DRIP Collaborative Recommendation Template

What is a DRIP Collaborative Recommendation?

A DRIP Collaborative recommendation is a formal suggestion that addresses the identified focus areas and problem statements related to the preparation of, responding to, and recovering from periods of extreme water shortages and drought. These recommendations are informed and proposed by DRIP Collaborative members and supported by subject matter experts, reports, data analysis, and lessons learned from previous water shortages and drought.

Process & Instructions

Recommendations will follow a five-part process from identification to determination (Appendix I) with periods of development, review and refinement that occur both in person and virtually. Each recommendation will follow a consistent format and include an overview and implementation considerations with supporting documentation, as needed.

A DRIP Member lead is responsible for completing this recommendation template. There are three parts to this template that correspond to the recommendation process flow. Each section has headings with prompts to help define a specific and actionable recommendation. While it may not be possible to answer each prompt to its fullest, the lead should use available resources to attempt to address each prompt. When completing this template, recommendations should incorporate the framework of SMART goals (See Appendix II for definitions), ensuring objectives are concrete and attainable within a specific timeframe.

Part 0 is meant to be a first step to declare intent to offer a recommendation. This will be only shared with the DRIP support team to ensure coordination of possible recommendations; it will not be reviewed by the DRIP Collaborative.

Part I of the template is where the recommendation is described in more detail. This will help establish high-level ideas around the recommendation. The details in this section will be shared for group review by the Collaborative, with an informal poll to assess support and appropriateness by other members.

Part II of the template goes into greater depth, highlighting key considerations for implementation. This will help identify opportunities and challenges the recommendation may face if implemented. The details in this section will also be shared for comment and revision by the DRIP Collaborative.

The lead is required to address all concerns brought up in DRIP Collaborative meetings, either through revising the recommendation proposal or documenting the issue raised. Upon review and revision, the updated and complete template will be presented to the DRIP Collaborative and a formal poll will determine the designation of the recommendation.

Part 0. Recommendation Declaration

To be submitted to the DRIP support team prior to commencing work on Part I.

Recommendation Proposer

DRIP Member name, member type (state/non-state) and any partners (DRIP members or external) in development of proposed recommendation.

Recommendation Idea

Provide a <u>brief</u> (no more than 150 words) description of the idea for a recommendation.

Focus Area

☐Drought Relevant Data   ☐Drought Narrative   ☐Drought Preparedness for Domestic Wells

Intended Benefit to the Drought Risk Management Cycle (Please check all that apply)

☐ Mitigation, Preparation and Capacity

☐ Forecasting and Monitoring

☐ Response

☐ Recovery

Part I: Recommendation Overview

Recommendation Title

Provide a concise title for your recommendation in fewer than ten words.

Description

In one or two paragraphs, please provide a brief overview of the recommendation and how it addresses the Focus Area problem statement. Supporting documentation to include an overview of existing trends, the reasons for urgent action, and people currently impacted.

Impacts

What are the expected outcomes or benefits of this recommendation, and how will it specifically enhance drought resiliency in California?

What are the anticipated impacts or consequences of not adopting this recommendation?

Implementing Parties and Partners

Who would be the implementing agency or entity (potentially multiple)?

Which existing entities (e.g., departments or other agencies, private or nonprofit groups, community-based organizations) will the implementing agency or entity need to partner with for successful implementation of this recommendation?

Describe the coordination required by federal, state, local and tribal governments to successfully implement this recommendation.

Alignment with Other Initiatives

How does the recommendation align with and/or leverage existing state efforts, concurrent public or private initiatives?

Implementation Time Frame

Approximately how quickly could the proposed recommendation be implemented? Factor time needed to develop, design, permit, construct (if applicable). Select one timeframe:

☐ Short term (1-2 yrs.)   ☐ Medium term (2-4 yrs.)   ☐ Long term (4-5+ yrs.)

Part II: Implementation Considerations

Necessary Steps & Measuring Success

What are the key steps to adopt and implement action?

To help monitor progress and success, what thresholds and reporting can be identified to reflect successful implementation?

Potential Challenges

What issues or challenges might arise during implementation (e.g. authority or need for additional authority, funding or revenue streams, public awareness and perception, technical, interagency coordination)? List these hurdles and offer a brief description of how to address/mitigate them.

Are there foreseeable potential negative consequences or unintended impacts associated with implementing this recommendation?

Funding

What are the potential (estimated) costs to implement the recommendation? Is there both an implementation cost and ongoing costs? Briefly describe any assumptions behind the estimate.

What potential existing and/or future funding sources or mechanisms are available (e.g., grants, general fund, bond funds, rate payers, philanthropic foundations, etc.)? Does the recommendation require funding from the state and potentially matching funds?

Equity and Outreach

How does this recommendation align with established agency equity policies and how might the recommendation address any specific equity or justice concerns, as defined by the DWR Racial Equity Vision, during its implementation?

What sort of outreach is necessary for the successful implementation of the recommendation? Describe the target audience and the methods of outreach needed (e.g., communication, technical or financial assistance, partnering assistance).

Appendix I

Recommendation Process

1.Identification

Objective: Identify initial recommendation ideas and a DRIP member lead.

Lead Role: Confirm availability and identify support needed from DRIP members and other entities. Provide initial information and details.

Support Role: Lead and document discussion based on existing focus area problem statements and DRIP member's shared understanding.

2.Development

Objective: Build out the details of the recommendation using the provided template.

Lead Role: Build out recommendation, ensuring it aligns with broad problem statements. Identify required SME input. Attend at least one VM.

Support Role: Provide guidance, coordinate with SMEs, communicate with members, facilitate and document VMs.

3.Review

Objective: Facilitate member feedback and public input. Gauge the level of support and identify concerns.

Lead Role: Present recommendation and engage in discussions to gather feedback.

Support Role: Facilitate and document discussion, including action items to address. Initiate straw poll and summarize action items to address in refinement.

4.Refinement

Objective: Address concerns and build out implementation strategy.

Lead Role: Address concerns and action items to develop a complete recommendation for member determination.

Support Role: Provide guidance, coordinate with SMEs, communicate with members who voiced concerns, facilitate and document VMs.

5.Determination

Objective: Final review. Conduct a formal poll to determine collective support, assigning appropriate designations.

Lead Role: Present the final recommendation and answer clarifying questions.

Support Role: Facilitate and document discussion. Initiate poll and determine designation.

Appendix II

SMART Goals

SMART goals represent a framework for setting clear, well-defined objectives. This acronym stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Each element of the SMART framework provides a comprehensive approach to goal setting, ensuring that objectives are concrete and attainable within a specific timeframe.

Specific: Goals should be clearly defined and specific, avoiding vagueness. This clarity helps in focusing efforts and clearly defining what is to be achieved.

Measurable: Goals need to have specific criteria for measuring progress. This allows for tracking of the goal's advancement and knowing when it has been accomplished.

Achievable: While goals should be challenging, they must also be realistic and attainable. This balance ensures that goals are feasible and within the ability to achieve.

Relevant: Goals should be relevant to the direction of the work or business. This ensures that the goal aligns with other relevant objectives and contributes to the overall strategy.

Time-bound: Providing a target date for deliverables is essential. This creates a sense of urgency and prompts a commitment to a deadline, helping to focus efforts on completion.

Incorporating the SMART framework into goal setting enhances the likelihood of success by providing a clear roadmap, making it a valuable tool in professional development and organizational planning.