a DAC group form to be completed by or on behalf of the various DAC organizations.

#### **2.1.4 Outreach Status Reporting**

The deliverables associated with the Coachella Valley DAC Outreach Program involve detailed record keeping of all discussions with meeting participants and outreach conversations, submission of DAC Stakeholder Profiles, report tracking and summarizing outreach efforts including meetings, key findings, action items and identification of DACs not yet engaged in the IRWM planning process. Using the database outlined in Section 2.1.1 will enable team members to compile reports summarizing outreach activities occurring over designated time periods. In addition, DWR and all project members will have access to review the database at all times to review work in progress and status of outcomes.

## **2.2 Outreach and Meetings**

The purpose of the work described below is to engage members of the DAC Community Planning Group in order to frame and articulate the water management issues facing DAC communities in the Region. Specific work items associated with these efforts are described in detail below.

#### **2.2.1 Existing DAC Groups Update**

The existing DAC groups will be contacted by email, letters and/or phone calls. The purpose of contacting each group is to solicit possible leads of new groups and organizations that may be interested in participating in the DAC Outreach Program process, and receive information regarding new projects or status updates on existing projects. All information will be entered in the DAC Program database including contact information changes for existing groups and any new contacts received.

#### **2.2.2 Expansion Planning**

The DAC Program database will be expanded by contacting various organizations who would have knowledge of DAC groups that primarily perform work not involving water issues, including but not limited to:

- Riverside County Public Health
- The Community Foundation
- Catholic Charities of Coachella Valley
- United Way
- Coachella Valley Association of Governments
- League of CA Cities, Riverside County Division
- Community Councils

Calls and/or emails will be made to the Planning Partners to see if they have any referrals on any new organizations or groups that should be contacted.

### 2.2.3 Process of Outreach

Outreach processes are continuous and will include phone calls, emails, letters, flyers, etc. describing the context of the DAC Outreach Program and the Coachella Valley IRWM Program, and determining whether additional organizations that are contacted are familiar with or are dealing with water issues relating to DAC needs. Furthermore, each additional organization that is contacted will be asked if they know of other organizations that may be involved in DAC-related water issues so that those additional organizations may be contacted for similar information.

### 2.2.4 Methods of Outreach

Outreach to the disadvantaged communities is a critical component of the DAC Outreach Program. Public outreach provides an opportunity for interested and affected parties to learn about the DAC Outreach Program and its goals, and supports the exchange of ideas and information about various communities, issues, and needs as they pertain to water resources.

Public outreach activities for the disadvantaged communities have a number of goals, including:

- Increase awareness for the DAC Outreach Program and how community members and organizations can participate in the process.
- Involve stakeholders, agencies, tribes and other interested DAC communities in identifying needs and issues as they relate to water resources in their communities.
- Encourage additional DAC parties to participate in the Region's IRWM planning process.
- Identify current projects in progress and needs for future projects.

### 2.2.5 Group Profiles and Contact Updates

Appendix B is a form to be filled out by the DAC that will be used to capture stakeholder profile information including: DAC contact information, brief organizational history, description and status of existing water resources projects, assessment of understanding of water issues in Region, list prioritized water issues to each DAC, and list of potential IRWM-related project concepts. Profiles will be entered in to the DAC Program database and reports will be generated for DWR.

### 2.2.6 Coordination with Community Leaders

Meetings with the leaders of the DACs and Environmental Justice groups in the Region will be conducted for the purpose of identifying and documenting water management related issues and needs. Meeting dates will be identified, locations, dates and times set and agendas developed for each meeting. Sign-in sheets will be used to capture updated contact information for mailing list and database changes will be made. Notes will be taken and summarized for each of the meetings.

### 2.2.7 Coordination with Planning Partners/Issues Groups

Meetings range from formal face-to-face meetings to telephone conferences, as appropriate to reach various groups. Planning Partners meetings will be attended if DAC issues are on the agenda. The DAC Issues Group meetings will be organized or attended as appropriate. Separate meetings to prepare for or follow-up will also be conducted and documented.

### Agenda Template

In order to provide consistency in the agenda format and messages being sent out, an agenda template was developed and is shown as Appendix C (Sample). Specific dates, time, locations changes will be made for each meeting along with any changes in content.

### Presentation Template

Appendix D is a draft of the presentation that will be used at the meetings.

### Handout Template

Appendix E is the format that will be used for meeting handouts and materials.

### Meeting Notes Template

Appendix F contains an example of the format that will be used for meeting notes.

## **2.2.8 Coordination with RWMG and IRWM**

While the DAC Program will begin earlier in 2012 than the CVIRWM Plan Update, both planning projects will be closely coordinated. It is anticipated that the CVIRWM Plan Update will commence around June 2012. Both projects will share planning strategies, tasks, and schedules and keep in close communication with conference calls and emails on a weekly, if not daily, basis. There will be significant overlap in work plan tasks (e.g. DAC outreach) so close coordination will avoid duplication of effort and lead to efficiencies regarding time, effort, and funding.

## **2.2.9 Coordination Meetings with DWR**

The DAC Program team will meet with DWR no fewer than two times throughout the project.

### Meeting One

The first meeting with DWR will occur on April 23, 2012 following the kick-off meeting for the Proposition 84 Implementation projects. The DAC Program project team will review the work plan, work plan appendices (templates), and contract and project management procedures.

### Meeting Two

The second meeting will occur mid-way through the project. Agenda items for that meeting will be determined at that time.

## **2.3 DAC Workshops**

The DAC Program will include no fewer than five DAC workshops that are aimed at addressing specific IRWM topics at key milestones during the IRWM Plan Update process.

Each of the workshops will be facilitated by an experienced facilitator. For this time it is assumed that the facilitator will be Daniel Cozad; however, as appropriate, another experienced facilitator may be selected to facilitate the DAC Workshops.

The goals for each DAC Workshop are as follows:

1. Introduce workshop attendees to IRWM planning in general and within the Region. Describe the Region and hold an open discussion of water resource issues and challenges.
2. Define the mission and water management objectives of the IRWM Plan.

3. Discuss project integration and solicit for integrated projects.
4. Present and rank regional projects and alternatives.
5. Present and solicit feedback on a draft version of the Coachella Valley IRWM Plan Update to workshop attendees.

### **2.3.1 Topics and Draft Schedule**

As indicated in the above list, there are pre-established goals for each DAC Workshop. Topics associated with each workshop will include information to ensure that each of the aforementioned goals is achieved. It is anticipated that each workshop will include a combination of presentations, breakout groups, and question and answer sessions as necessary and dependent upon the information that needs to be presented during each workshop.

It is anticipated that the first DAC Workshop will be held in May or June of 2012, which coincides approximately with the initiation of the Coachella Valley IRWM Plan Update. The second workshop will occur approximately five months later, in October of 2012. The date of the second workshop will coincide with planning activities associated with the IRWM Plan Update, which includes potential refinement of the Coachella Valley IRWM Plan goals, objectives, and priorities. The final three workshops will occur approximately once per month, and are anticipated to occur in early 2013.

### **2.3.2 Draft Agendas for Milestones**

Appendix G to this Work Plan includes draft agendas for each DAC Workshop. Please note that these agendas are in draft form only, and are subject to change as necessary.

### **2.3.3 Workshop Reporting System**

During each Workshop, detailed meeting summaries including records of discussions with workshop participants will be kept. These meeting summaries will be formalized in writing, and will be posted on the website and submitted to DWR in the monthly report.

Further, records of formal comments received from workshop attendees via telephone, in writing, and via electronic mail will be compiled and input into the DAC Program database as appropriate.

## **2.4 Outreach Mechanisms and Materials**

The purpose of the work described below is to develop and maintain data management and outreach processes designed to disseminate water management-related information to the Region's DAC stakeholders. Specific work items associated with these efforts are described in detail below; these work items will be sure to take into consideration that some DAC stakeholders may not have computer access or may not use English as their primary language.

### **2.4.1 CVIRWM Website**

A website for the DAC Outreach Program will be established and updated regularly. This site will provide both general and technical information, benefitting the public, project team, and DWR. The internet will be used as an essential but not exclusive means of providing information to the public as well as to team members. Information available on the website will be provided in print form at meetings as appropriate in order to ensure that those without computer access have access to information that is available online.

### **Website Contents**

The website will provide access to publications, program and project information, and a master calendar of meetings and activities. The site will be an interactive tool, used to gather comments about the DAC projects and activities.

### **Calendar of Events**

The calendar of events will be updated on a regular basis to reflect the ongoing meetings scheduled along with workshops and agendas for meetings.

### **Links and Information Sources**

Links and information sources will include agendas, meeting notes, comments and feedback and will be updated on a regular basis.

### **Administration**

Website is maintained by CVWD and administered by Desert Water Agency Website will be modified to add an additional tab to support DAC programs. The team will provide content and materials for the site.

#### **2.4.2 Notices and Flyers**

Development of notices and flyers is another tool that will be used to communicate the goals and background of the DAC Outreach Program, upcoming meetings and workshops, how interested parties can get involved, where more information is available, and contact information.

### **Notice and Flyer Template**

Appendix H to this work plan includes a template for notices and flyers that will be used in the DAC Outreach Program.

### **Location and Delivery**

Flyers can be emailed to the contact list, mailed to organizations to post, and handed out at relevant meetings and workshops.

### **Feedback**

It is critical to capture feedback from email or postal mail campaigns and then update the database to capture issues or project needs. Determining which means of communications worked will help in future outreach efforts and reduce barriers to DAC IRWM participation.

#### **2.4.3 Press Releases**

The press and media strategy will provide information to help inform the public.

### **Press Release Template**

Appendix I is the template of the format that will be used for press releases.

### **Translations**

Project team will need to evaluate the languages most used in the DAC areas to determine the most effective means to communicate to these communities. Spanish is an assumed second language but others may be needed. Standard letters, flyers or other materials will be translated, as needed, to ensure the most effective outreach efforts and results are achieved. Results of the translated materials will be reviewed.

### Usage and Frequency

Press release strategy entails providing important information to the various newspapers at various times throughout the project including:

- To introduce and provide background of the project
- Advise of upcoming meetings, location, dates and times
- Key milestones press advisory

### Feedback

Press releases or press advisories will be tracked and feedback identified where possible to provide an indication of effectiveness and value.

#### **2.4.4 Mailers and Newsletters**

Mailers and or newsletters may be used to introduce the project and inform stakeholders of upcoming meetings and ways the community can participate in the IRWM process. The DAC Project Team and CVRWGMG will determine if mailers or newsletters are an effective method to reach stakeholders.

### Newsletter and Letter Templates

Appendix H of this work plan includes a template for mailers and newsletters that will be used in the DAC Outreach Program. Appendix J includes a template for letters that will be sent to DACs through electronic and/or postal mail to solicit participation in the DAC Program.

### Translations

Project team will need to evaluate the languages most used in the DAC areas to determine the most effective means to communicate to these communities. Spanish is an assumed second language but others may be needed. Standard letters, flyers or other materials will be translated, as needed, to ensure the most effective outreach efforts and results are achieved. Results of the translated materials will be reviewed.

### Tracking

Monthly progress reports submitted to DWR by CVWD will include a matrix that outlines the mailers, newsletters, and other communication items sent to DAC-related entities and organizations as part of the DAC Program.

#### **2.4.5 Outreach and Contact Reporting System**

### Contact Lists

Accurate mailing lists are essential to successfully inform and involve the public. They can be used to deliver announcements of upcoming meetings or events, newsletters, fact sheets, reports, and other printed material about program-level activities. Specific mailing lists are needed for the general public, disadvantaged communities, stakeholders, and other interested individuals who have an interest in the DAC Outreach Program. The mailing list will be part of the DAC Outreach database and will be maintained and updated regularly.

### **Electronic Mail**

Electronic media is fast becoming the preferred means of obtaining and providing information to certain segments of the population. Along with printed materials, e-mails can be used to quickly

disseminate information to the public about upcoming meetings, sending out flyers to post, and other communication materials. However, some may lack computer access and postal mail will be needed to fill such gaps. E-mail contact information will be gathered and updated on a regular basis.

### **Postal Mail**

Postal mail will be used when requested by a participant and for critical issues or meetings. The Project Team and RWMG should determine what issues or meetings will need postal contacts.

### **Monthly Reporting**

Progress reports will occur on a monthly basis and will include a summary of outreach efforts, number of meetings held, key issues and findings from various outreach mechanisms, new DAC contacts and profiles and other pertinent information. Team will send monthly summaries of all formal meetings on a monthly basis rather than five business days after.

#### *Outreach Efforts*

Outreach efforts will be tracked in through a Customer Relationship Management (CRM) system or other database and will include all contacts with any groups and individuals, follow-up actions needed, issues presented and any possible projects discussed. Contact information will be obtained and updated in the database for inclusion on future meetings and IRWM planning meetings. These efforts will be summarized and be included in the monthly report. The CRM will initially be set up as a test site to provide the opportunity to determine the suitability of the database.

#### *Meetings*

Reports on the meetings will include sign-in sheets, feedback from participants, meeting evaluations, notes of the meetings and summary of issues, findings and possible projects. Level of attendance at the various meetings is one way to evaluate the level of interest and if the outreach mechanisms are useful. A summary of meetings will be generated and included in the monthly report and final project report.

#### *Key Issues and Findings*

Identifying key issues and findings from the disadvantaged communities and assigning follow-up discussions is a key component in tracking the success of this program. These findings may lead to qualified projects being identified for the IRWM planning process and will need to be communicated in a timely manner to the CVRWMG.

#### *Action Items*

Action items will be posted in the CRM system or other database and will be assigned to project team members, the CVRWMG or other identified person for follow-up or actions needed.

#### *New DAC Contacts*

New DAC contacts will be updated in the CRM system or other database. The monthly reports will quantify the number of new DAC contacts added to the list and identify other pertinent details.

#### *Tracking Reports*

Tracking reports will be generated by the CRM system or other database as needed.

## Section 3 DAC Focused Characterization and Mapping

The purpose of the work described in this section is to address mapping of DACs in the Region in order to develop spatial data relevant to identifying water management problems. A portion of this work will be completed by RMC Water and Environment, and a portion will be completed by local non-profit organizations that are officially designated as a 501(c)(3).

### 3.1 DAC Community Mapping

#### 3.1.1 Background and Scoping

Existing DAC mapping within the Coachella Valley IRWM Plan was completed at a Census-block group level using data adapted from the United States Census. This mapping indicated that four (4) of the Region's nine (9) cities qualify as DACs, meaning that their income was less than 80% of the Statewide Median Household Income. Input received from stakeholders suggests that mapping at the Census-block group level is not sufficient to identify all DACs within the Region, and that further mapping is necessary.

#### 3.1.2 Location Selection Process

Local non-profit organizations will be responsible for conducting research necessary to identify communities that qualify as DACs. Once this data is gathered, RMC will be responsible for translating DAC community data into formal maps that identify smaller pockets of DACs in the Region. Gathered data will include, to the extent practical, mapping associated with seasonal variations, agricultural (seasonal) variations, service and construction industries, retired populations, and urban conservation.

#### 3.1.3 Non-Profit Coordination and Selection

Interviews will be conducted with local non-profit organizations to determine their suitability for conducting the location selection process and mapping activities described in Section 3.1.2. Once interviews are completed, no more than five non-profits will be selected to carry out the work. They will be selected based on diversity of organization and geography as well as experience and competence to complete the required scope of work.

#### 3.1.4 Non-Profit Deliverables and Schedule

Ultimate deliverables expected by the non-profits include spatial identification of communities in which DACs are located throughout the Region. Furthermore, as available, the DAC data should include information regarding the presence of DACs in the Region in relation to seasonal variations, agricultural (seasonal) variations, service and construction industries, retired populations, and urban conservation.

The DAC Community Mapping process is anticipated to begin in June of 2012, at which point interviews will be structured and initiated. The DAC Community Mapping process will be finalized by May 2013, and data deliverables from non-profit organizations will be expected by January of 2013 so that the data may be translated into draft maps by March 2013 and finalized by May 2013.

#### 3.1.5 Community Mapping Report

Draft maps will be presented at relevant Planning Partners or DAC meetings in order to receive input. Input received by stakeholders will be taken into consideration during final production.

## **3.2 Flood Control Needs Mapping in DAC Areas**

### **3.2.1 Background and Scope**

Due to flood risks in the Region, which potentially impart public health and safety issues and raise water management concerns for DACs, mapping is needed for the Region that identifies areas of local flooding, current flood control efforts, and planned flood control-related projects as they relate to other water management issues facing DACs.

The scope of this work will include the following:

- Identify local areas that are subject to the risk of flooding, current flood control efforts, and planned flood-related projects in the Region.
- Update DAC Stakeholder Profiles (refer to Section 2.2.5) to include flood mapping information.
- Submit DAC Stakeholder Profiles once they are updated to DWR for review and comment.

### **3.2.2 Process and Development**

Data will be gathered from existing Geographic Information System (GIS)-based databases, including those from DWR, the Federal Emergency Management Agency, the Coachella Valley of Association of Governments, the CVRWGM agencies, the Riverside County Flood Control and Water Conservation District, and other sources of information as appropriate. This existing data will be used to identify local areas that are subject to flood risks, and current flood control efforts and planned flood-related projects. Additional information will be solicited from local stakeholders regarding flood risks, current flood control efforts, and planned flood-related projects, to expand upon mapping gathered from existing sources. Further, projects entered within the Coachella Valley IRWM database will be reviewed to determine any additional planned flood-related projects that may be relevant to this process.

Once the flood mapping is completed, this information will be merged with the DAC Stakeholder Profiles such that these profiles are updated to include robust information regarding flooding as it relates to water management concerns for DACs.

### **3.2.3 Reporting**

Flood mapping and updated DAC Stakeholder Profiles will be submitted to DWR for review and comment.

## Section 4 DAC Project Development

### 4.1 Project Identification and Selection Process

A preliminary list of DAC water management issues and projects was developed during 2007 and early 2008 by a coalition of over 50 participants representing public agencies, DACs, and local communities. This list of issues and projects will serve as a starting point for this task and will be reviewed and updated with contemporary information. Only water-related issues will be included in the updated list. Outdated projects and project concepts will be removed from the list and new, more important projects and project concepts will be added to the list. The project summaries include grant amounts requested exclusive of matching or other funding sources. Each of these projects has multiple partners and benefits, but the primary beneficiaries are the DACs. The projects include:

### 4.2 Preliminary List of DAC Issues

Those issues identified by the coalition referenced above include:

1. Septic conversion to combined/advanced treatment or sewer, with the focus on low income and significant DAC communities in both urban and rural areas.
2. Basic provision of quality water supply and wastewater service supporting basic quality of life and health and safety needs to support related services and facilities.
3. Conservation of water resources including storm water to minimize reliance on imported water (may include rate assessment/assistance, leak testing and repair).
4. Accurate DAC Stakeholder Profiles and accurate data.
5. Flood plain and alluvial fan mapping and planning to identify for funding the storm water management facilities in DAC areas.
6. Water reuse and recycling and related technology for DAC areas.
7. Policy coordination with cities, tribes, county, and water agencies to ensure effectiveness.
8. Affordable housing, community and economic development.

### 4.3 Preliminary List of DAC Project Concepts

A preliminary list of DAC projects and project concepts was identified by the coalition (referenced above). This list of projects will serve as a starting point for this task and will be reviewed and updated with contemporary information. The project summaries include grant amounts requested exclusive of matching or other funding sources. Each of these projects has multiple partners and benefits, but the primary beneficiaries are the DACs. The projects include:

**1. Bacterial Indicators TMDL:** By implementing projects to eliminate sources of dry weather runoff, improvements are made to water quality by specific DACs who do not have access to other water supplies. These biological impacts come from a variety of potential sources including recreational and domestic use by DACs. Program implementation request is \$125,000.

**2. Integrated Resource Development and Protection Project:** Septic to sewer conversion that provides alternatives to failing septic tanks and generates additional effluent treatment to tertiary

and recycling and to protect groundwater supplies. This funding would be matched with Army Corps of Engineers; \$180,000 is needed to move forward on the project. The entire area served by this project qualifies as a DAC and would improve sewer service to over 1,800 families.

**3. Verbena Channel Flood Control Improvement:** Addresses safety and flood control issues for the DACs in the lower Desert Hot Springs area (in the county's 5 year plan, opportunity for multiuse project). Program implementation request is \$1.5 million.

**4. Water-related Health and Safety Improvement - Riverside County:** This project would work with existing groups to provide improvements to water and sewer systems as the County closes hazardous housing areas. Program implementation request \$160,000. These funds will be matched from County and other sources.

**5. Integrated Regional Groundwater Quality Protection Project:** Septic to sewer conversion that complies with a State mandate to eliminate septic tanks, generate recycled water, reduce dependence on imported water, and protect regional groundwater supplies. Federal funding and a community assessment district will be used as matching funds: \$300,000 is needed to move forward on this \$15 million project. The entire area served by this project qualifies as a DAC and would improve sewer service to over 1,000 families.

**6. Eagle Canyon Dam Integrated Flood Control and Regional Watershed Project:** Addresses safety, flood control and economic development issues for the DACs in Cathedral City, Palm Springs, Riverside County, and Tribal lands. This is the priority project for Riverside County Flood Control and Water Conservation District - Zone 6. Federal funding through the Army Corps of Engineers and in-kind participation from collaborating agencies will be used as matching funds; \$400,000 is needed to move forward on this \$26 million project.

**7. DAC Conservation and Water Testing Pilot Project:** DACs frequently pay significant costs for water that is wasted due to leaks they cannot afford to fix, or do not drink tap water due to worries about quality. This project would utilize existing non-profits and agencies to test and help significantly disadvantaged community members make repairs, conserve and use the water they pay for. The total cost of this pilot is dependent on grants and other participation. \$150,000 is sought from DWR and will be matched with other funding and agency in-kind participation.

#### 4.4 Project Selection Process

The RMC team will develop a project prioritization process characterized by its transparency, objectivity, and stakeholder participation. The process will contain selection criteria that will assist in addressing DAC issues and meeting the CVIRWM Plan objectives, as outlined in the existing CVIRWM Plan (2010). The CVIRWM Plan Objectives are listed in Appendix K.

- Initial project screening that includes evaluating whether the project addresses identified DAC issues and enjoys DAC stakeholder support in the affected community.
- Plan scoring and ranking process that will include evaluation of how well a project meets selection criteria. Projects will be entered in the data base.
- The criteria list may include:

- Addresses multiple IRWM Plan objectives
- Uses multiple resource management strategies
- Optimizes water supply reliability
- Protects or improves water quality
- Manages flood risks
- Optimizes conjunctive use of surface and groundwater supplies
- Technical analysis and feasibility
- Cost-effectiveness
- Analysis of benefits (quantitative and qualitative)
- Involves more than one partners
- Project status
- Ability to monitor performance
- Certainty of funding match, implementation, and O & M
- Addresses a Statewide Priority

#### **4.5 Project Planning and Engineering Support**

The project selection process shall result in the selection of up to six project concepts that are top candidates for additional engineering and program management development. These candidate projects shall be reviewed by the Project Partners and approved by the CVRWGM. The candidate projects will be approved by DWR.

The final DAC Program projects will be further developed and result in concept-level drawings, schematics, and cost estimates. RMC will identify any additional study or actions required to make the project competitive for future IRWM and other grant funding. The detailed plans and schematics will be submitted to DWR along with a summary of project development findings.

## Section 5 DAC IRWM Plan Element Preparation

The purpose of the work described in this section is to prepare preliminary and final drafts of a DAC IRWM Plan Element (DAC Element). The goal of the DAC Element is to provide information on DACs in the Region and their needs and priorities for the Coachella Valley IRWM Plan Update. The DAC Element will be designed to characterize DAC needs and will build on the DAC-related outreach and projects identified in the IRWM Plan, where possible. The Roundtable of Region's Guidelines for Incorporating DACs into IRWM Planning will be used as a guide for development of the DAC Element.

### 5.1 Schedule and Deliverables

The DAC IRWM Plan Element will be created in draft form and undergo several review and comment periods prior to incorporation into the CV Plan.

Deliverables associated with the DAC IRWM Plan Element include the following:

- Prepare and submit the Preliminary Draft of the DAC IRWM Plan Element to DWR and to the DAC Issues Group and CVRWMG for review and comment.
- Resubmit a revised draft, based on review comments received, to DWR and to the DAC Issues Group and CVRWMG for review and comment.
- Incorporate comments and release a final draft approved by DWR to the general public.
- Prior to completion of the DAC Outreach Program, prepare and submit a revised DAC IRWM Plan Element with updated information and public comments considered to DWR and to the CVRWMG and DAC Issues Group for review and comment.
- Resubmit a revised Plan Element based on review comments received from DWR and the CVRWMG and DAC Issues Group for review and comment.
- Recommend the final version approved by DWR to the CVRWMG's governing bodies for adoption as an Addendum to the Coachella Valley IRWM Plan Update.

## Section 6 DAC Participation in Regional IRWM

The RMC team and CVWD will develop a list of challenges that have historically prevented or discouraged DAC involvement in IRWM planning activities. Outreach techniques will be recommended to overcome those challenges and promote DAC involvement in IRWM planning. Background information that informs this list will be gathered throughout the execution of the DAC Program outreach process that will include multiple meetings with and communications to DAC stakeholders. The team with the RWMG will refine the criteria for selecting the groups.

The process for selecting groups will include:

1. Identify under-represented groups who could assist in improvements to the IRWM Plan process.
2. Identify if any group would be unable to participate without financial support.
3. Determine if the group has a structure conducive to participation and financial management of reimbursements
4. Submit list to CVRWMG, DAC stakeholders, and then Planning Partners.

A preliminary list of groups meeting these criteria will be developed. The list of groups will be submitted for review to the CVRWMG, DAC stakeholders, and then Planning Partners.

A revised list based on review comments will be submitted to DWR, the CVRWMG, and the Project Partners for additional review and comment. A final draft approved by DWR shall be released to the public for review and incorporation into the DAC Outreach Plan.

The CVIRWM Plan Update project will coordinate with and inform the DAC Program. The CVIRWM Plan Update will conduct various outreach activities aligned with the DAC Program such as DAC/EJ outreach meetings, notices and newsletters, and correspondence. The new outreach techniques developed through the DAC Program to overcome the challenges of DAC's IRWM planning involvement (identified in this task) will be utilized by the IRWM Plan update process. The outreach section of the IRWM Plan will incorporate the outcomes of implementing the DAC Program outreach techniques.

## Section 7 DAC Outreach Demonstration Project Report/White Paper

Experience gained throughout implementation of the DAC Program will be used to propose to DWR a DAC Outreach Program Model for use in other areas of California that face similar water resources issues. This model will be conveyed to DWR through compilation of a Project Report/White Paper that contains the sections outlined below.

### 7.1 Executive Summary

The Executive Summary will include an overview of the contents of the Project Report/White Paper in a concise, user-friendly manner.

### 7.2 Report

#### 7.2.1 Contents

General contents of the Project Report/White Paper will include a background and purpose, goals, objectives, and results, planned and executed work, recommendations, and deliverables.

#### 7.2.2 Background and Purpose

The background and purpose component of the Project Report/White Paper will provide an overview of the DAC Program, including information regarding background associated with the Coachella Valley IRWM planning process as it relates to the need to carry out the DAC Program.

#### 7.2.3 Goals, Objectives, and Results

The goals, objectives, and results component of the Project Report/White Paper will include an overview of the goals and objectives of the DAC Program. Further, this component will include a discussion of the major problems that occurred in meeting the proposed goals and objectives of the DAC Program, and how such problems were resolved.

#### 7.2.4 Planned and Executed Work

The planned and executed work component of the Project Report/White Paper will include a comparison of the actual work performed under the DAC Program to the work and tasks detailed within Grant Agreement No. 4600009468, *Integrated Regional Water Management Planning (Disadvantaged Community Outreach)*. Any notable differences between these items will be explained.

This component will also contain a summary of the costs incurred and disposition of funds that were disbursed, including a table showing actual costs in comparison to the costs determined within Grant Agreement No. 4600009468, *Integrated Regional Water Management Planning (Disadvantaged Community Outreach)*. Any notable differences between actual and projected costs will be explained.

#### 7.2.5 Recommendations

The recommendations component of the Project Report/White Paper will include a synthesis of the preceding sections into a set of recommendations for how results of the DAC Program could be utilized in other areas of California that face similar water resources issues to the Coachella Valley.

### **7.2.6 Deliverables**

Deliverables associated with the Project Report/White Paper include the following:

- Prepare an administrative draft of the Final Project Report/White Paper for internal review and comment among the CVRWGMG agencies.
- Submit a revised draft of the Final Project Report/White Paper based on review comments to DWR for review and approval.
- Release to the general public an electronic copy of the Final Project Report/White Paper upon approval and acceptance by DWR.

### **7.3 Report Approval**

The Final Project Report/White Paper will be released to the general public after it has been approved of and accepted by DWR.

