



PROPOSAL SOLICITATION PACKAGE

Integrated Regional Water Management

G

PROPOSITION 84

August 2010



North Coast

N

ROUND 1



Sacramento River

I



San Francisco Bay Area



San Joaquin River

N



Central Coast



Tulare/Kern

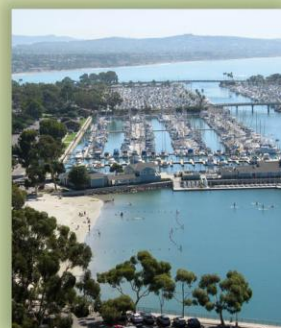


North/South Lahontan

N



Los Angeles



Santa Ana



San Diego



Colorado River Basin

A

L

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Foreword

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

This document guides the applicant through the application process from the history of the program to the eligibility requirements, to the application instructions, and finally, to the Review and Scoring criteria. General information is covered in the front end of the document and detailed instructions for portions of the application are contained within Exhibit A. This document is not a standalone document and the applicant will need to refer to the IRWM Program Guidelines (Guidelines) for additional information. It can be 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 Grant Program can be found at: http://www.water.ca.gov/irwm/integregio_planning.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 Tuesday, September 28, 2010.

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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 Guidelines to disburse this first round of planning grant funding under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act 2006 (Proposition 84). For this solicitation DWR will use a one-step application process to evaluate IRWM Planning Grant applications.

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

<http://www.water.ca.gov/irwm/guidelines.cfm>

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

II. ELIGIBILITY

A. Eligible Grant Application

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

B. Eligible Project Types

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

IRWM planning activities that are interregional in nature and are a component to the IRWM Plan such as, but not limited to, climate change analysis and salt/nutrient management need to demonstrate how it will be incorporated into individual IRWMPs.

Table 1 – Round 1 Planning Eligible IRWM Regions from the 2009 RAP Decisions	
Regional Water Management Group	Region Acceptance
North Coast Funding Area	
North Coast	Approved Region
San Francisco Bay Funding Area	
San Francisco Bay Area	Approved Region
Central Coast Funding Area	
Greater Monterey County	Approved Region
Monterey Peninsula, Carmel Bay & South Monterey Bay	Approved Region
Pajaro River Watershed	Approved Region
San Luis Obispo County	Approved Region
Santa Barbara County	Approved Region
Santa Cruz County	Approved Region
Los Angeles-Ventura Funding Area	
Gateway	Approved Region
Greater Los Angeles County	Approved Region
Upper Santa Clara River	Approved Region
Watersheds Coalition of Ventura County	Approved Region
Lahontan Funding Area	
Antelope Valley	Approved Region
Inyo-Mono	Approved Region
Tahoe Sierra	Approved Region
Santa Ana Funding Area	
Santa Ana Watershed Project Authority	Approved Region
Colorado River Funding Area	
Borrego Valley	Approved Region
Coachella Valley	Approved Region
Imperial Valley	Approved Region
San Diego Funding Area	
San Diego	Approved Region
South Orange County Watershed Management Area	Approved Region
Upper Santa Margarita	Approved Region
Sacramento River Funding Area	
American River Basin	Approved Region
Cosumnes American Bear Yuba	Approved Region
Northern Sacramento Valley – Four County Group	Conditionally Approved
Sacramento Valley	Conditionally Approved
Upper Feather River Watershed	Approved Region

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

Regional Water Management Group	Region Acceptance
Upper Pit River Watershed	Approved Region
Upper Sacramento-McCloud	Approved Region
Westside-Sacramento	Approved Region
Yuba County	Approved Region
San Joaquin Funding Area	
Central California	Conditionally Approved
East Contra Costa County	Approved Region
Eastern San Joaquin	Approved Region
Madera	Conditionally Approved
Merced	Conditionally Approved
Mokelumne-Amador-Calaveras	Approved Region
Tuolumne-Stanislaus	Approved Region
Tulare-Kern Funding Area	
Kaweah River Basin	Conditionally Approved
Kern County	Conditionally Approved
Poso Creek	Conditionally Approved
Southern Sierra	Conditionally Approved
Tule	Conditionally Approved
Upper Kings Basin Water Forum	Approved Region
Trans-San Joaquin-Tulare/Kern Funding Area	
Westside-San Joaquin	Approved Region
Trans-Colorado-Lahontan Funding Area	
Mojave	Approved Region

III. FUNDING

DWR will award planning grant funding via two funding rounds. The first round will provide approximately \$20 million in funding and the second round is anticipated to provide approximately \$10 million in funding. Planning grants will be funded 50%-50% from the Regional and Interregional funds authorized by Proposition 84 and California Water Code (CWC), Section 83002.(b)(3)(A)(ii). See Section II.B of the Guidelines for additional detail. Not less than \$3,900,000 will be used to support proposals that facilitate and support the participation of disadvantaged communities (DACs) in IRWM planning.

A. Maximum Grant Amount

Grants will be limited to a maximum of \$1 million per IRWM Planning Region. Up to an additional \$1 million may be made available to each funding area for interregional planning activities. A separate application may be submitted to apply for interregional planning activities. Interregional planning activity grants will also require a 25% funding match, but the grants will not count against an individual IRWM region's maximum

grant award of \$1 million. However, the grants will be also funded 50%-50% from the Regional and Interregional funds.

B. Funding Match

Applicants must demonstrate that a minimum of 25% of the total project costs will be paid for with non-State funds. Applications that do not demonstrate the minimum funding match will not be awarded funding. Exhibit A provides examples of how funding match can be presented.

IV. SCHEDULE

The schedule below (Table 2) shows the program timeline from release of the Final Grant Guidelines and PSPs through the award of funding for this funding cycle. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on the DWR website listed in the Foreword. Updates may also be advertised through fliers, 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 2 – IRWM Planning Grants Proposal Solicitation Process and Schedule	
Milestone or Activity	Schedule ⁽¹⁾
Release Final Program Guidelines and PSPs	August 2, 2010
<u>Applicant Workshops</u>	
Hugh M. Burns Building 2550 Mariposa Mall, Room 1036 Fresno, CA 93721 (street parking, have cash on hand)	August 30, 2010 9 a.m. – 12 p.m.
Civic Plaza Building Plaza Community Room 275 Main Street, 4 th Floor Watsonville, CA 95076 (garage parking, have cash on hand)	August 31, 2010 ⁽²⁾ 9 a.m. – 12 p.m.
California Tower Building High Grove Room 3737 Main Street, Suite 200 Riverside, CA 92501 (garage parking, have cash on hand)	September 1, 2010 9 a.m. – 12 p.m.
California EPA Building, Byron Sher Auditorium 1001 I Street Sacramento, CA 95814 (street and garage parking, have cash on hand)	September 2, 2010 ⁽²⁾ 8:30 a.m. – 11:30 a.m.
Planning Grant applications must be submitted to DWR via BMS by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.	September 28, 2010
Public meeting to discuss initial funding recommendations.	<i>November 2010</i>
DWR approves final grant awards.	<i>January 2011</i>

(1) *Italics denote approximate dates.*

(2) *This meeting will be followed by a SB-6 Groundwater Monitoring Workshop.*

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 Planning 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 August 31, 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 six sections outlined in Table 3. Within BMS, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. BMS will allow applicants to type text or cut and paste information from other documents directly into a BMS submittal screen. When uploading an attachment in BMS, the following attachment title naming convention must be used:

Att#_PG1_PIN_AttachmentName_#ofTotal#

Where:

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

For example, if the Attachment 3 – Work Plan for applicant with PIN "12345" is made up of three files, the second file in the set would be named "Att3_PG1_12345_WorkPlan_2of3".

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. *Hardcopy Submittal*

Applicants are to submit **four** (4) hardcopies of the complete application to DWR by 5 p.m. on the due date. The addresses for mailing by U.S. mail, overnight courier, or hand delivery of hardcopy and CD/DVD application components are listed as follows:

By U.S. Mail:

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

Or Overnight courier to:

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

Or hand-deliver to:

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

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 2. The grant application consists of six sections outlined in Table 3, the Grant Application Checklist. Applicants will need to submit the BMS questionnaire in the hardcopy submittal along with the attachments listed within the Grant Application Checklist. Attachments 1-5 will also need to be submitted via BMS.

Attachments are required as noted in the check list. 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 3.

A complete application consists of all the following items:

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

1. Grant Application Checklist

This checklist is intended to help ensure the applicant has submitted the proper information in the application both in electronic and hardcopy formats. 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. Some differences between the nomenclature used in Table 3, Grant Application 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.

Table 3 – Grant Application Checklist	
APPLICANT INFORMATION TAB	
<i>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.</i>	
APPLICANT INFORMATION	
<input type="checkbox"/>	Organization Name: Provide the name of the Agency/Organization responsible for submitting the application.
<input type="checkbox"/>	Tax ID: Provide the federal tax ID number of the Agency/Organization submitting the application.
<input type="checkbox"/>	Proposal Name: Provide the title of the Project.
<input type="checkbox"/>	Proposal Objective: Briefly describe the objectives for the IRWM Plan.
BUDGET	
<i>Any costs indicated must also be in agreement with costs presented in Attachment 4</i>	
<input type="checkbox"/>	Other Contribution: Provide the total amount of other funds (including any State funding). Include costs of any legal services required to support the project. If there is no other contribution, enter zero.
<input type="checkbox"/>	Funding Match (Local Contribution): Provide the total Funding Match that will be committed to the Project from local sources such as local agencies and organizations. Exhibit A of this PSP provides additional information regarding Funding Match requirements.
<input type="checkbox"/>	Federal Contribution: Provide the total amount of federal funding. If there is no federal contribution, enter zero.
<input type="checkbox"/>	In-kind Contribution: Provide the value of in-kind services. In-Kind Contribution – refers to work performed by the grantee, the cost of which is considered cost match instead of actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zero.
<input type="checkbox"/>	Grant Funds Requested (Amount Requested): Provide the amount of total grant funds requested.
<input type="checkbox"/>	Total Project Cost: Provide the total Project cost. This amount must equal the sum of the contributions, funding match, and amount requested listed above.
GEOGRAPHIC INFORMATION	
<input type="checkbox"/>	Latitude: Provide the Latitude at the center of the IRWM Region.
<input type="checkbox"/>	Longitude: Provide the Longitude at the center of the IRWM Region.

Table 3 – Grant Application Checklist

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

Table 3 – Grant Application Checklist

<input type="checkbox"/>	Q9. Eligibility: List the urban water suppliers that will receive funding from the proposed grant. Those listed must submit self certification of compliance with California Water Code (CWC) §525 <i>et seq.</i> and Assembly Bill (AB) 1420, see Attachment 6. If there are none, so indicate.
<input type="checkbox"/>	Q10. Eligibility: Have all of the urban water suppliers, listed in Q9 above, submitted complete 2005 Urban Water Management Plans (UWMP) to DWR? Have those plans been verified as complete by DWR? If not, explain. Will all of the urban water suppliers listed in Q9, along with any additional urban water suppliers that meet the urban water supplier definition threshold for the first time, submit updated 2010 UWMPs, consistent with the 2010 UWMP Guidebook and verified as complete by DWR, before the execution of a grant agreement? If not, explain.
<input type="checkbox"/>	Q11. Adoption Date: Identify the adoption date or anticipated adoption date of the IRWM Plan.
<input type="checkbox"/>	Q12. Completeness Check: Have all of the fields in the application been completed? If no, please explain.
APPLICATION ATTACHMENTS TAB	
<p><i>Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in Section 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.</i></p> <p><i>Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy. All portions of the application, BMS submittal and hardcopies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.</i></p> <p><i>Maps, photographs, documents, and reports should be formatted with no component larger than 50 megabytes (MB). However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).</i></p>	
<input type="checkbox"/>	Attachment 1. Authorizing Documentation
<input type="checkbox"/>	Attachment 2. Eligible Applicant Documentation
<input type="checkbox"/>	Attachment 3. Work Plan
<input type="checkbox"/>	Attachment 4. Budget
<input type="checkbox"/>	Attachment 5. Schedule
<input type="checkbox"/>	Attachment 6. AB 1420 and Water Meter Compliance Information (if required as part of Eligibility). DO NOT UPLOAD TO ONLINE SYSTEM. Submit one original signed hardcopy to DWR.

2. Attachment Instructions

Applicants are required to submit Attachments 1 through 6 to complete the IRWM Planning Grant Application. A discussion of each of these attachments is provided below.

ATTACHMENT 1. AUTHORIZING DOCUMENTATION

For the “AttachmentName” in the naming convention of BMS, use “AuthDoc” for this attachment.

The applicant is to provide a copy of documentation, such as a resolution adopted by the applicant’s governing body, designating an authorized representative to file an application for an IRWM Planning Grant

and enter into an agreement with the State of California. The following text box provides an example resolution.

<p>RESOLUTION NO. _____</p> <p>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 Planning Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) Section 75001 <i>et seq.</i>), 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.</p> <p>Passed and adopted at a meeting of the <Insert name of agency, city, county, organization, or other> on <Insert date>.</p> <p style="text-align: right;">Authorized Original Signature: _____</p> <p style="text-align: right;">Printed Name: _____</p> <p style="text-align: right;">Title: _____</p> <p style="text-align: right;">Clerk/Secretary: _____</p>
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ATTACHMENT 2. ELIGIBLE APPLICANT DOCUMENTATION

For the “AttachmentName” in the naming convention of BMS, use “EligDoc” for this attachment.

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

Local Agencies

- ✎ Is the applicant a local agency as defined in 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.

ATTACHMENT 3. WORK PLAN

For the “AttachmentName” in the naming convention of BMS, use “WorkPlan” for this attachment.

The work plan must be consistent with the budget and schedule. The work plan shall contain all the necessary details to show the process the applicant will take to move forward with or complete the IRWM Plan. If the applicant does not have an existing IRWM Plan, then it should use this section to detail the

process by which one will be created. Applicable components of the background section shall be addressed for proposed IRWM Plans.

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

Background Section

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

- ↻ the Regional Water Management Group (RWMG)
- ↻ the region
- ↻ the existing or partially completed IRWM Plan
- ↻ the public process used to identify stakeholders and how they were included in the planning and decision making process for the IRWM Plan
- ↻ the process used to identify the region's DACs and how the Applicant engaged them in the IRWM Planning process
- ↻ the process used to identify the regions' water related objectives and conflicts
- ↻ the process used to determine criteria for developing regional priorities
- ↻ the data and technical analysis collected/performed and how that data is managed
- ↻ how integrated resource management strategies will be employed
- ↻ how the IRWM Plan will be implemented and what impacts and benefits are expected
- ↻ for an existing IRWM Plan, describe how that plan meets the current IRWM Plan standards

Work Plan Content

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

ATTACHMENT 4. BUDGET

For the “AttachmentName” in the naming convention of BMS, use “BUDGET” for this attachment.

The budget must be consistent with the work plan and schedule. For each work plan task, a budget line item estimate should be presented, as well as a breakdown of the applicant’s funding match and requested grant funds. The information presented should allow the reviewer to understand how the budget estimate was developed. Supporting information for the budget includes labor categories, hourly rates, labor time estimates, and subcontractor quotes. The minimum Funding Match is 25% of the total proposal costs (See Exhibit A). The sources for funding match must be identified. Applicants should read the discussion on reimbursement of costs in section V.L of the Guidelines. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs.

Table 4 – Project Budget				
Proposal Title: _____				
Project Title: _____				
Budget Category	Non-State Share* (Funding Match)	Requested Grant Funding (DWR Grant Amount)	Total	% Funding Match
(a)	List proposed tasks on separate lines			
(b)	Proposed Task			
(c)	...			
...	Grand Total (Sum the rows for each column)			
*List sources of funding: <i>Use as much space as required</i>				

ATTACHMENT 5. SCHEDULE

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

The schedule must be consistent with the work plan and budget and should include development and adoption of the IRWM Plan. The schedule should show January 17, 2011 as an assumed effective date of the grant agreement and an end date within two years from the effective date. If IRWM Plan adoption is scheduled to occur after the end date of the grant agreement, show that also and explain how the RWMG will ensure plan adoption.

ATTACHMENT 6. AB 1420 AND WATER METER IMPLEMENTATION COMPLIANCE

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with the following: AB 1420 (CWC §10631.5) requirements and Water Meter Implementation (CWC §525 *et seq.*) requirements.

AB 1420 Compliance

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

Water Meter Implementation Compliance

The Water Meter compliance self certification form and instructions can be found at http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm. The certification document must be filled out, signed, and submitted in hardcopy.

Both the AB 1420 self certification documentation and the Water Meter compliance self certification form must be signed and submitted in hardcopy. **Only a single hard copy submittal is required for this attachment; do not submit four (4) hard copies.**

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.E). 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 is based on the level of detail and planning that the applicant provided within the application to show the feasibility of the work plan.	3	0-15	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
DAC Involvement Scoring is based on the level of detail and planning that the applicant provided within the work plan to show how the IRWM Region will facilitate and support DAC participation in the IRWM Planning process.	2	0-10	5	The work plan provides tasks for and clearly shows the process the applicant will use to facilitate and support DACs within the IRWM region.
			4	The work plan provides tasks for facilitating and supporting DACs within the IRWM region, but did not sufficiently detail the process to be used.
			0	The work plan does not provide any indication of how the applicant intends to facilitate and support DACs within the IRWM region.
Schedule Scoring is based on the level of detail provided within the schedule and the feasibility of the proposed timeline. Scoring will also be based on how well the Schedule matches the work plan and budget.	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
Budget Scoring is based on the level of completeness and detail provided within the budget, whether or not the budget matches the work plan and Schedule, and on the administrative costs associated with running the project.	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
Program Preference Points are awarded for each program preference that is specifically included in the work plan, schedule, and budget.	1	0-10	0-10	One point will be awarded for each program preference met as outlined in Section II.G of the guidelines. However, the score may be reduced if the work plan does not convey certainty that the preference(s) will be achieved or the magnitude of claimed benefits is limited. A maximum point allowance of 10 points will be awarded per application.
Total Range of Points Possible Without Balance Points =		0-55		
Geographic Balance Up to six (6) points may be awarded to provide for geographic balance in the distribution of funds.	1	0-6	0-6	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

Funding Match Information

Purpose

The purpose of this exhibit is to provide examples for the applicant that show how a funding match is calculated. It is also to describe what the applicant must provide DWR to demonstrate its source of funding match.

What Can be Used as Funding Match

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

Examples of Funding Match

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

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

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

EXAMPLE 2: Under Example 2, the applicant is providing a 25% funding match and the grant amount is less than the maximum amount.

Work Item	Applicant Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$18,750	\$56,250	\$75,000
2. Prioritize Management Issues	\$6,250	\$18,750	\$25,000
3. Integrate /Prioritize Projects	\$6,250	\$18,750	\$25,000
4. Conduct Stakeholder Meetings and Planning Studies	\$50,000	\$150,000	\$200,000
5. Write Draft Plan	\$37,500	\$112,500	\$150,000
6. Prepare Final Plan	\$17,500	\$52,500	\$70,000
7. Adopt Plan	\$75	\$225	\$300
8. Quarterly and Final Reports	\$6,250	\$18,750	\$25,000
Totals	\$142,575	\$427,725	\$570,300

The funding match for Example 2 = $\$142,575/\$570,300 \times 100 = 25\%$.

Presenting Funding Match

The funding match appears in several places in the application. An applicant will directly enter into BMS (Table 4 of the PSP) the funding match amount and grant request. Applicants must show applicant funding match and grant fund allocations in their budgets. Applicants must also identify the source of the applicant's funding match.

THE NATURAL RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
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