Department of Water Resources

CalConserve Water Use Efficiency Revolving Fund Proposition 1

CalConserve Water Use Efficiency Revolving Fund

Proposition 1

Draft Loan Guidelines and Proposal Solicitation Package (PSP)

LEGISLATIVE AUTHORITY

Proposition 1 - The Water Quality, Supply, and Infrastructure Improvement Act of 2014

- **Chapter 7** - Regional Water Security, Climate and Drought Preparedness
- **Section §79746(a)(1) -** Authorizes funds for loan and grant programs to support water conservation and water use efficiency projects and programs

LEGISLATIVE AUTHORITY

Assembly Bill (AB) 2636

- Established the CalConserve Water Use Efficiency Revolving Fund in 2014, commencing with Section 81000 of the California Water Code.

AB 92 (Statutes of 2015)

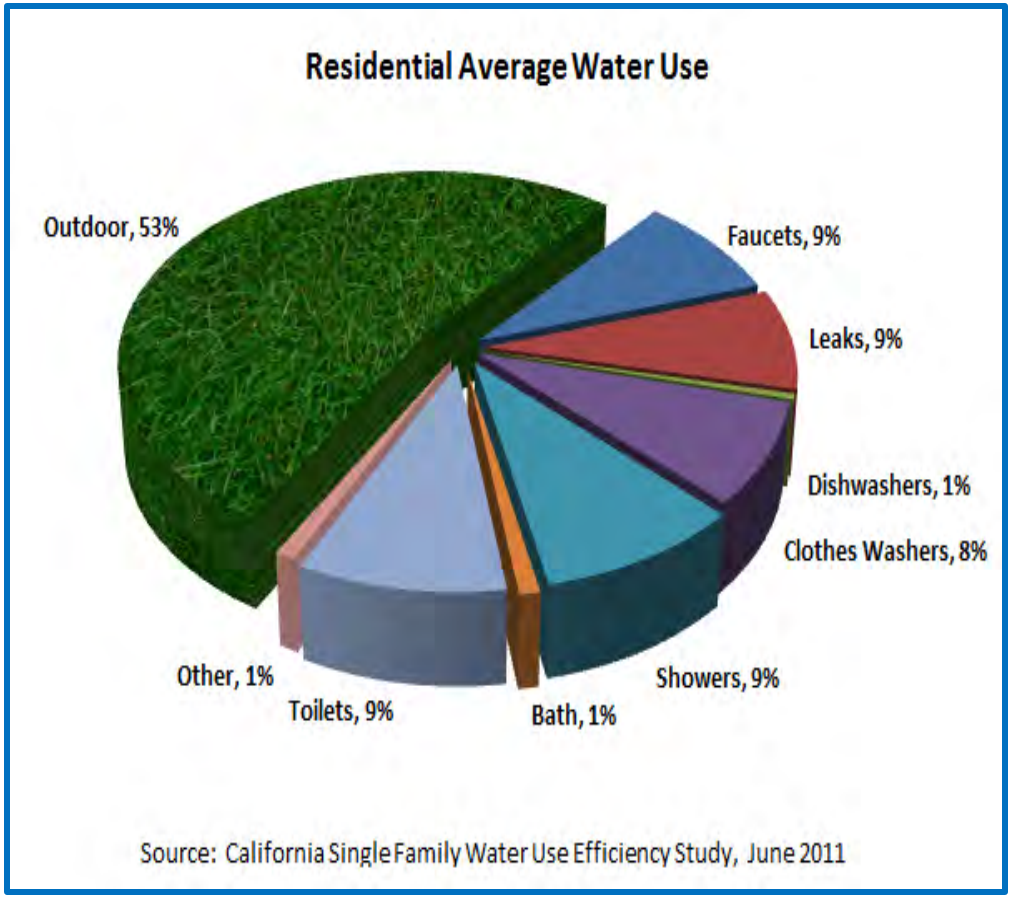
- Authorized the transfer to the CalConserve Water Use Efficiency Revolving Fund $10 million from Proposition 1 for specific types of water conservation and water use efficiency projects and programs.

Program Purpose

The CalConserve Revolving Fund Loan Program is an innovative funding program to provide zero-interest loans to local agencies.

These agencies will then provide low-interest loans to their customers for urban water use efficiency upgrades and water conservation.

INTRODUCTION



Objective -

Pilot program to provide loans to local agencies to help their customers through:

- Installation of water-saving upgrades
- Leak repair/replacement

Eligible Applicants

- **Local public agencies** (*AB 2636, SEC. 2 Division 30 Chapter 825; Section 81005)*
  - Cities
  - Counties
  - Special districts (Reclamation Districts, Flood Control Districts, etc.)
  - Joint powers authorities
  - Political subdivisions of the state
  - Public utilities *(Section 216 of Public Utilities Code)*
  - Mutual water companies *(Section 2725 of Public Utilities Code)*

Eligible Applicants (continued)

Groundwater Plans - Public agencies

- A local agency that does not prepare, adopt, and submit a Groundwater Plan in accordance with groundwater planning requirements established under Division 6 (commencing with §10000) is not eligible to apply until the plan is prepared and submitted in accordance with requirements (*CWC §79742(b)*).

Public Benefit – Mutual Water Companies

- Projects from investor-owned utilities regulated by the California Public Utilities Commission and mutual water companies must have a clear and definite public purpose and must benefit water system customers, not the investors *(CWC §79712(b)(1))*.

Eligible Projects

- There are two types of urban water use efficiency projects and programs eligible for funding under this PSP *(CWC §81023(a))*:
  - $5 million for a pilot project to provide loans to local agencies for water efficiency upgrades to eligible residents at no upfront costs.
  - $5 million for local agencies to provide low-interest loans to customers to finance the installation of onsite improvements to repair or replace leaking water pipes.
- Maximum loan of $3 million per local agency *(CWC §81023(b))*

Types of Projects

Examples include, but are not limited to:

- Provide customers efficient dishwasher or clothes washer upgrades
- Install water-saving fixtures including toilets, showerheads, faucets, and other upgrades
- Install hot-water recirculating pumps
- Provide leak detection, repair and/or replacement
- Install landscape irrigation system upgrades
- Provide for water conservation landscape conversion
- Commercial, institutional, and industrial water use efficiency improvements

Program Priorities

- Provide measurable reductions in urban per capita water use. *(CWC §81000(b))*
- Establish a pilot program for reduction in potable water use, leak detection, and/or repair. *(CWC §81023(a))*
- Provide for increased use of recycled water. *(CWC §81000(b))*
- Reduce greenhouse gas emissions and water and energy use. *(CWC §81000(b))*
- Provide residents on-bill financing of water use efficiency upgrades. *(CWC §81046)*
- Remove first-cost barriers to customers by providing equipment, installation, and supplies for effective upgrades. *(CWC §81023(a))*

FUNDING RULES

Proposition 1:

- 50% non-state cost share required - ***waived or reduced for a disadvantaged community or an economically distressed area***
- 10% of funds will go to disadvantaged communities or economically distressed areas

Compliance - Laws and Regulations

- **As an Urban Water Supplier:**
  - **Urban Water Management Plans & water conservation *(SBx7-7)***
  - **Urban Water Supplier Best Management Practices *(AB 1420)***
  - **Water Meters *(CWC §525 et seq.)***
- **Surface Water Diversion Reporting** (*CWC §5103(e)(2)*)
- **Groundwater Monitoring** (*CWC §10920 et seq.*)
- **Groundwater Management Plans** (*CWC §10753.7*)
- **Labor Code**
- **State Conflict of Interest Laws**
- **Local laws and regulations**

Compliance - Laws and Regulations (continued)

- **Confidentiality** – all public information
- **Intellectual and Property Rights** – must be waived
- **Environmental Documentation**
  - Include plan for compliance
  - Estimation of GHG emissions required
- **If also an agricultural water supplier:**
  - Agricultural Water Management Plans (AWMPs) and Agricultural Efficient Water Management Practices (EWMPs) *(Part 2.8 and Part 2.55, SBx7-7)*
  - Agricultural Water Measurement *(CCR 597 et seq.)*
  - Aggregated Farm-Gate Water Delivery Report *(CWC §531 et seq.)*

Submittal

- Applications will be submitted using the GRANTS (Application and Submittal tool).
- Attachments 1-8 will be uploaded into the GRANTS system.

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

- www.water.ca.gov/grants/

GRANTS

Grants Review and Tracking System

TOPICS

I. GRANTS Registration

II. Becoming an Organization Administrator

III. Becoming an Authorized User

IV. Organization Admin: User Management

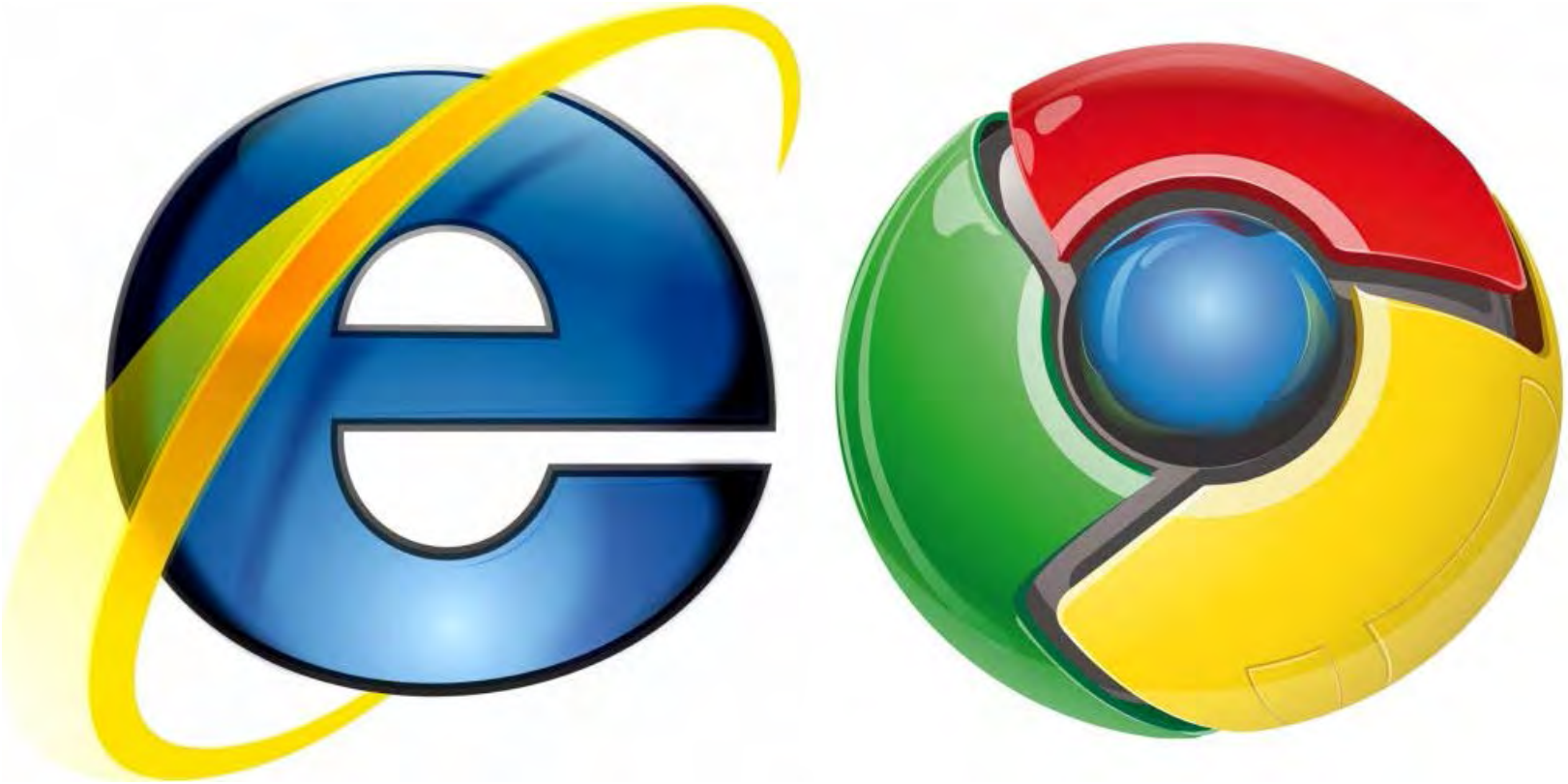
V. Forgot Password

VI. Account Locked

VII. Completing a Proposal

VIII. Submitting a Proposal

PLEASE USE INTERNET EXPLORER OR GOOGLE CHROME



Other browsers are not supported.

Source: http://news.filehippo.com/2013/01/browser-wars-2012-who-won/

WWW.WATER.CA.GOV/GRANTS/

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

Welcome to the Department of Water Resources (DWR) Grants Review and Tracking System. GRanTS is a web-based tool that can be used to:

- Apply for bond funded grants and loans.
- Manage bond funded contracts and track projects.
- Submit electronic contract deliverables and invoices.

Open Solicitations

- The Proposition 84-funded Delta, San Joaquin and Sacramento Rivers Water Quality Grant program released the final Group II – Franks Tract and other Delta Region Projects – Proposal Solicitation Package (PSP) on February 6, 2015. Applications must be submitted by 5:00 p.m. on April 9, 2015.
- The Local Levee Assistance Program released its final guidelines and proposal solicitation package on December 17, 2014. Applications must be submitted by 5:00 p.m. on March 17, 2015.
- Please "**Sign in**" to access the GRanTS application.

GRanTS Outages

- Thursday, April 2, 2015 from 5:00 PM to 8:00 PM for maintenance and upgrades.

Recent Changes in GRanTS

- **02/02/2015:** Users can return to the page they left on the list of My/All Projects or My/All Contracts, when the user clicks Return workbook (gray tab). DWR reviewers can use Review Import feature without any problems. In addition to Project Name, Program Name, Start Date, and End Date, My Projects and All projects now include BMS I/O Group Code, Project Status, and Project Cost.
- **11/24/2014:** DWR users can view all proposals for a proposal solicitation package in read-only format. This allows reviewers to have access to all proposals, not just the ones they are reviewing.
- **10/09/2014:** Users can filter Contracts by Program, Organization, DWR Contract Manger, Start year, End year,

Sign in

HOME

USER GUIDES

- Quick Start Guide
- Public User Guide
- Frequently Asked Questions (FAQ)

INTERNAL (DWR) USER GUIDES

VIDEOS

- How to Register (New)
- How to Complete a Grant Application (New)

PROJECT MAPPING TOOL

FINANCIAL ASSISTANCE

SUPPORT

GRanTS Helpdesk
Tel: (888) 907-4267
Email:GRanTSadmin@water.ca.gov

AVAILABLE RESOURCES

REGISTRATION

Users need to register under their own agency

For example, User A works for XYZ Consulting firm and plans to submit a proposal on the behalf of City of Sacramento

User A will register under XYZ Consulting firm

User A will then contact City of Sacramento to become an authorized user under City of Sacramento Organization

Registration Hyperlink

Department of Water Resources

Grants Review and Tracking System

GRanTS

LOG ONTO GRanTS

User Name:

Password:

Log In

Forgot Password

Registration

Click on the Registration hyperlink.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Contact Information

Mandatory fields

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact | Organization | Account

First Name:	John *	1	Phone (Office):	(123) 123-1234Ext:___ *	3
Middle Name:			Phone (Direct):	(__) __-___Ext:___	
Last Name:	Doe *	2	Phone (Mobile):	(__) __-___	
			Fax:	(__) __-___	

Next | Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Organization Information

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Complete the Organization information.

User Profile

Contact | Organization | Account

Organization:	Search for Organization... * Add New	Division/Address List:	Search for Division... * Add New
Address1:	*	Address2:	
City:	*	State:	California *
Zip:	*	Phone:	(__) __-__ Ext:__
Web site:			

Next | Cancel

Search for your Organization

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

When selecting the Organization, you can type your organization's name and the name will auto populate.

User Profile

Contact | Organization | Account

Organization:	Search for Organization... * Add New	Division/Address List:	Search for Division... * Add New
Address1:	*	Address2:	
City:	*	State:	California *
Zip:	*	Phone:	(__) __-__ Ext:__
Web site:			

Next | Cancel

Add a New Organization

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

If your organization is not listed, click the Add New hyperlink.

User Profile

Contact | Organization | Account

Organization:	Search for Organization... * Add New	Division/Address List:	Search for Division... * Add New
Address1:	*	Address2:	
City:	*	State:	California *
Zip:	*	Phone:	(__) __-__ Ext:__
Web site:			

Next | Cancel

Identify Branch/Division

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Next you'll need to identify the Division.

User Profile

Contact | Organization | Account

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento * Add New	Division/Address List:	Search for Branch... * Add New
Address1:	*	Address2:	
City:	*	State:	California *
Zip:	*	Phone:	(__) ___-____ Ext:___
Web site:			

Next | Cancel

Add a new Division to an Organization

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

If your division is not listed, click the Add New hyperlink.

User Profile

Contact | Organization | Account

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento * Add New	Division/Address List:	Search for Branch... * Add New
Address1:	*	Address2:	
City:	*	State:	California *
Zip:	*	Phone:	(__) ___-____ Ext:___
Web site:			

Next | Cancel

Address field auto populates

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Once the organization and division are identified, the address information will auto populate.

User Profile

Contact | Organization | Account

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento * Add New	Division/Address List:	Sac. Desalination Program : 245 W. Pa * Add New
Address1:	245 W. Palmer Street *	Address2:	
City:	Sacramento *	State:	California *
Zip:	95634 *	Phone:	(__) __-__ Ext:__
Web site:			

Next | Cancel

User Account Information

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Complete the Account information.

User Profile

Contact | Organization | Account

Username/Email:		*	
Password:		*	
Confirm Password:		*	
Security Question 1:	Select Question *	Answer:	*
Security Question 2:	Select Question *	Answer:	*

Save Cancel

User Name is email address

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

The user name is your email address.

User Profile

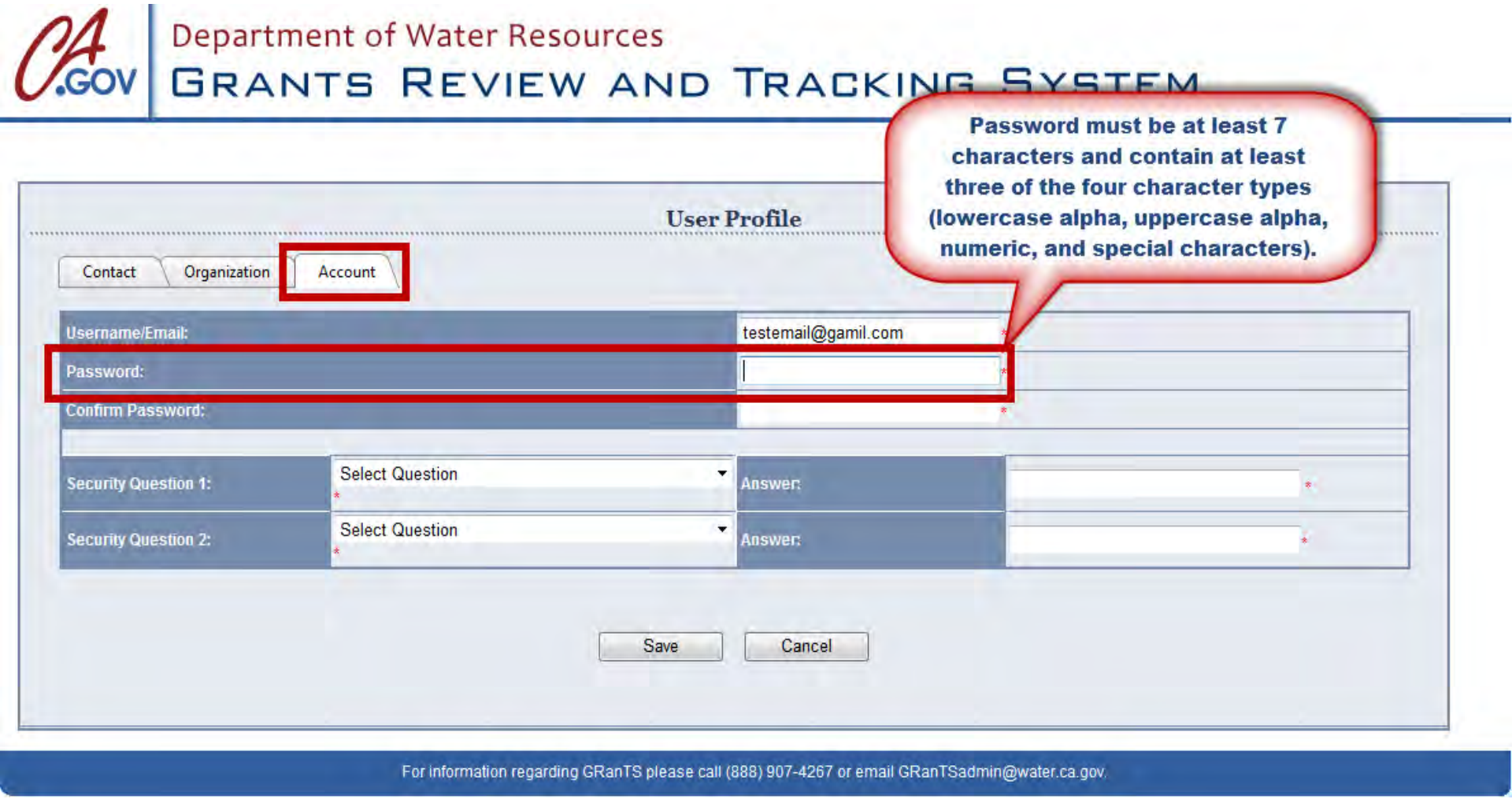
Contact | Organization | Account

Username/Email:			
Password:			
Confirm Password:			
Security Question 1:	Select Question *	Answer:	*
Security Question 2:	Select Question *	Answer:	*

Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Password Requirements



Security Questions

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Email and answers to the Security Questions are required to retrieve your password when you forget it.

User Profile

Contact | Organization | Account

Username/Email:	testemail@gamil.com *		
Password:	********** *		
Confirm Password:	********** *		
Security Question 1:	Select Question *	Answer:	*
Security Question 2:	Select Question *	Answer:	*

Save | Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Organization Administrator

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Welcome: ddhillon@ucdavis.edu Logout

Home | PSPs | Projects | Contracts

My Projects

Contact the Organization Administrator. If you do not see the Organization Administrator contact information, please contact the GRanTS Helpline.

Public User Guide (4MB)

NEW SOLICITATIONS

16 New solicitations are available!

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

AUTHORIZED USER

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

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Home | PSPs | Projects | Contracts

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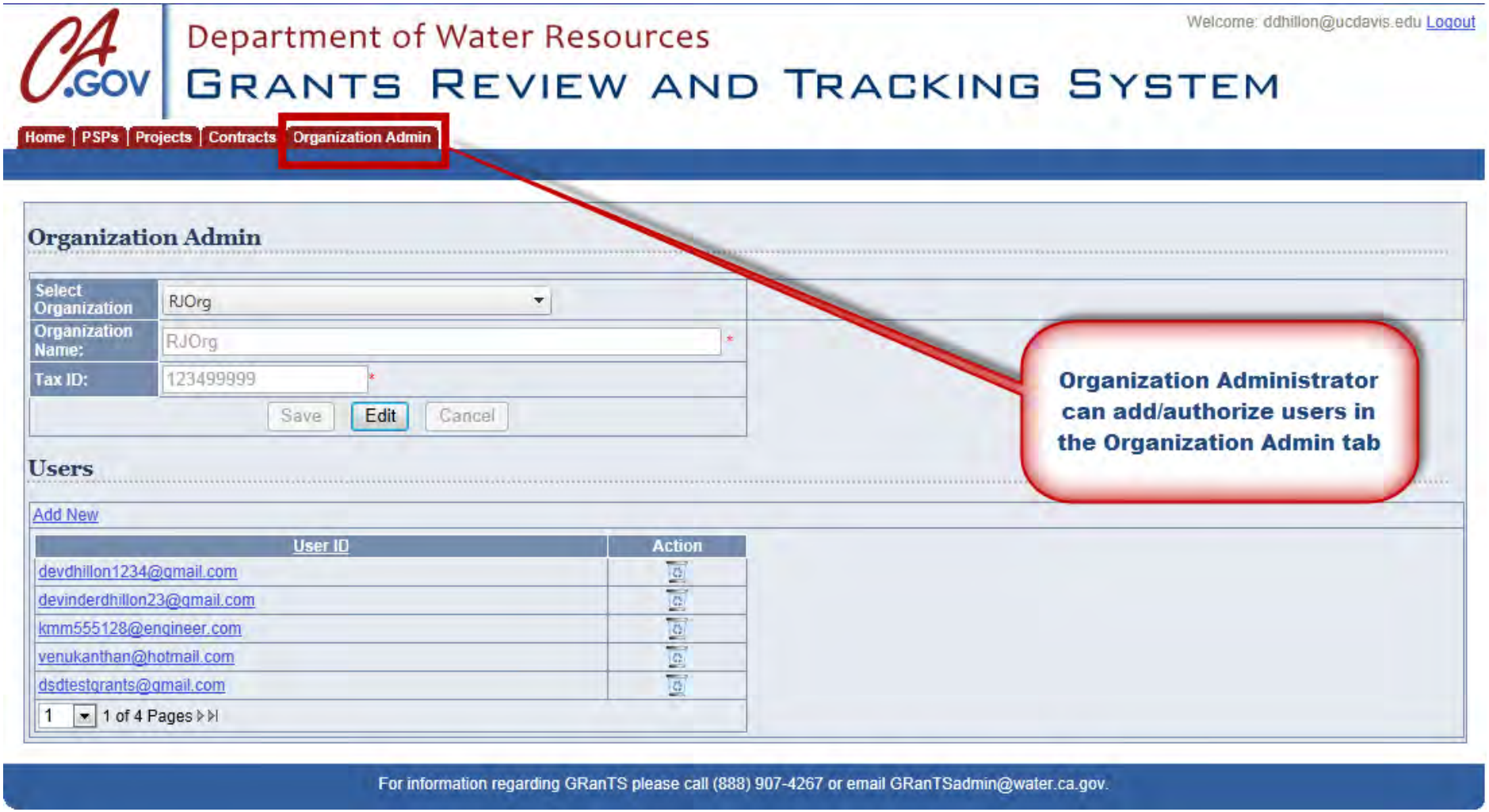
YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Acting as Organization Administrator



Manage Users

Welcome: ddhillon@ucdavis.edu Logout

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg *
Tax ID:	123499999 *

Save Edit Cancel

Users

Add New

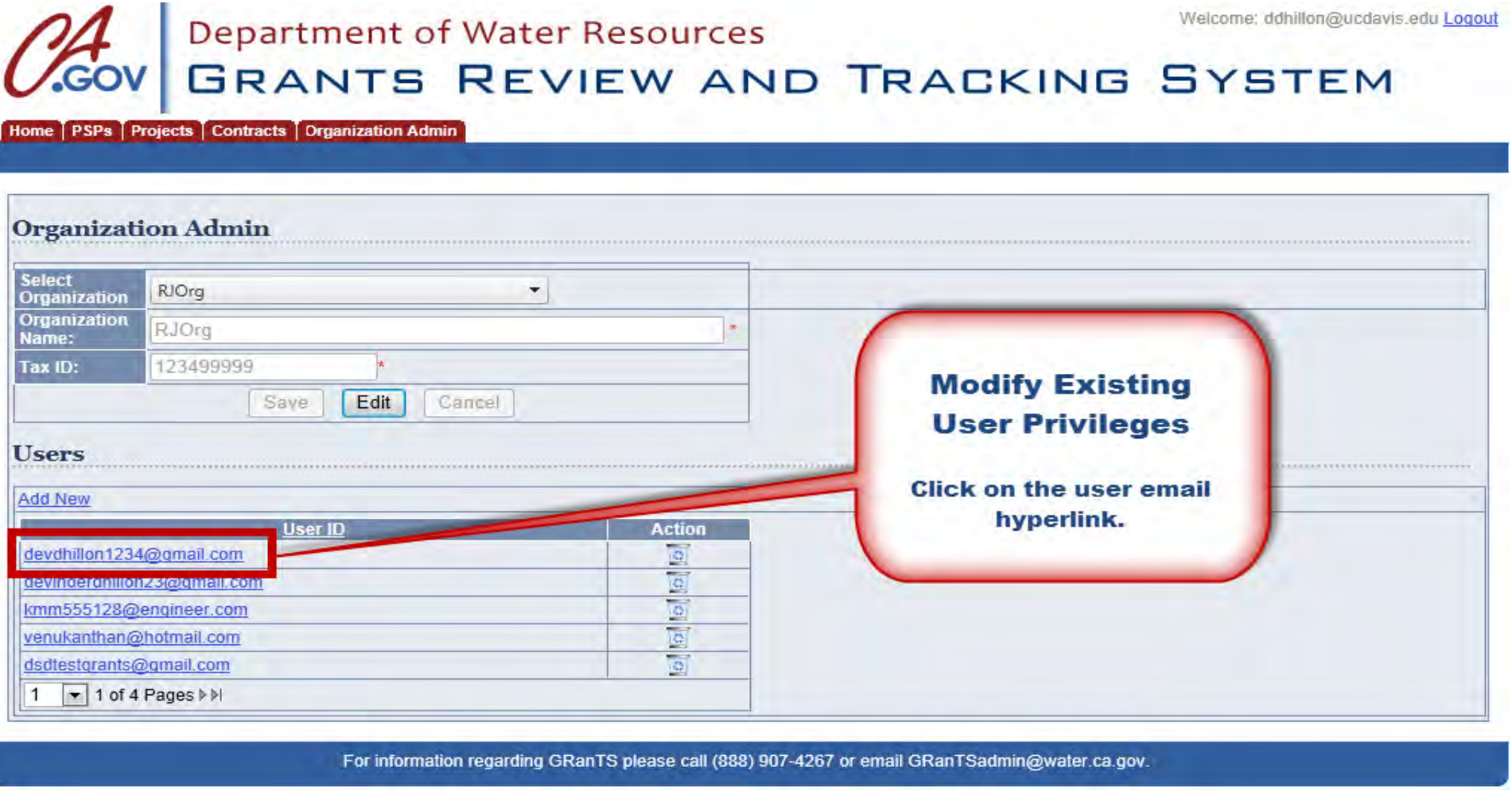
User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

1 1 of 4 Pages

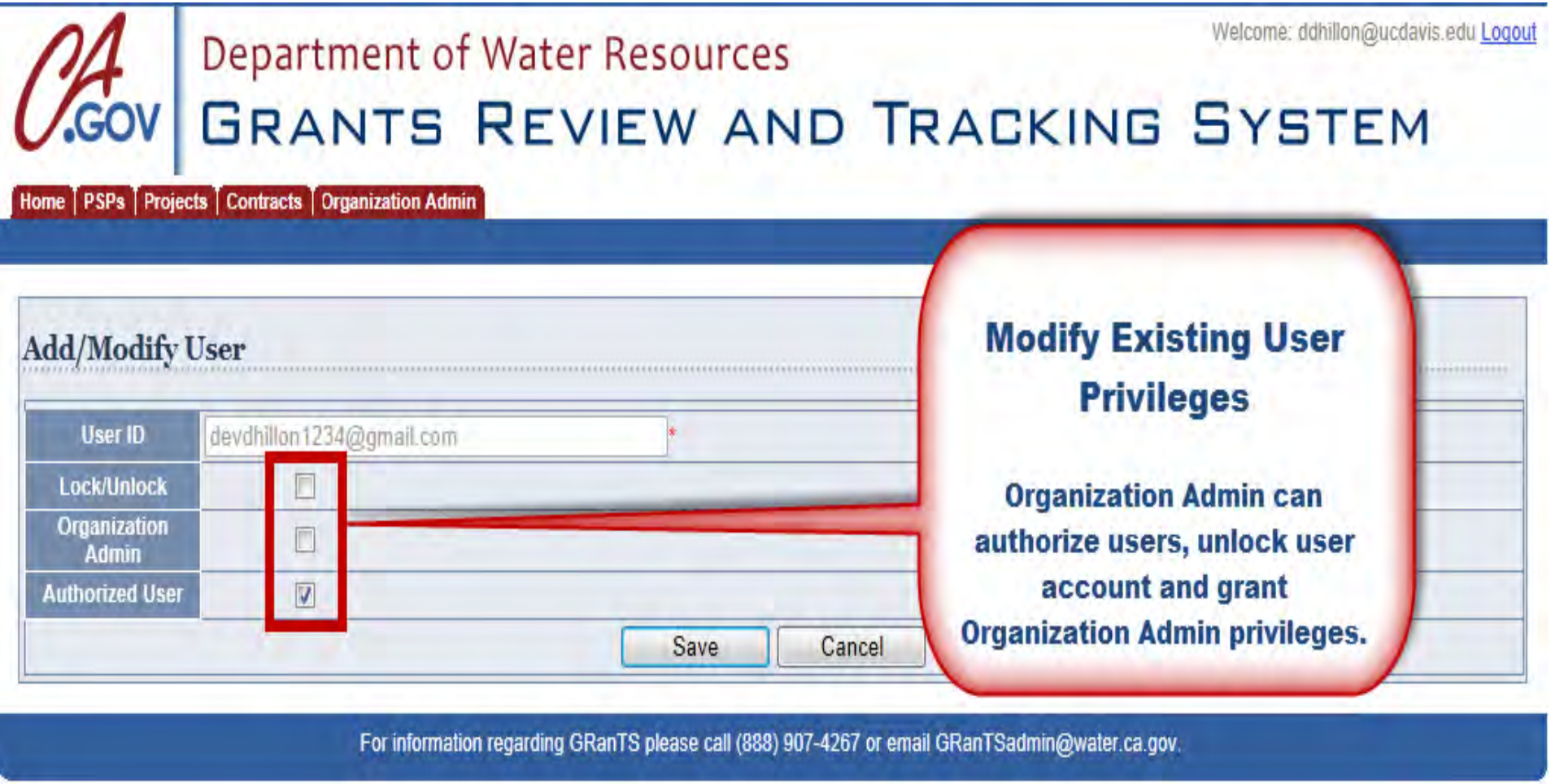
Users associated to the organization are listed in the "Users" panel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

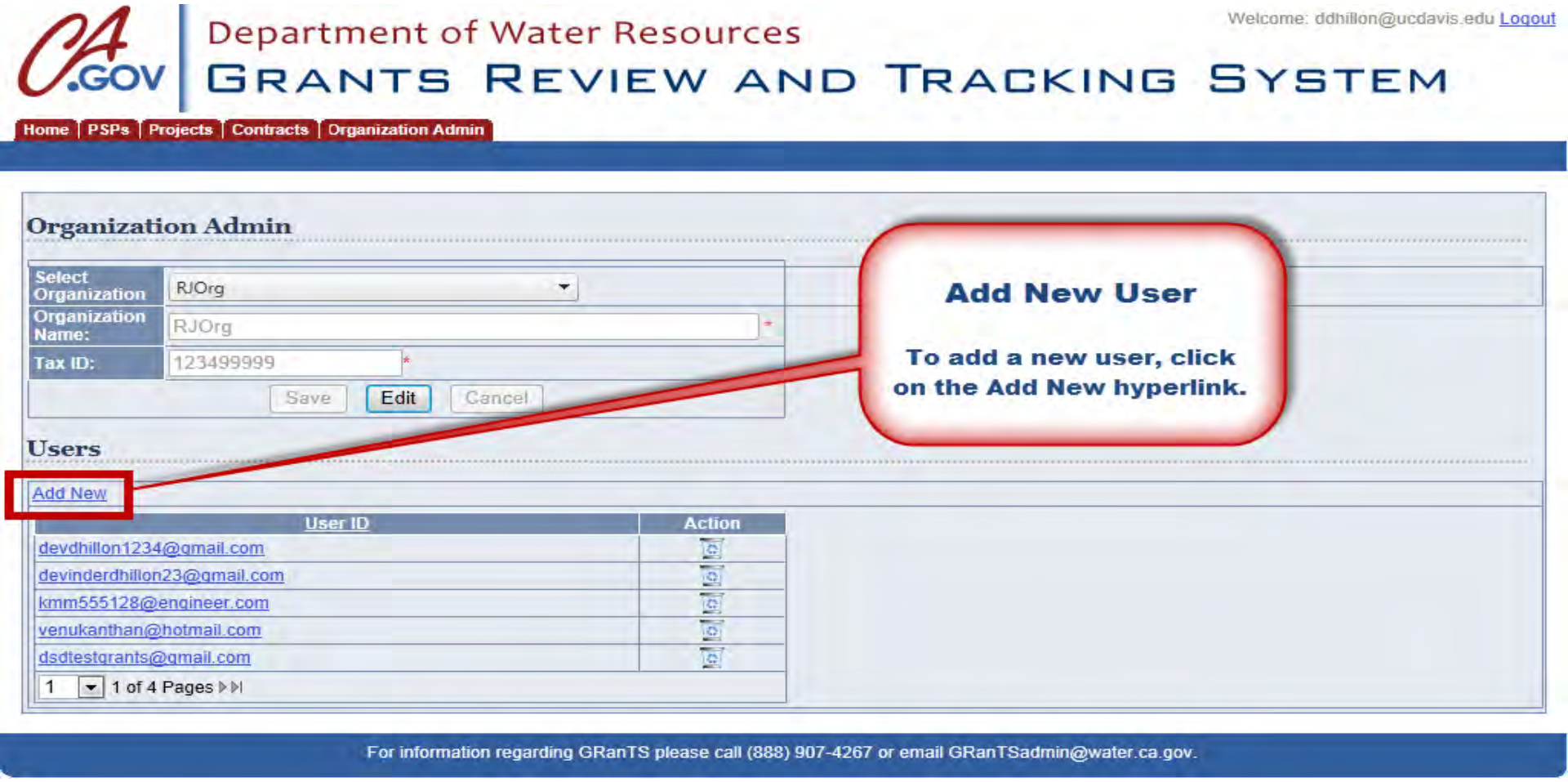
Manage User Privileges



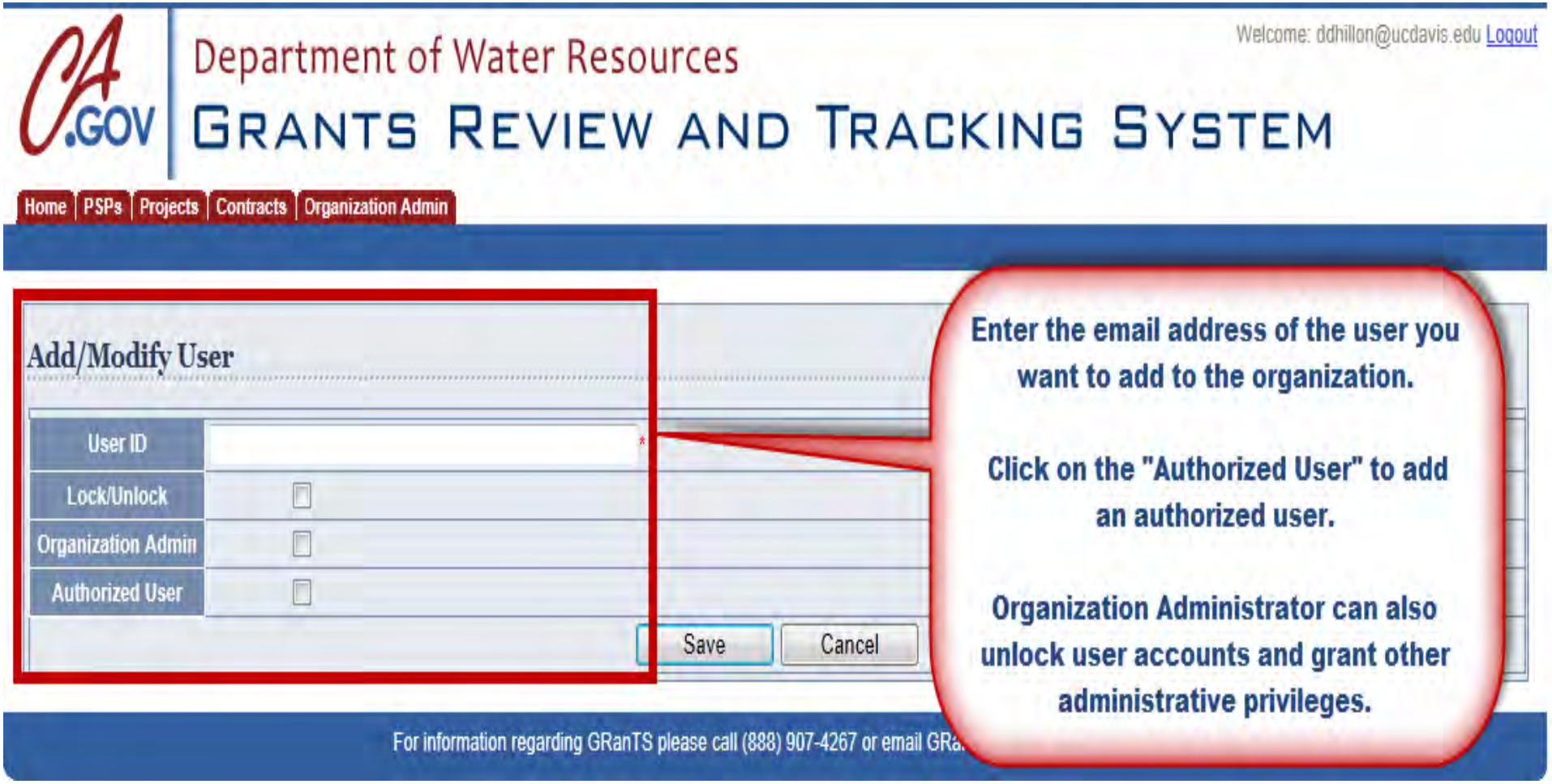
Modify User Privileges



Add New Authorized User



Identify Registered User



Enter the email address of the user you want to add to the organization.

Click on the "Authorized User" to add an authorized user.

Organization Administrator can also unlock user accounts and grant other administrative privileges.

FORGOT PASSWORD

Department of Water Resources

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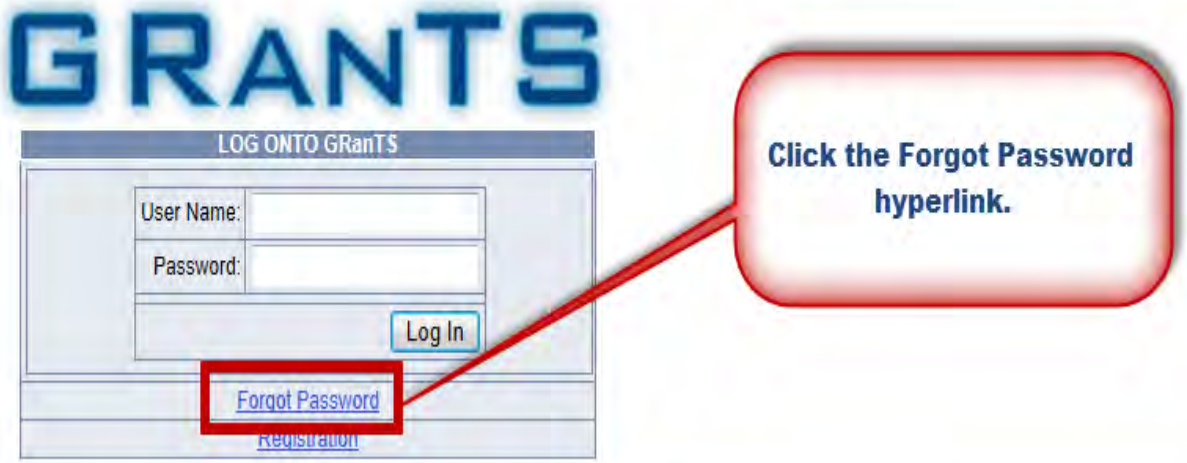

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Verify Registered email

Answer Security Questions

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email: ddhillon@ucdavis.edu [Validate User ID]

Please answer the following security questions.

What was your childhood nickname?	
What is your pet's name?	

You have maximum of 3 unsuccessful attempts.

[Submit] [Cancel]

Answer the security questions and an email will be sent with a temporary password and instructions.

LOCKED ACCOUNT

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

LOG ONTO GRanTS

User Name: ddhillon@ucdavis.edu

Password:

Your account is locked. Please contact the System Admin.

Log In

Forgot Password

Registration

Five unsuccessful password entries locks your account.

Contact your Organization Administrator or GRanTS Helpline to unlock your account.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Locating a Solicitation

Department of Water Resources

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Public User Guide (4MB)

NEW SOLICITATIONS

17 New solicitations are available!

Click on the New Solicitation hyperlink.

YOU ARE TH

	Organization Tax ID(FEIN)
RJOrg	123499999

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGA

Organization Name	Administrator	Email	Phone Number
RJOrg	DD	ddhillon@ucdavis.edu	(916) 651-9243
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Start a Proposal

Department of Water Resources

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Click on the Start Proposal hyperlink.

Active PSPs

Program Name		Released On	Due Date	Action	Attachments
Aeoperingf		05/28/2014	11/24/2014 12:00 AM	Start Proposal	No Attachments
Aeoperingf		08/21/2014	11/29/2014 12:00 AM	Start Proposal	No Attachments
Jacobs Test Program		05/02/2014	9/4/2015 11:30 PM	Start Proposal	No Attachments
Jacob's Program	Jacobs Second PSP	01/17/2014	11/6/2015 5:30 PM	Start Proposal	No Attachments
Jacob's Chrome Test Program	Jacob's Chrome Test PSP	07/28/2014	5/6/2016 11:30 PM	Start Proposal	Attachments

1 of 4 Pages

Archived PSPs

Archived PSP Name | Select Fiscal Year: Select the Year | Search

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Unauthorized Error Message

Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Welcome: ddhillon@ucdavis.edu Logout

Home | PSPs | Projects | Contracts | Organization Admin

Applicant Info | Projects | Attachments | More Attachments

Full View

Applicant Information

APPLICANT INFORMATION

You are not authorized to create a proposal. To become an authorized user, please contact your organization administrator listed on your home page

Organization Name	*
Tax ID	
Point Of Contact*	Existing Re
Point Of Contact Position Title*	
Proposal Name	Maximum Character Limit: 150
Proposal Objective	Maximum Character Limit: 2000

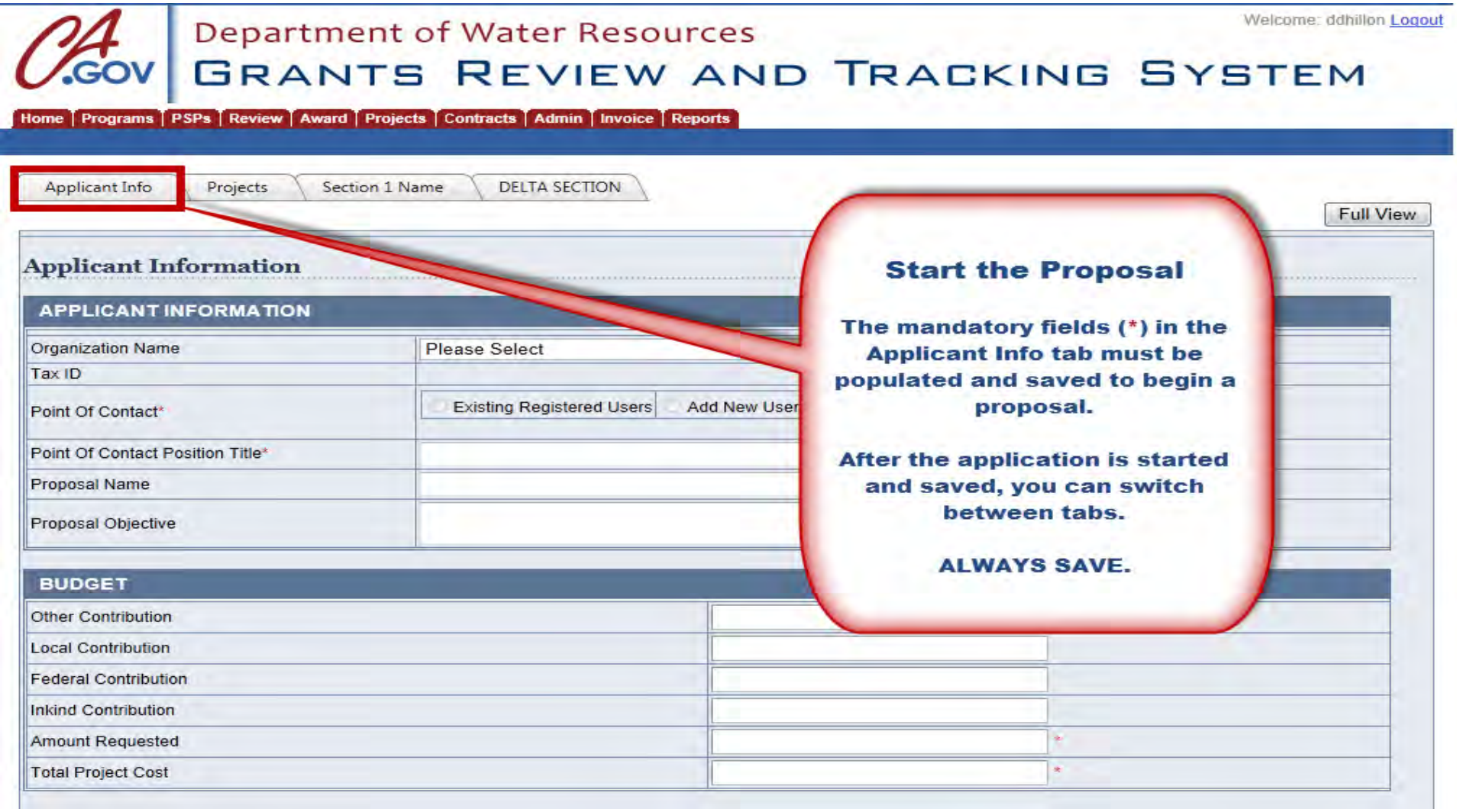
BUDGET

Other Contribution	
Local Contribution	

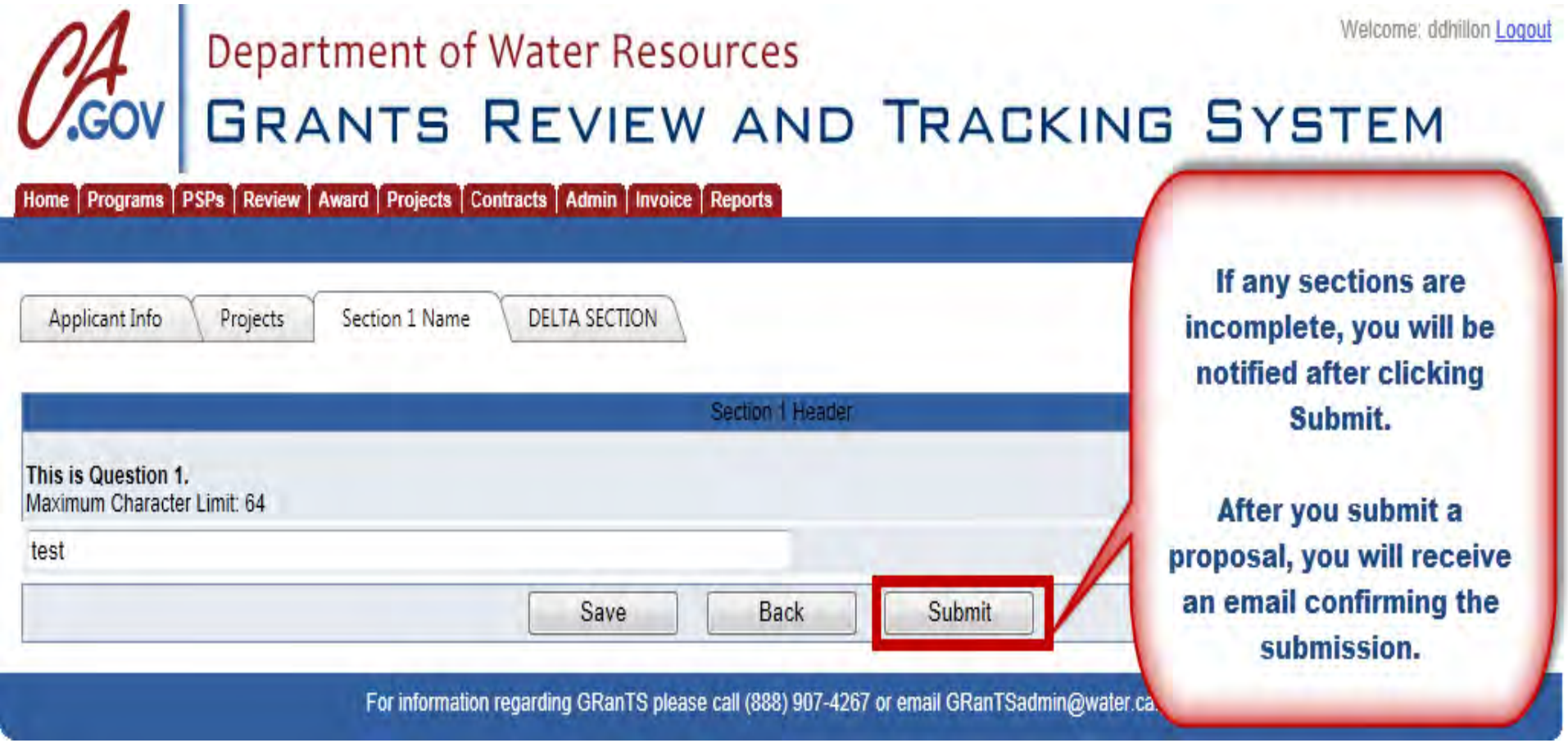
If you are not an authorized user, you will see this message.

Please contact your Organization Administrator to become an authorized user.

COMPLETING A PROPOSAL



SUBMITTING A PROPOSAL



CONTACT US GRANTS

Phone: (888) 907-4267

or

E-mail: GRANTSadmin@water.ca.gov

CalConserve Water Use Efficiency Revolving Fund

Back to our Loan Proposal Guidelines….

Selection and Award Process

Phase 1: Proposal Selection

- The first phase will consist of a proposal submittal and scoring according to the selection criteria.
- Applicants are required to submit PART A of the application online through GRANTS by the application deadline.
- The highest passing scored proposal(s) may be invited to Phase 2.

Selection and Award Process (continued)

Phase 2: Loan Processing

- For selected proposals, phase two consists of submitting PART B of the loan application, loan processing and approval.
- Part B of the application is only for proposals that have received a passing score and have been invited to phase two.

LOAN TERMS

- The financing term is up to 20 years or the useful life of the project, whichever is less.
- Loans to local agencies serving a disadvantaged community can be financed for up to 25 years.
- The loan repayment shall begin within 1 year of loan funding and will depend on the repayment schedule established with DWR accounting.
- The interest rate is equal to 0%.

Selection Criteria

Score	Criteria
15	Agency's loan program advertisement and customers' outreach
30	Process for selecting loan recipients to maximize anticipated water savings and benefits
30	Loan program implementation and on-bill financing or other structured mechanism to remove first-cost barriers to efficiency upgrades
20	Mechanisms for monitoring and reporting water savings and other project benefits
5	10% or more of the funds reserved for DACs/EDAs

SCHEDULE

December 15, 16, 17, 2015	Public Workshop / webinar for Draft Loan Guidelines
December 18, 2015	Comments on Draft Loan Guidelines Due
January 2016	Final Loan Guidelines Released
Spring 2016	Application Review and Awards

How to Apply

- **Part A** of the Application will be completed by **all applicants**. All part A attachments must be submitted in GRANTS for the proposal to be scored.

- **Part B** of the Application is ***only*** for proposals that have received a passing score and have been invited to Phase 2.

PART A: ALL APPLICANTS

Part A: Attachments & Requirements

- **A-1** Application Signature Page
- **A-2** Agency's Loan Program Advertisement and Customers' Outreach
- **A-3** Loan Recipient Selection Criteria
- **A-4** Loan Program Administration and Plan of Implementation
- **A-5** Monitoring/Reporting Water Savings & Other Project Benefits
- **A-6** Budget
- **A-7** Compliance with SB X7-7, AB 1420 & Other Req.
- **A-8** Reduction or Waiver of Cost Share Requirements

Attachment 2 – Agency's Loan Program Advertisement and Customers' Outreach

2.0 Loan Program Advertisement and Customers' Outreach		
Project Title:		
Applicant:		
Complete Attachment 2 to describe how the agency will advertise its loan program and how it will provide outreach to its customers.		Please limit to 1 page
2.1	Describe how the agency will advertise its loan program and how it will outreach to its customers. Describe the type of information to be provided to potential borrowers.	

Attachment 3 – Loan Recipient Selection Criteria

3.0 Loan Recipient Selection Criteria		
Project Title:		
Applicant:		
Customer Selection Criteria		
Complete Attachment 3 and describe how the agency will select loan recipients and the types of upgrades it will fund in order to maximize water savings and other benefits.		Please limit to 3 pages
3.1	Provide a description of the criteria to be used for selecting projects and loan recipients to ensure water savings and economic benefits of projects.	
3.2	Provide a description of the types of projects to be funded, eligible upgrades, targeted customers (residential, industrial, CII).	
3.3	Will DACs and EDAs benefit from the program? Estimate participation. Describe how priority will be given to DACs and EDAs and how much funding will target this segment.	

Attachment 4 – Loan Program Administration and Plan of Implementation

4.0 Plan of Implementation		
Project Title:		
Applicant:		
Describe the proposed loan program. Explain the method and plan of implementation and how agency will administer the loan program. Describe method of repayment and include a timeline. Identify the project location and areal extent, as applicable (e.g., specific districts within the City of Los Angeles). A site location map is suggested – this will not be included in the page limit. Provide a schedule of implementation.		Please limit to 4 pages
4.1	Describe how the loan program will be administered and implemented. Describe proposed customers' on-bill financing system, interest rates charged, estimated administrative costs, source of funds used to cover administrative costs, repayment timeline, and how the non-repayment of loans will be handled. List the funds requested for water use efficiency program upgrades, for customer leak repair and for DAC/EDA.	
4.2	Describe Agency's plan for loan repayment to the State.	
4.3	Provide a schedule for loan program implementation.	
4.4	List and describe the role of any external cooperators that will be used for the program.	

Attachment 5 – Monitoring and Reporting Water Savings and Other Project Benefits

(next page)

5.0 Monitoring and Reporting Water Savings and Other Project Benefits		
Project Title:		
Applicant:		
The goals of Monitoring and Evaluation Plan are to: • Provide a plan for monitoring and evaluation of successful implementation of the loan program to customers and ensure implementation of proposed water use efficiency upgrades • Document post-implementation benefits (water savings and other benefits) to determine the success of the loan program If a proposed project is selected for funding, applicants are required to conduct an adequate monitoring program and collect sufficient data to verify project results and water conservation and water use efficiency benefits. This plan must demonstrate that the applicant will collect necessary data and conduct an analysis of the data to show proposed project results and benefits.		Please limit to 3 pages
5.1	Describe pre-project conditions and baseline data, the basic assumptions being used, and the anticipated accuracy of the data to be produced:	
5.2	Describe the monitoring plan to ensure successful implementation of proposed water use efficiency upgrades:	
5.3	**Describe the monitoring and evaluation plan to estimate and report post-implementation water savings and other benefits achieved through the loan program:**	

ATTACHMENT 6 – BUDGET

6.0 Program Budget		
Project Title:		
Applicant:		
		Please limit to 2 pages
6.1	List all sources of non-state secured funds to be used as matching (totaling not less than the amount of the loan requested, unless claiming DAC or EDA status).	
6.2	Complete Table 1. • Enter the proposed program budget including the requested loan and any matching funds. • Show the portion of matching funds to be used for customer loans and the portion to be used for administering the program. State loan funds cannot be used for administrative costs.	

ATTACHMENT 6 – BUDGET TABLE 1

Table 1: Program Budget					
Project Title:					
Applicant:					
Please provide a general program budget to include both local funds and requested state loan. State loan funds shall not be used for local agency administrative costs. (CWC §81033)					
Description		**State Loan Funds**		**Cost Share***	**Program Total**
		Amount	**% Provided to DACs/EDAs**		
Administrative Costs		**N/A**	**-**	**$**	**$**
Loans to Customers**	Water use efficiency upgrades	**$**	**%**	**$**	**$**
	Repairs and replacement of leaky pipes	**$**	**%**	**$**	**$**
	Total	**$**	**%**	**$**	**$**

(*) Cost share requirement: [Cost Share] must equal or exceed [State Loan Funds Amount] x (1-[% Provided to DACs/EDAs]/100).

(**) Loan applicants can apply for either water use efficiency upgrade loans or customer leak repair loans or both. If applying for both, a separate accounting must be used to track the two funds.

ATTACHMENT 7 – COMPLIANCE SB X7-7, AB 1420, & OTHER REQUIREMENTS

Answer the questions below by stating "yes" or "no" in the right hand column. Where applicable, provide additional information/justification.		**Yes/No** *(If Yes, describe compliance)*
7.1	Are you an urban water supplier? If yes, are you in compliance with:	
	• Urban Water Management Plan? – if you provide over 3,000 acre-feet of water annually, or serve more than 3,000 urban connections. (See http://www.water.ca.gov/urbanwatermanagement/)	
	• AB 2572 Water Meter Requirements in CWC §525 et seq.? (See http://water.ca.gov/wateruseefficiency/finance)	
	• AB 1420 requirements? (See http://water.ca.gov/wateruseefficiency/finance)	
	• SB X7-7 Requirements—on and after July 1, 2016, an urban water supplier is not eligible for a water grant or loan awarded or administered by the State unless the supplier complies with SB X7-7 water conservation requirements outlined in Part 2.55 (commencing with §10608) of Division 6 of the CWC.	
7.2	Are you in compliance with CWC §10920 et seq. - Groundwater Monitoring Program requirements? (See www.water.ca.gov/groundwater/casgem/)	
7.3	Are you in compliance with Part 5.1 (commencing with §5100) of Division 2 of the CWC - Surface Water Diversion Reporting requirements? (See www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/index.shtml)	
7.4	Are you an agricultural water supplier serving irrigated acreage of more than 25,000 acres excluding recycled water? If yes, indicate compliance status with SB X7-7 requirements below (See Final 2015 Agricultural Water Management Plan Guidebook at http://www.water.ca.gov/wateruseefficiency/agricultural/agmgmt.cfm)	
	• Did you submit an Agricultural Water Management Plan to DWR?	
	• Did you comply with the Agricultural Water Measurement Regulation?	
	• Did you adopt a pricing structure for water customers based at least in part on quantity delivered?	
	• Did you implement all locally cost-effective EWMPs?	
	• If not implementing EWMPs (measurement, pricing, and other EWMPs), have you submitted a schedule, financing plan, and budget for implementation to DWR?	
7.5	Are you an agricultural water supplier supplying 2,000 acre-feet or more of surface water annually for agricultural purposes or serving 2,000 or more acres of agricultural land? If yes, did you submit an AB 1404 aggregate farm-gate delivery form to DWR? (www.water.ca.gov/wateruseefficiency/agricutural/farmgatedelivery.cfm)	

Attachment 8 – Reduction or Waiver of Cost Share for DACs or EDAs

8.0 Reduction or Waiver of Local Cost Share		
Project Title:		
Applicant:		
All applicants are required to provide the minimum cost share of 50 percent. Projects that benefit communities with a Median Household Income (MHI) of the population less than $48,875 or that serve an EDA, may request a reduction or waiver of the required cost share. To request a reduction or waiver of the required cost share, the applicant must complete Attachment 8.		Please limit to 3 pages; pages will not be counted in total page limit
8.1	Documentation of the Presence of Disadvantaged or Economically Distressed Communities: (Screen shots or information from the Mapping tools mentioned above can be used).	
8.2	Documentation of Disadvantaged or Economically Distressed Community Participation:	
8.3	Calculating Population and Medium Household Income for the disadvantaged community or economically distressed area: Provide sample calculations showing the MHI of the population served by the water from the project. Applicants are required to submit maps or other information depicting the boundary of the applicant's service area. Applicants must provide documentation for the MHI of all individuals served by the water from the project (land owners, and other residents served by the project) in the applicant's service area.	
8.4	**Reduced or waived local share:** **Explain why the local share has to be reduced or waived. Enter the proposed local share in Budget** Table, Attachment 6.	

Part B: Selected Applicants

Part B of the application is only for proposals receiving a passing score and invited to Phase 2.

The attachments included in Part B of the loan application are to determine the financial and repayment structure of the loan.

PART B: LOAN DOCUMENTS

Part B: Loan & Financial Requirements
(only selected applicants will submit part B)

- **B-1** Financial statements
- **B-2** Cash reserves
- **B-3** Existing debt
- **B-4** Repayment method
- **B-5** Loan security
- **B-6** Rate and service structure
- **B-7** Environmental Information Form and Documents
- **B-8** GHG Emission Calculations

ATTACHMENT B-1 – FINANCIAL STATEMENTS

B-1 Financial Statements	
Project Title:	
Applicant:	
Submit one copy of audited financial statements covering the last three fiscal years of operation. Include balance sheets, income statements, sources and uses-of-funds statements, and the most recent annual budget. Provide separate details for the water enterprise fund if applicable for your organization.	Not in page limit
Please submit financial statements by email to wuegrants@water.ca.gov or mail to: Department of Water Resources Water Use and Efficiency Branch Attention: Fethi BenJemaa P.O. Box 942836 Sacramento, California 94236-0001	

ATTACHMENT B-2 – CASH RESERVES

B-2 Cash Reserves	
Project Title:	
Applicant:	
	Not in page limit
List all cash reserves (restricted and unrestricted) and any planned uses of those reserves.	

ATTACHMENT B-3 – EXISTING DEBT

B-3 Existing Debt
Project Title:
Applicant:
Provide a summary of all existing long-term debt including bonds. List any pending indebtedness (e.g., USDA Rural Utilities Service loans, Economic Development Agency loans, or other loans).

ATTACHMENT B-4 – REPAYMENT METHOD

B-4 Repayment Method
Project Title:
Applicant:
Repayment
Indicate the proposed repayment method for the loan: 1. On-bill Financing 2. Excess revenues (specify source) 3. Cost savings 4. User fees 5. Assessments 6. Standby charges 7. Other *(describe)* If methods 1, 4, or 5 are to be used for loan repayment, include a proposed plan to divide costs among the system users. Use dollar estimates.
Amortization
Provide an amortization table demonstrating semi-annual repayment increments spanning 20 years (25 years for a qualifying disadvantaged community).

ATTACHMENT B-5 – LOAN SECURITY

B-5 Loan Security		
Project Title:		
Applicant:		
		Not in page limit
	Explain how the loan will be secured if required by the State (e.g., dedicated revenues, assessments, etc.). Cite your organization's statutory authority to use this method of loan security.	
	Provide description of a set-aside structure account for payments from customers and repayments to the state.	
	Explain the method of repayment utilizing a fiscal agent or third party to manage collected funds from customers and repayment to the State. DWR will require borrowers to secure the services of a bank or other financial institution acceptable to DWR and execute a fiscal services agreement between the borrower, the bank, and DWR. The fiscal agent accrues the repayment reserve fund and manages the repayment account from which loan repayments to DWR are made.	

Attachment B-6 – Rate and Service Structure

B-6 Rate and Service Structure		
Project Title:		
Applicant:		
		Not in page limit
	Attach the water rate structure for the last three operating years.	
	Is there any pending litigation that may impact the financial condition of the applicant?	

Attachment B-7 – Environmental Information Form and Documents

ENVIRONMENTAL INFORMATION FORM

The borrower is responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (CEQA). Work that is subject to the CEQA shall not proceed under the loan agreement until document(s) that satisfy the CEQA process are received by the Department of Water Resources (DWR) and DWR has completed its CEQA compliance. Work that is subject to a CEQA document shall not proceed until and unless approved by DWR. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations or other mitigation. **This form is to be completed by the Lead Agency.**

DWR Agreement #: To be determined

Lead Agency: _____

Project Title: _____

Project Manager: _____

Phone Number: _____

Address: _____

1. List the source of any other grants or funds received from DWR to implement a portion of this project.

_____

ATTACHMENT B-8 – GHG EMISSION CALCULATIONS

B-8 GHG Emission Calculations

Project Title:

Applicant:

Complete Attachment B-8 to show project effect on Greenhouse Gas emissions. Energy savings include savings in electricity use and fossil fuel consumptions (diesel, natural gas, gasoline, etc.). If the applicant's project generates renewable energy, add the amount of renewable energy to the category of electricity saving.

Please limit to 1 page

Calculate GHG Emission Reduction:

To convert the energy/fuel savings to the avoided Greenhouse Gas (GHG) emissions, use the following equation:

GHG Emission Reduction from electricity savings = (Energy Savings) x (Emission Factor)
or
GHG Emission Reduction from fossil fuel savings = (Fuel Savings) x (Emission Factor)

For calculation convenience, below are some Emission Factors quoted from a State Air Resources Board's report: www.arb.ca.gov/cc/protocols/localgov/pubs/lgo_Protocol_v1_1_2010-05-03.pdf

Type of Energy/Fuel	Emission Factors
Diesel	10.21 kgCO2/gallon
Natural Gas	0.0545 kgCO2/scf
Gasoline	8.78 kgCO2/gallon
Electricity	424.1 kgCO2e/MWh[1]

scf – standard cubic foot. Standard condition refers to the air condition at temperature of 60 degrees Fahrenheit with 1 atmospheric pressure.
MWh – Megawatt-hours, an electricity unit.

Notice of Public Workshops

Date	Time	Location
December 15, 2015	1:00 PM– 3:00 PM	Department of Water Resources Southern Region Office 770 Fairmont Avenue Glendale, CA 91203-1035
December 16, 2015	1:00 PM– 3:00 PM (WebEx Available)*	Department of Water Resources Large Conference Room, 2nd floor 901 P Street Sacramento, CA 95814
December 17, 2015	1:00 PM – 3:00 PM	East Bay Municipal Utility District EBMUD Board Room Administration Building, 375 11th Street, 2nd floor Oakland, CA 94607

***Webex and conference call will be available at the December 16, 2015 meeting.**
Follow this link to join online: https://resources.webex.com/resources
Meeting number: 744 601 678
Join by phone: Attendee access code: 590 225 6
Call-in toll-free: 1-877-952-3588 (US)

Additional Information

Water Use Efficiency Website

- www.water.ca.gov/wuegrants/index.cfm

DWR Website

- www.water.ca.gov

DWR Financial Assistance Page

- www.water.ca.gov/funding/

Bond Accountability Website

- www.bondaccountability.ca.gov

CalConserve Water Use Efficiency Revolving Fund

Website:

www.water.ca.gov/wuegrants/CalConserve.cfm

Phone Contacts:

Fethi BenJemaa, Program Manager

- (916) 651-7025

Kristyne Van Skike, Research Program Specialist

- (916) 651-0728

Program Email:

wuegrants@water.ca.gov

DISADVANTAGED COMMUNITY (DAC)

Disadvantaged Community = ***an Applicant whose entire community that is served by the water from the project has*** *(CWC § 79505.5 (a)):*

- **An annual MHI less than 80% of the statewide MHI (= less than $48,875).**
  - **Refer to Exhibit II for how to document status**
  - **DAC mapping tool available at: http://www.water.ca.gov/irwm/grants/resources_dac.cfm**

Economically Distressed Area (EDA)

Economically Distressed Area = ***an Applicant whose entire community that is served by the water from the project has:*** *(CWC § 79702(k)):*

- **An annual MHI less than 85 % of the statewide MHI (= $59,930)** ***AND***
- **One of the following:**
  - **A municipality with a population of 20,000 persons or less,** ***OR***
  - **A rural county,** ***OR***
  - **A reasonably isolated and divisible segment of a larger municipality where the segment of the population is 20,000 persons or less**

Economically Distressed Area (continued)

- ***AND*** **one of the following:**
  - **Financial hardship *OR***
  - **Unemployment rate at least 2% higher than the statewide average *OR***
  - **Low population density**

- **Refer to Exhibit II for how to document status**
- **EDA mapping tool (under development) available at:** http://www.water.ca.gov/irwm/grants/resources_eda.cfm
- **EDA mapping tool instructions at:** http://www.water.ca.gov/irwm/grants/docs/Resources/EDA/Final_Proposition%201_Economically%20Distressed%20Area%20Instructions.pdf