WATER USE AND EFFICIENCY BRANCH
P.O. Box 942836
Sacramento, CA 94236-0001

DRAFT
2013 WATER DESALINATION PROPOSAL SOLICITATION PACKAGE

Brackish and Seawater Desalination Construction Projects
Pilot and Demonstration Projects
Feasibility Study Projects
Research Projects

Comments on the Draft PSP are due: February 8, 2013
Proposals are expected to be due in early April, 2013

December 26, 2012

WATER USE EFFICIENCY
Notice of Public Workshops on the Draft 2013 Water Desalination Proposal Solicitation Package

Workshop Dates and Locations:

CHINO	January 24, 2013 1:00– 3:00 p.m.	Inland Empire Utilities Agency 6075 Kimball Avenue Chino, California 91708
SACRAMENTO	January 30, 2013 10:00 – 12:00 a.m.	Department of Water Resources 901 P Street, Hearing Room Sacramento, California 95814

The complete text of the Draft 2013 Water Desalination Proposal Solicitation Package (PSP) and related attachments are available at http://www.water.ca.gov/desalination/2013DesalGrants /.

Purpose of Workshops:	To receive comments on Draft PSP and to provide information about this PSP: application requirements, application submittal process, and criteria for review and selection of applications.	
Workshop Agenda:	- Welcome and Introductions	15 min
	- Desalination PSP and Application requirements	25 min
	- Review and Selection Criteria	25 min
	- Online application submittal process	25 min
	- Public Comments and Questions	30 min
	- Adjourn	

Public Comments to this draft Desalination PSP are Due at 5:00 PM on February 8, 2013
Comments may be submitted by e-mail to DesalPSP@water.ca.gov
or by mail or courier to DWR at the addresses below.

Water Desalination Grant Application Proposals will be due at 5:00 PM on April XX, 2013
They will be accepted after XXX, 2013

by mail to:	or hand delivered or by overnight carrier to:
Department of Water Resources Water Use and Efficiency Branch Attn: Richard Mills P. O. Box 942836 Sacramento, California 94236-0001	Department of Water Resources Water Use and Efficiency Branch Attn: Richard Mills 901 P Street, Third Floor Sacramento, California 95814

For More Information:

Requests to be placed on an email list for future notifications about this funding program or PSP should be sent to DesalPSP@water.ca.gov .

Richard Mills, section chief, can be reached at (916) 651-0715 or by e-mail Richard.Mills@water.ca.gov

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PROPOSAL SOLICITATION PACKAGE

1. INTRODUCTION

The Department of Water Resources (DWR) is seeking proposals for grant funding to support brackish water and seawater desalination as a water supply or quality option. This Proposal Solicitation Package (PSP) is provided to assist potential applicants in preparing and submitting a grant application to apply for funding. Projects to be considered for funding should directly support local resources and indirectly provide water supply benefits to the State. The types of water desalination projects to be funded by these grants can be one of the following:

- Construction project with a completed feasibility study or facility plan, and permitting and design either ready to proceed or already proceeding towards construction of a full-scale desalination treatment or brine disposal facility
- Pilot study or demonstration project with a completed feasibility study or facility plan to assess one or more components of a specific, planned facility
- Feasibility study to assess the viability of implementing a brackish groundwater desalination project in a specific area
- Research project to support permitting agencies in establishing policies and regulatory criteria for water desalination projects and that are not for the purpose of assessing a specific project

The grants to be awarded under this PSP are funded by Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (California Water Code Section 79500 et seq.). Awarded grants are intended to assist local public agencies with the development of new local potable water supplies through the construction of feasible brackish and seawater desalination projects and to advance full-scale implementation of water desalination technology through pilot and demonstration projects. Grants may also be awarded for research that would directly support the permitting process of seawater desalination plants.

This document serves as both the guidelines for the Water Desalination Grant Program and a proposal solicitation for grant funding applications. Sections 1 through 10 provide background, requirements, and explanations for different grant submittal issues. Section 11 describes how to complete the application. Also included in and referenced throughout this PSP are Exhibits and Attachments. Attachments are files that are to be completed by the Applicant as part of its proposal. They are either files generated wholly by the applicant or templates accessed from the DWR's Water Use Efficiency (WUE) website and then electronically submitted through the online application process. They are discussed more fully in Section 11. Exhibits provide additional information to specific topics within the PSP and are included as exhibits to provide easy reference. The PSP exhibits are:

- A list of acronyms (Exhibit A)
- A glossary of PSP terms (Exhibit B)
- Guidelines for work plan, budget, and schedule development (Exhibit C)
- Recommended content for grantee documents (Exhibits D through G)
- The scoring criteria for proposal review (Exhibit H)
- The Proposal Checklist (Exhibit I)
- Eligible benefits (Exhibit J)
- Feasibility study contents (Exhibit K)

Templates of files and spreadsheets required as application attachments are found on DWR's Desalination website

at http://www.water.ca.gov/desalination/2013DesalGrants/ . This website also provides additional information and guidance for preparing proposals.

The total amount of funding for this round of Water Desalination Grants under Proposition 50 for the 2013 Grant Funding Cycle is $4.5 million. Pending state budget appropriations, an additional amount, of up to $6.0 million, will be available to make additional awards from this solicitation.

The proposal solicitation for the Water Desalination Grant Program is a one-step, online application process completed with the online Bond Management System (BMS)[1]. Additional information on BMS is found in Section 10.3.

Questions regarding the PSP for this grant program should be submitted to:

> Rich Mills at (916) 651-0715, or send an e-mail to DesalPSP@water.ca.gov. Desalination staff will respond to e-mails.

Questions on BMS only should be directed to: Jim Lin at (916) 651-7201 or Jim.Lin@water.ca.gov

2. PSP BACKGROUND, GOALS, PRIORITIES, AND OBJECTIVES

In November 2002, California voters passed Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002. This grant program implements California Water Code (CWC) Chapter 6, Section 79545(a) added by Proposition 50. This section authorizes the California Department of Water Resources to administer the desalination program to assist local public agencies with the development of new local potable water supplies through the construction of feasible brackish and seawater desalination projects or the planning, engineering, design, environmental assessments, or related work necessary for the construction of a desalination facility, or the construction of a pilot or demonstration facility. Grants may also be awarded for research that would directly support the permitting process of seawater desalination plants. Two previous rounds of desalination grants were awarded in 2005 and 2006, resulting in projects completed in northern and southern California, involving both seawater and brackish groundwater desalination.

The overall goal of this PSP is to fund projects that advance desalinated water as part of California's water supply. "Ready-to-proceed" projects within each of the four project categories may be ranked higher during the prioritization process for grant funding. This would include projects with completed or nearly completed California Environmental Quality Act (CEQA) documents, demonstrated public relations and public acceptance, completed permitting and approvals, and executed interagency agreements and funding share commitments. In addition, projects that provide needed water supply benefits are preferred to projects investigating the possibility of desalination to meet an estimated future water demand or to provide water supply reliability.

Positive consideration will be given to projects that:

- Improve local water supply reliability
- Increase the knowledge base regarding desalination
- Support appropriate planning and construction of this water source alternative
- Produce a potable water supply for local users through treatment of a non-potable water supply
- Provide a reduction in either current or future Delta diversions
- Conserve energy and help the greenhouse gas (GHG) emission reduction or carbon sequestration goals in implementation of the State Climate Change Adaptation Strategies (http://resources.ca.gov/climate_adaptation/local_government/adaptation_policy_guide.html).

[1] BMS is expected to be replaced by GRanTS in February or March 2013.

Currently, numerous California seawater desalination projects under consideration are stalled because of ongoing permitting and environmental issues. During this round of funding, DWR will consider funding of worthy projects that help address regulatory criteria for water desalination projects that have hindered permitting of seawater desalination projects. For this PSP, DWR will not fund seawater desalination feasibility projects.

3. ELIGIBILITY AND BENEFITS

This section of the PSP provides an overview of the applicant and project eligibility requirements that must be met for 2013 Water Desalination grant application to be considered for funding. Project benefits are also discussed.

3.1 GRANT APPLICANT ELIGIBILITY

The following is a list of water management entities that are eligible to apply for a Prop 50 Water Desalination grant:

- Cities
- Counties
- Cities and Counties
- Joint Power Authorities (JPAs)
- Public Special Districts, such as water or irrigation districts
- Tribes
- Non-profit organizations (including water management groups)
- Universities and colleges
- State agencies (except for construction projects)
- Federal agencies (except for construction projects)
- Other political subdivisions of the State

Applicants who wish to collaborate on a project and pursue a regional approach to water desalination may elect to use a contractor-subcontractor relationship, a joint venture, a joint powers authority, or other appropriate mechanism. Only a single legal entity may apply for funding -- that entity will become the grantee and be the primary contact with the State for the administration of the project. Other collaborative partners not part of the legal entity may participate in the project, but only one entity will have a contractual relationship with DWR. A consultant may also participate as a subcontractor to the grantee but is not able to be the official contact with DWR. This is discussed further in Section 11.

Successful grant applicants will enter into a contractual agreement with the State. Contracts shall be executed with one eligible entity only, which is to be the same as the entity identified as the organization responsible for the administration, invoicing, and conduct of the work.

Additionally, compliance with applicable state laws and regulations used to evaluate grant applications will be required. These are discussed further in Section 6.

3.2 PROJECT ELIGIBILITY

The primary grant program goal is to create new[2] or alternative[3] potable water supplies to the State using saline water that is not currently being beneficially used. Saline water is water with a salinity that exceeds normally acceptable standards for municipal, domestic, and irrigation uses. For the purpose of this grant program, only projects with water sources containing Total Dissolved Solids (TDS) concentration exceeding 1,000 milligrams of salt per liter will be considered for funding.

[2] "New" potable water is water that without desalination treatment cannot be used for potable purposes.
[3] "Alternative" potable water is water created by a desalination project to realize identified environmental benefits by replacing the same amount of freshwater withdrawn from a natural water body.

Projects from throughout the State will be considered for funding through this program. As outlined in AB1747[4] (Statutes of 2003, Water Code Section 79547.2(c)), "desalination project" includes construction, planning, engineering, design, environmental assessments, or related work necessary for the construction of a desalination facility, or the construction of a pilot or demonstration facility. For the purpose of this PSP, eligible projects include brackish water and seawater desalination projects to use, plan for, research, or demonstrate water desalination technology for the development of local potable water supplies within California.

Construction projects consist of the design and construction of full-scale implementation of permanent desalination facilities and related infrastructure to result in an operable project. Applications for construction can include funding for design, but design will not be funded as a stand-alone project. Applications for construction projects that are dependent upon future phases for an operable project are not eligible.

Feasibility studies are intended to determine whether water desalination is feasible, and, if it is, to incorporate planning sufficient to begin design and implementation steps. Applications for reconnaissance-level master plans are not eligible for this grant application cycle. For the purpose of this PSP, feasibility studies will be restricted to investigation of inland brackish water desalination.

Pilot or demonstration are intended to refine design criteria, aid site selection, or study particular technologies for the purpose of implementation a full-scale water desalination project. Applicants must document completion of the feasibility study to support the implementation of a full-scale project. Construction of full-scale projects will not be considered as a pilot or demonstration project. Construction or fabrication of facilities, testing, and analysis of results are all essential components of a pilot or demonstration project.

Research projects are projects intended to advance the knowledge base of water desalination technology, related infrastructure, and by-products treatment and disposal. For the purpose of this PSP, research projects will be restricted to developing information that will address regulatory permitting issues for water desalination projects. Research projects are not to assess a specific project. Funded research projects will be expected to interface with third-party advisory committees, such as the Ocean Protection Council, the California Ocean Science Trust, or another committee of similar role and responsibility. Research topics considered for grant funding include:

1. Improved feedwater intake technology
2. Technologies to reduce entrainment and impingement impacts
3. Better feedwater pretreatment processes and strategies
4. Improved desalination process design, to include but not limited to: membrane processes and thermal processes
5. Improved membranes with high salt rejection and less susceptible to scaling and fouling
6. Opportunities for energy efficiencies and application of alternative energy sources and combined energy and desalination technologies
7. Strategies for brine/concentrate management
8. Studies of mixing zone turbulence entrainment
9. Brine discharge studies effects:
    a. Environments
        i. Estuary
        ii. Marine water column
        iii. Ocean subtidal benthic sand
        iv. Ocean subtidal benthic rock/kelp

[4] http://info.sen.ca.gov/pub/bill/asm/ab_1701-1750/ab_1747_bill_20030813_chaptered.pdf

v. Ocean intertidal sand
vi. Ocean intertidal rock

b. Protocols
   i. Develop a test protocol for benthic organisms
   ii. Perform long term testing (30 – 60 days) over a year to obtain seasonal effects
   iii. Sublethal effects on appropriate organisms due to concentrated brine discharge

c. Discharge constituents
   i. Synergistic effects of brine mixed with other waters
   ii. Effects of concentrated marine biotoxins discharge on organisms
   iii. Other chemicals found in brine from membrane cleaning

10. Other applied investigations to refining/advance desalination technology affecting regulatory parameters

11. Optimizing screen mesh opening under different proposed intake settings

3. 3 PROJECT BENEFITS

Grant funds are provided as an incentive to local entities to implement projects that create State and local benefits. A proposed project must have a minimum of one State benefit to be eligible for grant funding. Specific benefits provided by the proposed project will be identified by the applicant in Part 2 of the BMS application and Part 4, Attachment 14. This grant program's focus is to fund projects that achieve benefits to the State such as:

- Increased water supply
- Improved water quality
- Increased energy conservation
- Contribution to the reduction of GHG emission
- Increased local water supply reliability
- Improved environmental stewardship, including ecosystem restoration
- Data acquisition that supports permitting processes

3.4 INELIGIBLE PROJECTS

The following types of projects will not be considered for this round of funding:

- Wastewater treatment, and the potable water treatment of impaired waters and agricultural drainage water intended primarily for the removal of chemicals other than salinity generally are not eligible for funding, even if the technology employed is one that is commonly used for water desalination
- Projects intending to desalinate water containing TDS concentration of less than 1,000 milligrams of salt per liter are not eligible for funding
- Feasibility studies of seawater desalination

If during the execution of a project, project conditions are found to be substantively different from those anticipated during the grant application process, the grantee will consult with DWR to determine an appropriate course of action. For example, if an awarded grantee discovers actual feed water conditions are less saline than 1,000 mg/L, then the grantee must inform the DWR project administrator and await instructions on how to proceed.

4. FUNDING

This section presents the overall grant fund distribution, as well as grant funding eligibility of specific costs. Cost share requirements are also discussed.

4.1 TARGET DISTRIBUTION OF FUNDS

Desalination grant funds are available for projects in the following four categories:

	Grant Funding Cap Per Project	Total Planned Allocation
Implementation/Construction Projects	Up to $3,000,000	$6,000,000
Pilot or Demonstration Projects	Up to $1,000,000	$4,500,000
Feasibility Studies (Brackish Groundwater)	Up to $250,000	
Research (Permitting Threshold Levels)	Up to $500,000	

Funding caps are considered maximum amounts that may be awarded. At DWR's discretion, actual project awards may be less, depending on available funds and/or the qualifications of submitted projects. In the event insufficient qualified projects are submitted in one category and qualified projects exceeding the total allocated funds in another category are submitted, DWR may move funds between categories.

4.2 ELIGIBLE COSTS

All costs must to be related to the scope of work. Eligible costs to be considered for grant funding are:

- Reasonable direct administrative costs (less than ten percent of the total eligible project costs for most projects). Applicants may use their direct administrative costs as a part of local cost share.
- Contingency funds may be allocated in the project budget. Contingency costs are not eligible for grant reimbursement until they are expended on an eligible cost. If the contingency funds are accessed during the execution of the project, a thorough explanation must be provided to the DWR project administrator, when the invoice is submitted. If there is a question about the eligibility of the expenditure, the grantee should contact the DWR project administrator prior to expending the funds.
- Construction, fabrication, installation, and improvement of facilities. Capital outlay expenditures shall be tied immediately and exclusively to the achievement of the project purposes.
- Project-specific equipment. Dedicated equipment (such as computers, monitoring equipment, and others) that cannot be used for other purposes are eligible for funding.
- Operation and maintenance during the operation of pilot or demonstration projects
- Research, cost of reports, and studies
- Force account costs (as documented) to perform tasks within the scope of work, including direct staff overhead
- Consultant costs
- Environmental reports

4.3 INELIGIBLE COSTS

Ineligible costs that will NOT be considered for grant funding are:

- Expenses not identified in the grant application scope of work (Attachment 8) or budget (Attachment 10), or not approved in writing by DWR as part of an agreed-scope change

- Administrative costs greater than ten percent of total eligible project costs. Projects with unjustified or excessive administrative costs may be awarded reduced funding, or may receive lower scores.
- Operation and maintenance costs of permanent facilities
- Post-project performance and monitoring costs
- Costs incurred before award date (the date DWR announces final grant awards)
- Costs to repair or replace equipment not at the end of its useful life, except where repair/replacement results in enhanced performance and efficiency of the original equipment
- Contingency for the project budget greater than ten percent of total eligible project costs
- Capital outlay expenditures not tied to the achievement of the project purposes.
- Non-dedicated equipment (such as computers, monitoring equipment, and others) that can be used for other purposes
- Vehicles
- Establishing a reserve fund
- Purchase of water supplies
- Replacement of existing funding sources for ongoing programs
- Legal and court costs resulting from the CEQA process, violation of laws, or civil actions.
- Costs of applying for funding.
- Costs of land, assessments, and rights-of-way.
- Force account indirect costs, such as agency overhead costs not directly related to the project.
- Support of existing punitive regulatory agency requirements and/or mandates in response to negligent behavior
- Meals, food items, or refreshments unless part of approved per diem travel expense
- Costs associated with travel unless approved by DWR when described in the scope work as essential to specific tasks
- Payment of principal or interest of existing indebtedness or any interest payments unless the debt is incurred after effective date of a grant award with the State, the granting agency agrees in writing to the eligibility of the costs for reimbursement before the debt is incurred, and the purposes for which the debt is incurred are otherwise reimbursable project costs

The grant award is a maximum amount available to a grantee in this funding cycle. Grant funds will be disbursed based on actual eligible expenditures. Any funds remaining at the conclusion of the project remain the property of the State.

4.4 PROJECT BUDGET

The Project Budget is to be developed according to the guidelines provided in Exhibit C and in the description for Attachment 10.

Ten percent of the project invoice disbursement requests will be held as retention until receipt and approval of the project final report.

4.5 COST SHARE

The applicant is responsible for providing a cost share of at least fifty percent (50%) of the total eligible project cost as matching funds or donated services from non-state sources[5]. "Cost share" means funds made available by the grant recipient from non-state sources. Cost share may include, but is not limited to, federal funds, local funds, or donated services from non-state sources. Grantees that are state agencies may include state funds and services as matching funds. With respect to the foregoing, applicants are responsible for determining and complying with all applicable legal requirements concerning such cost shares or donated services. Cost share requirements are defined below. Sources and amounts of project cost shares, as well as the status of procuring the identified matching funds, are to be included in the proposal. Grantees will be required to provide documentation of actual expenditure of matching funds and their use for eligible project costs as part of submittal of invoices for grant disbursements.

Matching fund sources considered in this grant application may be other non-state grants that the Applicant has received, applied for, or for which applications are planned. If funding identified in this application does not occur after the grant award, then the Grantee will notify DWR and provide alternative funding and/or reduced scope options.

Project costs incurred after the effective date of the agreement (starting date in the agreement) will be eligible for reimbursement. Reimbursement is subject to agreement execution (signing of the agreement by DWR). Project costs incurred after the date that final grant awards are announced (award date) but prior to the effective date of the agreement are not eligible for reimbursement, but may be considered, at DWR's discretion, as a part of the applicant's local cost share. To be eligible for any cost share credit, the cost must be directly related to the awarded project, the work plan must be included in the proposal and agreement, and the cost share work information must be included in the project's reports: quarterly, annual, and final reports, and technical memos, etc. Applicants that start work before agreement execution do so at their own risk. Advance funds cannot be provided.

5. DURATION OF PROJECTS

The duration of work within the project scope submitted in the grant application may not be longer than 2 years from the contract signing date. However, a grantee may apply for an extension before the end of the initial agreement period if unexpected delays cause a need for more time to complete the project tasks. An extension is subject to DWR approval, and, if granted, will be at no additional cost to the State beyond the initial grant amount. An extension may also be subject to legislative appropriation of funds for the project.

The applicant is to clearly show in the proposal (Project Schedule, Attachment 11) the duration of each task included in the project. If a funded project is a part of a larger project, then the duration and scheduling of the funded project is to be shown relative to the other parts of the larger project. Note that the grantee is responsible for reporting on the entire project as presented in the proposal, even if unfunded parts of the project do not occur during the duration of the funded project.

Projects which fall over a year behind in activity or reporting may be terminated. Prior to termination, grantees will be notified of DWR's intent to terminate because of non-activity or non-reporting and will be given the opportunity to cure. Acceptance of substantial project delays will be determined on a case-by-case basis at the discretion of DWR. Grant recipients whose contracts have been terminated may be required to repay all grant monies with interest.

Expect the contracting process to take at least 6 months between final grant award and grant agreement execution. Contracts are planned to be signed in 2013.

[5] Water Code Section 79545(a)

6. GRANTEE COMPLIANCE WITH STATE LAWS AND REGULATIONS

Projects receiving funding are required to maintain compliance with applicable state requirements throughout the duration of the grant. Documentation for 6.2, 6.3, and 6.4 will be required in the application (see Section 10). Applicable state requirements include:

6.1 REGISTERED CIVIL ENGINEER

For construction projects, a California registered civil engineer must prepare and stamp both the Plans and Specifications documents and Certification Statements.

6.2 SBX7-7, SBX7-6, AB1420, AND AB1404

Successful grant applicants are required to comply with water conservation and/or water efficiency legislation including Senate Bill (SB)X7-7 (Water conservation), AB1420 (Water conservation measures), SBX7-6 (Groundwater monitoring), AB1404 (Surface water diversion reporting), and any other applicable regulation. The grant application will require proof of compliance with the following:

a. Water Conservation - CWC §10608.56(a) states that 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.

b. Urban Water Management Plans - An applicant who is an Urban Water Supplier required by the Urban Water Management Planning Act to submit an UWMP to DWR must have submitted a 2010 UWMP to DWR to be eligible to apply for any grant or loan (CWC §10656). In order to receive the grant or loan award from DWR, such applicants and their applicable urban water supplier co-applicants and co-operators, if any, must have complete UWMPs (as determined by DWR) by the time the agreement is executed.

c. Best Management Practices (BMP, also called demand management measures) Compliance) - Applicants who are Urban Water Suppliers must be compliant with AB 1420 Water Conservation Requirements (CWC §10631.5) by having submitted complete AB 1420 documents (compliance tables and supporting documentation) (links are at http://www.water.ca.gov/wateruseefficiency/finance/) to be considered eligible for grant funding.

d. Water Meters - Applicants who are Urban Water Suppliers must be compliant with Water Metering Requirements (CWC §525 et seq.) by submitting a certification form (links are at http://www.water.ca.gov/wateruseefficiency/finance/).

e. Groundwater Monitoring - CWC §10920 et seq. (SBX7-6) requires the formation of a groundwater monitoring program designed to monitor and report groundwater elevations in all or part of a basin or subbasin. The California Statewide Groundwater Elevation Monitoring (CASGEM) Program limits counties and various entities (CWC §10927.(a)-(d)) ability to receive state grants or loans in the event that DWR is required to perform groundwater elevation monitoring functions pursuant to CWC §10933.5. This requirement is only applicable if there is a groundwater component to the grant application.

f. Groundwater Management Plans - agencies desalinating brackish groundwater, including coastal aquifer groundwater, must comply with CWC §10753.7 and provide any applicable groundwater management plan. This requirement is only applicable if there is a groundwater component to the grant application.

g. Surface Water Diversion Reporting Compliance: Beginning January 1, 2012, a diverter of surface water is not eligible for a water grant or loan awarded or administered by the State unless it complies with surface water diversion reporting requirements outlined in Part 5.1 (commencing with §5100) of Division 2 of the CWC (AB 1404).

6.3 COMPLIANCE WITH ENVIRONMENTAL LAWS

Applicants are required to obtain all necessary permits, licenses, and approvals, including those required under the CEQA and the California Endangered Species Act (ESA), as well as all applicable engineering and design permits. DWR as a fund source has discretionary approval power over the project and as such is a CEQA Responsible Agency and must review all environmental documents. Therefore, if an environmental impact report (EIR) is to be prepared, the project's Lead Agency must notify DWR via a brief notice or "Notice of Preparation". The purpose of the notice is to solicit guidance as to the scope and content of the environmental information to be included in the EIR.

Projects with applicants who are obligated to and will not comply with CEQA requirements are not eligible for funding.

6.4 CLIMATE CHANGE

California Assembly Bill 32 (AB 32), the Global Warming Solutions Act of 2006 identifies climate change as a "serious threat to the economic well-being, public health, natural resources, and the environment of California." Increases in the atmospheric concentrations of (GHG have been clearly linked to climate change and the state of California has taken action to reduce GHG emissions in an effort to minimize further climate changes. Applicants are to estimate the GHG emissions produced by the proposed projects and to provide additional evaluation of local and regional climate change issues (see Section 10).

7. FUNDED PROJECT REQUIREMENTS

7.1 AGREEMENT REQUIREMENTS

If the applicant is selected to receive grant funding, the grantee will enter into a contract with DWR. Projects selected for funding shall be subject to State's standard contract terms and conditions, and DWR contract template[6]. Federal agencies' standard terms and conditions in conflict with state standard terms and conditions or with the State's ability to administer the grant consistent with this PSP will not be permitted. Funds will be delivered in accordance with the executed agreement. Work costs incurred prior to the final execution of the agreement and notice to proceed issued by the Department will not be reimbursed with grant funds. Therefore, applicants commencing work prior to contract execution should do so at their own expense. Contract execution and disbursements are subject to the availability of funds.

The scope of work to be included in the contract will generally be the same as that provided in the grant application as Attachment 8, but it may be modified for clarity and consistency with this PSP.

7.2 PROJECT DOCUMENTATION REQUIREMENTS

Each grantee will be required to provide certain reports both during the performance of the project and for five years following project completion.

The following project documents are required to be provided to DWR:

a. **Quarterly Reports**. The grantee is required to submit to DWR brief quarterly fiscal and programmatic reports throughout the project. The intent of the quarterly reports is that they are to be brief documents summarizing the work performed in each quarter, the planned work during the next quarter, and an update on the overall project schedule and budget. Quarterly reports are to be provided to DWR no more than 90 days after the completion of the quarter. Projects with reports more than one year late may be cancelled. The quarterly report format is shown in Exhibit D.

6 The contract template is currently being developed and should be available for public viewing February 2013.

b. **Annual Reports.** The grantee is required to submit an annual report with the fourth quarterly report, no later than March 1 of the subsequent calendar year. Exhibit E indicates the information to be included in the annual report, which includes project benefits, collected data, as well as a summary of the project work completed to date. Data and information obtained under the contract will become public information. The requirement for annual reports may be waived if comparable project documents are prepared. This waiver will be at the discretion of DWR after review of the list of planned project documents.

c. **Interim Project Documents.** DWR is to receive copies (electronic and 1 hard copy) of project documents prepared during the project. These include, but are not limited to: task reports, 10/50/90 percent design reports, white papers, technical memoranda, task memoranda, etc. During contract negotiations, DWR will identify which planned project deliverables it would like to receive.

d. **Final Report.** A comprehensive final report (Exhibit F) is to be provided to DWR at the end of the project**.**

e. **Performance Reports.** The grantee will provide to DWR a brief performance report annually for a period of 5 years, summarizing post-grant desalination activities, as described in Exhibit G.

f. **Disbursement Requests.** The Grantee may request grant disbursements as frequently as quarterly. All invoices for disbursements must be supported by quarterly reports describing the work performed and Grantees must use invoice forms provided by DWR. Expenditures must be separated by quarter and should be shown in the quarter that they became due and payable by the grantee. Invoices must also be supported by other documentation as prescribed by DWR.

7.3 ADDITIONAL PROJECT REQUIREMENTS

During DWR's funding of the project, the following issues must also be fulfilled.

a. **Labor Code Compliance.** Funding recipients shall keep informed of and take all measures necessary to ensure compliance with Labor Code requirements, including but not limited to, Section 1720 et seq. of the Labor Code regarding public works. limitations on use of volunteer labor (California Labor Code Section 1720.4), labor compliance programs (California Labor Code Section 1771.5) and payment of prevailing wages for work done and funded pursuant to this PSP, including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.For additional information on Labor Code Compliance, please refer to the Department of Industrial Relations (DIR) website: http://www.dir.ca.gov

   The applicant must comply with all applicable laws when it hires private consultants to implement its project partially or fully.

b. **Conflict of Interest.** All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Accordingly, before submitting an application, Applicants are urged to seek legal counsel regarding potential conflict of interest concerns and requirements for disclosure. Applicable statutes include, but are not limited to, Government Code, Section 1090 and Public Contract Code, Sections 10410 and 10411, for State conflict of interest requirements.

   i. Current State Employees: No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.

   ii. Former State Employees: For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making

position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

iii. Employees of the Funding Recipient: Employees of the Funding Recipient shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the California Political Reform Act, Cal. Gov't Code § 87100 et seq.

iv. Employees and Consultants to the Funding Recipient: Individuals working on behalf of a Funding Recipient may be required by the Department to file a Statement of Economic Interests (Fair Political Practices Commission Form 700) if it is determined that an individual is a consultant for Political Reform Act purposes.

c. Confidentiality. All proposals will become public information upon submittal to DWR. Once the proposal is signed and submitted to DWR, the applicant waives any rights to privacy and confidentiality of the proposal.

d. Rights in Data. Funding Recipient agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes and other written or graphic work produced in the performance of this Funding Agreement shall be made available to the State and shall be in the public domain to the extent to which release of such materials is required under the California Public Records Act., California Government Code §§ 6250 et seq. Funding Recipient may disclose, disseminate and use in whole or in part, any final form data and information received, collected and developed under this Funding Agreement, subject to appropriate acknowledgement of credit to State for financial support. Funding Recipient shall not utilize the materials for any profit-making venture or sell or grant rights to a third party who intends to do so. The State shall have the right to use any data described in this paragraph for any public purpose.

e. Financial Records. The grantee is responsible for maintaining appropriate budgetary records. Projects may be audited. Records must be maintained for a period of 3 years, in accordance with Government Code Section 8546.7. See the IRWM Guideline document for a discussion of auditable records (http://www.water.ca.gov/irwm/grants/guidelines.cfm).

8. DWR PROPOSAL REVIEW, SELECTION AND AWARD PROCESS

Proposals (applications) are to be prepared in accordance with the requirements of this PSP. Proposals will be selected based on the information provided.

Proposals will be screened for eligibility using the following criteria:

- Was the application received on time?
- Was the application submitted online?
- Was a hard copy of the application received?
- Is the application complete?
- Is the applicant eligible to receive a grant?
- Is the proposal complete – does it contain all required submittals?
- Is the proposed project an eligible project?
- Does the proposed project have State benefits?
- Is the proposed project in the correct funding category?
- Does the proposed project meet the funding cap requirement?
- Has applicant identified its required cost share?
- Does the applicant have any conflicts of interest?
- Does the applicant object to the State's intellectual interests of the project?
- Any other issues or concerns?

Based on the screening, ineligible proposals will be removed from further consideration and the applicants will be notified.

Screened proposals will be reviewed and scored by selection panels using the selection criteria using the score sheet (Exhibit H). Once each proposal is scored, DWR:

- Interviews applicants or visit proposed projects, if needed
- Prepares a list of draft funding recommendations
- Holds a public workshop to release the draft funding recommendations. The public will be able to provide comments and applicants will be given appeal time
- Finalizes funding decision and issues awards of grants
- Begins contract negations with each successful applicant
- Execute final contracts.

9. SCHEDULE

The schedule for reviewing submitted application and then announcing the final award decisions is:

December 26, 2012	PSP posted online
January 24, 2013	Public Workshop for Draft PSP – Inland Empire
January 30, 2013	Public Workshop for Draft PSP – Sacramento
February 8, 2013	**Comments on Draft PSP Due**
March XX, 2013	Final PSP Release
March XX, 2013	Public Workshop for Final PSP – Sacramento
April XX, 2013	**Proposals Due*, 5 pm PDT**
May 2013	Announce Desalination Draft Funding Awards
May 2013	Public Workshop for Draft Funding Awards – Sacramento
June 2013	Announce Desalination Final Funding Decision[7]
June 2013	Desalination Contract Negotiations Begin
Fall 2013	Desalination Contracts Executed and Projects Begin

10. APPLICATION SUBMITTAL

10.1 WHEN TO SUBMIT

Applications must be submitted online by:

5:00 pm on April XX, 2013 PDT

The system will not accept submittals after that time.

7 This is considered the Award Date referred to in Section 4.4.

DWR requires that each applicant submit **ONE** hard copy version of its application to DWR. The hard copy version must be postmarked by **April XX, 2013 PDT.** The hard copy is to be submitted to:

by mail, addressed to:	or hand delivered to, or in the hands of an overnight carrier by March XX, 2013 addressed to:
Department of Water Resources Water Use and Efficiency Branch Attn: Richard Mills P. O. Box 942836 Sacramento, California 94236-0001	Department of Water Resources Water Use and Efficiency Branch Attn: Richard Mills 901 P Street, Third Floor Sacramento, California 95814

10.2 WHAT TO SUBMIT

The completed application consists of both online submittal and one hard copy to DWR. A check list for the applicant to use to confirm completion of required components is included as Exhibit I. The hard copy of the application is to include print outs of information provided in BMS Parts 1, 2 and 3, as well as attachments indicated in the PSP that are also to be submitted in hard copy format. The hard copy is to be submitted, as described in Section 10.1.

10.3 HOW TO SUBMIT

Applicants must complete and submit proposals through DWR's BMS. BMS can be accessed through the BMS homepage at: http://www.water.ca.gov/bms/.

Applicants must create an account through BMS and complete the on-line application. Applicants must submit the application and all required attachments online, as discussed in Section 10.2.

If an applicant does not have an existing BMS account, the applicant must sign up for one. A detailed guide on how to create a BMS account is located at the "getting started" tab on the website above or at the website: http://www.water.ca.gov/bms/docs/Registrationv3/registrationv3.html. To complete the registration, the required fields in the Contact, Organization, and Account tabs must be completed.

Applicant are encouraged to register for BMS and become familiar with it well before the application deadline such that DWR can provide technical assistance to applicants with questions. Also, BMS allows applicants to enter information and save as drafts before submitting the final application. Applications can be modified even after submittal, up to the PSP submittal deadline.

Information on using BMS, printing from BMS, and then submitting the completed application are located at the "getting started" tab on the BMS homepage or at the website: http://www.water.ca.gov/bms/docs/CreateProposalv2/Create%20Proposalv2.html.

An electronic copy of this PSP can be found online at http://www.water.ca.gov/desalination/2013DesalGrants/.

Templates for the Proposal Attachments are at http://www.water.ca.gov/desalination/2013DesalGrants/.

11. APPLICATION COMPONENTS

The application consists of four parts, which correspond to the four tabs within the application portion of BMS. Each part must be fully completed for the application to be considered 'complete'.

After the Applicant has entered BMS and started its application, four tabs will be accessible. Each tab corresponds to the following parts:

Part	Application Component (Tab)	Description	How Completed
1	Applicant Information	General information for the entity with lead contractual responsibility for the project, and which will be the primary contact with DWR throughout the grant funding contracting and implementation	BMS
2	Projects	Project-related information	BMS
3	Eligibility	Forms and tables to be completed by the applicant that provide additional project details, such as schedule, budget, and information on other project participants	BMS
4	Attachments	Separate files to be uploaded as part of the application process. These files include templates or documents the applicant must complete as part of the application. Additional files pertinent to the application, such as environmental documents, may also be uploaded.	Templates for required submittals are located on the Desalination PSP web page. Files are completed separately and then uploaded through BMS.

Specific information for completing each of the tabs is included below.

Within BMS, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. BMS allows applicants to type text or cut and paste information from other documents directly into a BMS submittal screen.

Information entered into BMS can be saved at any time by using the icons located at the bottom of each tab. The information will only be submitted to DWR after the submit icon is clicked. Changes can be made to the application, even after it is submitted, by re-opening the file, making the changes, and then resubmitting. Changes cannot be made to the application after the deadline is past.

11.1 PART 1: APPLICANT INFORMATION

There are four subsections within the Applicant Info section. Help icons throughout this BMS section link to tools to help the Applicant provide requested information.

Applicant Information
The Applicant is considered the party with lead financial responsibility for the project. The Applicant also will be the primary contact with DWR throughout the grant funding contracting and implementation.

- **Organization Name**. Select from the drop down menu. Should the Proposal be successful, this Organization will be referred to as the Grantee during the completion of the project. This is the organization responsible for the administration, implementation, reporting, payments, and accounting of the work, as well as the contractual obligations.

- **Point of Contact**. If the user is already registered, click on Registered User. A drop down menu will appear from which to select the contact. If the user is not registered, click Add New User. BMS will open the user registration boxes to complete.
- **Proposal Name**. This is the same as the Project Name included in Part 2, Projects. This Proposal/Project Name is to be included on all correspondence with the Department and should also be the same name the Organization uses internally to refer to the project. Limit of 150 characters.
- **Proposal Objective**. This is a brief statement about why the project is being done and how it addresses critical local, regional, Bay-Delta, or State water issues. Although the system here allows entry of 2,000 characters, please limit it to 500 characters. The Proposal Objective is repeated in Part 2, but only 500 characters are allowed in Part 2.

Budget

The budget information to be presented here applies to the part of the project directly applicable to the grant funding application and is to correspond directly to the overall budget provided in Attachment 10. The budget in this part does not include ineligible cost of the project or components of the project for which grant funds are not requested. The total project budget, including all cost of all project components will be provided in Attachment 10.

The Desalination Grant Program requires a minimum contribution of 50% of total eligible proposal funds to be obtained from sources outside this grant application process. Considered matching funds can be those listed in the budget categories: Local, Federal, or In-Kind contributions. Amounts entered are to be to the nearest dollar. If there isn't a contribution from a particular source, then enter zero in that field.

Include in the Part 1 budget section, information only on the specific project for which grant funding is being sought, as follows:

- **Other Contribution.** Enter other State funds being used to complete the project. For example, this would include grants received from other State agencies, such as the State Water Board, California Department of Public Health, or other Department of Water Resources programs. These funds **are not** considered matching funds unless the grantee is a state agency.
- **Local Contribution.** This includes any other source of funds not accounted for in the Other, Federal, or In-Kind contribution categories in this table. These funds could be obtained from participating agencies, wholesale agencies, or sources such as environmental groups or other organizations. Local contributions include Grantee cash contributions from existing accounts, revenue sources, or bond or other lending sources.
- **Federal Contribution.** Enter Federal funds being used to complete the project.
- **In-kind Contribution.** This refers to project work or services performed by the grantee, the cost of which is considered funding match. This can include staff time, supplies, facility use, and equipment use. Provide the total amount of in-kind services in dollars.
- **Amount Requested.** Enter the amount of total grant funds requested.
- **Total Project Cost.** Provide the total cost of the proposed project for which grant funding is being sought. The amount shown here must agree with the total proposal cost shown in the project budget (Attachment 10).

Geographic Information

Provide the information for the specific location of the facility for which grant funding is being sought. A tool to determine coordinates in the North American Datum of 1983 (NAD83) is at http://www.waterboards.ca.gov/water_issues/programs/sso/sso_map/lltool.shtml. This tool provides coordinates in decimals only. It is acceptable for the applicant to include these in the Longitude/Latitude Clarification box, instead of the degrees/minutes/seconds boxes. For projects covering a large area, select a single point representing a key project feature. This feature will be identified in the Longitude/Latitude Clarification text box.

- **Latitude.** Enter the latitude degrees, minutes, and seconds.
- **Longitude.** Enter the longitude degrees, minutes, and seconds.
- **Longitude/Latitude Clarification.** Provide the coordinate system (such as NAD83) or other relevant information used to determine the provided latitude and longitude.
- **Location.** Identify the specific point to which the coordinates correspond. This can be an address or a description.
- **County.** Use the drop-down menu to identify the county in which the facility is located. If the facility is located within multiple counties, hold down the control key and select all that apply.
- **Ground Water Basin.** Use the drop-down menu to identify the ground water basin in which the facility is located. If the facility is located within multiple groundwater basins, hold down the control key and select all that apply.
- **Watershed.** Provide the name of the watershed. A map of California watersheds can be found at: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf. If your Proposal covers multiple hydrologic regions, identify the watershed within which a majority of the project occurs.

Legislative Information

Using the drop-down menus, enter the State assembly, State senate, and U.S. congressional districts of the specific location of the facility for which grant funding is being sought. Use district numbers only, not the name of the Legislator. For regions that include more than one district, hold the control key down and select all that apply.

11.2 PART 2: PROJECTS

This section addresses specific questions about the proposed project. Although BMS can accept entries for multiple projects, a function needed for other types of DWR grant applications, for the Water Desalination Grant Program, only one project can be submitted for each application. If an applicant seeks to submit applications for multiple projects, each project must be submitted in a separate application.

Project Information

The information provided is to be consistent with that provided in Part 1, and will need to be copied from Part 1.

- **Project Name.** This is the formal name of the project and is the same as the Proposal Name from Part 1. Limit of 125 characters.
- **Implementing Organization.** This is the same as the Organization Name from Part 1 and is to be entered from the drop down menu.
- **Secondary Implementing Organization.** If one other organization is directly involved in the project, enter its name here. If more than one organization is involved in the project, enter 'See Attachment 3' (information on other participating organizations will be provided as Attachment 3). If no other organization is involved in the project, enter 'Not Applicable'.
- **Proposed Start Date.** Enter the date the project is scheduled to begin, as MM/DD/YYYY. If a specific date is not known, provide the closest estimate.
- **Proposed End Date.** Enter the date the project is scheduled to be completed, as MM/DD/YYYY. If a specific date is not known, provide the closest estimate.
- **Scope of Work.** Do not complete this section. The scope of work for the project will be submitted as Attachment 8. Enter "See Attachment 8".
- **Project Description.** Briefly describe the project components and overall project objective. If the proposed project is part of a larger program, it is to be mentioned here. This is the description that will be included with funding summary press releases. It should provide a brief project overview. Limit of 2,000 characters.
- **Project Objective.** Copy the Project Objective provided in Part 1. Limit of 500 characters.

Project Benefits Information

Project benefits will be identified here. Benefits identified here are restricted by the drop-down menus. This is a field BMS requires, so at least one benefit (identified in Exhibit J) is to be identified here. Attachment 14, addressed

in Part 4 of the BMS application, will enable more flexibility in identifying project benefits. In Part 2 of the application, up to 6 benefits can be identified, but it is only necessary to provide one in Part 2. When the applications are reviewed, the benefits included in Attachment 14 are the ones which will be reviewed in detail as part of the grant review process..

- **Benefit Level.** Select the level of importance from the drop down menu. Do not enter benefits below 'tertiary' level. Multiple benefits can be provided for a particular benefit, such as multiple secondary benefits.
- **Benefit Type.** Select from the drop down menu of 14 types. If 'other' is selected, provide explanation in the Description field. Multiple benefits may be defined here.
- **Benefit.** Select from the drop down menu. Each Benefit Type selected in the previous field has a different set of 'Benefits'.
- **Measurement.** When the Benefit is selected in the previous field, it will automatically add units to the measurement field (note that they do not print out). Insert the number associated with the requested units.
- **Description.** Provide a brief description of how the benefit will be attained. Limit of 2,000 characters.

Budget

Click on the icon "Copy Budget data from Application" to automatically transfer the information from Part 1.

Geographic Information

Click on the icon "Copy Geographical data from Application" to automatically transfer the information from Part 1.

Legislative Information

Click on the icon "Copy Legislative data from Application" to automatically transfer the information from Part 1.

11.3 PART 3: ELIGIBILITY

[Note: further instructions will be added in the final PSP regarding which questions will be answered for each of the four project types.]

The answers to the questions in this section will be used in processing the application and determining eligibility and completeness. Answer the indicated questions indicated here, based on the grant application category.

Question 1 – This project applies for the following type of desalinating grant funding (select one)[8]:

- ○ **A pilot or demonstration project for seawater or groundwater desalination to augment local water supplies**
- ○ **A feasibility project for groundwater desalination to augment local water supplies**
- ○ **A construction project for seawater or groundwater desalination to augment local water supplies**
- ○ **A research project that supports establishment of threshold levels to facilitate permitting criteria**

Select the type of project for which grant funds are being requested.

Question 2 – Is the project located within the State of California?

- ○ **Yes**
- ○ **No** | ***If a research project, indicate the California desalination benefits***

Answer yes or no. If the response is No and is a research project, then provide in the text box an explanation as to how this research directly benefits California desalination projects and when these benefits will be available.

[8] DWR reserves the right to shift an application from one category to another. If shifting is proposed, DWR will contact the Applicant for consent.

Question 3 – Type of applicant (select one):

- ○ **City**
- ○ **County**
- ○ **Joint Powers Authority** [Joint Powers Authority Name]
- ○ **Public Water/Irrigation District**
- ○ **Tribe**
- ○ **Non-profit Organization (including Water Management Groups)**
- ○ **University or College**
- ○ **State Agency, for non-construction grants only**
- ○ **Federal Agency, for non-construction grants only**
- ○ **Other** [*specify*]

If you checked "other" in the previous question, specify the type of your organization below; otherwise, do not answer below.

Select the description of the type of organization applying for the funds. If the selections do not appropriately describe the organization, select "other" and provide a description in the text box (500 character limit).

Question 4 – List the name of the RWQCB in which your proposed project is located. For a region that extends beyond one RWQCB boundary, list the name of each Board. For Research projects, provide the RWQCB within which the Applicant is located.

[***Regional Board***]

[***Second Regional Board***]

From the drop down menu, enter the name of the regional board under which jurisdiction the proposed facility will be. If a second regional board is has jurisdiction for a portion of the project or service area, indicate it in the second box. If a second regional board is not involved, enter "not applicable".

Question 5 – Excluding matching funds or direct funds identified in this application, has this project or any part of this project received state or federal loans or grants?

Funding Program	Organization	***Amount***	***Date***
Funding Program	Organization	***Amount***	***Date***
Funding Program	Organization	***Amount***	***Date***
Funding Program	Organization	***Amount***	***Date***

Question 6 – How will data generated during this project be managed and also made available to DWR?

[***Describe data management and data sharing with DWR.***]

Question 7 – Blank [note: blank question is to be removed from the final PSP]

Question 8 – Are there any pending, planned, or potential patents that would or could evolve from the proposed research?

- ○ **Yes** [***Description (5000 characters)***]
- ○ **No**

Indicate yes or no. If yes, provide a description of the patents.

Question 9 – Blank [note: blank question is to be removed from the final PSP]

Question 10 – Provide information on the feed water for the planned desalination facility. Complete all items that apply.

- ○ **Groundwater from a basin not directly connected to the ocean** ***Groundwater Basin***
- ○ **Groundwater from a basin with an ocean connection, but the planned project is more than ½ mile inland from the shore.** ***Groundwater Basin***
- ○ **Groundwater from a location within ½ mile inland of mean high tide line of the ocean or under the ocean, including slant or collector wells** ***Groundwater Basin***
- ○ **If groundwater is the feedwater, what is its TDS prior to treatment?** ***TDS mg/L***
- ○ **Ocean seafloor infiltration gallery**
- ○ **Ocean subsurface infiltration gallery (located within the ocean column)**
- ○ **Effluent from a co-located facility** ***Facility Name***
- ○ **Other** ***Specify***

Indicate the source of the water being desalinated. If the source water (feed water) is groundwater, provide the name of the groundwater basin. If the source water originates from another facility, indicate its name. If the provided options do not adequately characterize the feedwater, use the 'other' category and provide clarifying text up to 500 characters.

Question 11 – To support that your project is economically justified, what is the project's cost benefit ratio?

00.00 ***Comments***

Economically justified means that the total benefits to society (in dollar terms) of implementing a program exceed the total costs of alternatives to the proposed project. Provide the project's cost benefit ratio to two decimal places. A text box is available to provide optional comments up to 2,000 characters. Use the tables (note: currently being developed) to determine the cost benefit to include above. The tables can be found on the PSP website at: - http://www.water.ca.gov/desalination/2013DesalGrants/.

Question 12 – What is the estimated start date for construction (mm/yyyy)?

Date

Provide the month and year that project construction is expected to begin.

Question 13 – What is the estimated duration for project construction (in years and months)?

No of Years ***No of Months***

Provide an estimated duration of the length of time to construct the project. Provide the number of years in the first box, and the number of years in the second box.

Question 14 – What is the expected lifetime of the proposed project (in years)?

No of Years

Provide the estimated number of years the proposed project is expected to be operational.

Question 15 – What CEQA document(s) has been or is being prepared?

- ○ **Initial Study**
- ○ **Draft EIR**
- ○ **Final EIR**
- ○ **Negative Declaration**
- ○ **Notice of Determination**
- ○ **No environmental documents are planned** ***Explanation (2000 characters)***

Indicate what CEQA document is planned or being prepared. If no CEQA documents are planned, please provide an explanation of up to 2,000 characters.

Question 16 – Is this CEQA document, identified in Question 15, complete?

- ○ **Yes** ***State Clearinghouse Number***
- ○ **No, they are in preparation** ***Expected completion date***
- ○ **No environmental documents are planned, per the answer provided in Question 15.**

For the CEQA document identified in Question 15, indicate if the document is complete. If yes, provide the link to the completed document in the text box. If no, and the documents are not yet complete, provide the type of document being prepared (for example, Environmental Impact Report) in the first box, and the expected completion date, in mmm/yyyy format, in the second box. If no documents are being prepared or are planned, provide an explanation in the text box (2,000 character limit).

Question 17 – Are the design documents complete?

- ○ **Yes (document link or upload will be requested in Part 4)**
- ○ **No, they are in preparation** ***Expected completion*** ***Status discussion***
- ○ **Does not apply** ***Explanation (2,000 characters)***

If yes, the link to the completed document will be requested in Part 4. If no, provide the expected completion date, in mmm/yyyy format, in the first box, and a discussion of the status of the project in the second box (2000 character limit). Or select, Does Not Apply, if design documents are not being prepared for the project.

Question 18 – Will 3rd party construction management (CM) be used?

- ○ **Yes** ***Company***
- ○ **No** ***Explanation (500 characters)***

Answer yes or no. If the response is yes, then provide the name of the company to be doing the 3rd party CM or TBD (to be determined), if the company is not yet identified.

Question 19 – Will an entity other than the grantee own or operate the constructed facility?

Own:
- ○ **Yes** ***Name of organization*** ***Relationship to Grantee***
- ○ **No**

Operate:
- ○ **Yes** ***Name of organization*** ***Relationship to Grantee***
- ○ **No**

Answer yes or no. If the response is yes, then provide the name of the company that will be operating the facility, and indicate the relationship of that organization to the grantee. Note that there may be restrictions on transferring ownership to an entity other than the Grantee.

Question 20 – Has public outreach occurred for the project?

- ○ **Yes** ***Description (5000 characters)***
- ○ **No**

Answer yes or no. If the response is yes, then provide a description of the public outreach

Question 21 – Have any legal challenges to the project occurred?

- ○ **Yes** ***Description (5000 characters)***
- ○ **No**

Answer yes or no. If the response is yes, then provide a description of all of the legal challenges.

11.4 PART 4: ATTACHMENTS

Completion of the 2013 Desalination Grant Program Proposal Application requires preparing supplemental tables and files and submittal of them and other external files. Part 4 addresses how to complete the required attachments and identifies what other files may need to be submitted as part of the application.

Acceptable file formats are: Microsoft (MS) Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy.

Maps, photographs, documents, and reports should be formatted with no component larger than 50 MB. However, DWR strongly recommends that for speed of upload you limit the file size to 20 MB. Documents greater than 50 MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).

When uploading an attachment in BMS, the following attachment title naming convention must be used:

DS13_Att#_AttachmentName_#ofTotal##

Where:

a. "DS13" is the code of this solicitation

b. "Att#" is the attachment number

c. "AttachmentName" is the name of the attachment as specified in the instructions for each attachment

d. "#of##" is an optional part of an attachment filename. If multiple files are needed for submittal, this portion of the filename identifies the number of files that make up an attachment, where "#" is the number of a file and "##" is the total number of files submitted in the attachment

For example, if the Attachment 9 – Work Plan for applicant is made up of 3 files, the second file in the set would be named "DS13_Att9_WorkPlan_2of3".

For instructions on attaching files, please refer to the BMS User Manual. Requirements for information to be included in these attachments are found in the following part of this PSP.

ATTACHMENT 1 – SIGNATURE PAGE

AttachmentName: Signature

Attachment 1 is the signature page for the proposal. The original signed copy of the Signature Page/Authorization must be included with the hard copy submittal of the Application. A scanned copy is to be included as Attachment 1.

2013 Water Desalination
Proposal Solicitation Package
Attachment 1 – Signature Page

Applicant: _____

Project Title: _____

By signing below, the official declares the following:

- The truthfulness of all representations in the proposal;
- The individual signing the form has the legal authority to submit the proposal on behalf of the applicant;
- There is no pending litigation that may impact the financial condition of the applicant or its ability to complete the proposed project;
- The individual signing the form read and understood the conflict of interest, confidentiality, and intellectual and proprietary rights section of this PSP (Section 7) and waives any and all rights to privacy and confidentiality of the proposal on behalf of the applicant;
- The applicant will comply with all terms and conditions identified in this Proposal Solicitation Package if selected for funding; and
- The applicant has legal authority to enter into a contract with the State.

_____	_____
Name	Title
_____	_____
Signature	Date

ATTACHMENT 2 – PROPOSAL AUTHORIZATION

AttachmentName: Authorization

Authorizing Documentation – The applicant must provide a resolution adopted by the applicant's governing body designating an authorized representative to submit the application and execute an agreement with the State of California for a Desalination Grant and sign requests for disbursement. The authorized representative must be affiliated with the eligible grantee and not a subcontractor. If the proposed project involves the participation of other entities, resolutions from each of the participating entities are also to be submitted.

The following text box provides an example resolution.

RESOLUTION NO.

Resolved by the <Insert name of governing body, city council, organization, or other> of the <Insert name of agency, city council, organization, or other>, that application be made to the California Department of Water Resources to obtain a Water Desalination Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code Section 75001 *et seq*.), and to enter into an agreement to receive a grant for the: <Insert name of Proposal>. The <Insert title – Presiding Officer, President, Agency Manager, or other officer> of the <Insert name of agency , city, county, organization, or other> is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and execute a grant agreement with California Department of Water Resources.

Passed and adopted at a meeting of the <Insert name of agency, city, county, organization, or other> on <Insert date>.

Authorized Original Signature: _____

Printed Name: _____

Title: _____

Clerk/Secretary: _____

ATTACHMENT 3 – OTHER PARTICIPATING ORGANIZATIONS

AttachmentName: Participants
Excel Template

Attachment 3 compiles information on each of the participants in the proposed project.

For the first data row of the table (labeled "Applicant"), provide only the Organization Name and requested information on its UWMP, etc. The other information will be obtained from completion of the electronic submittal.

For the next series of rows, labeled Particpant1. . . Particpant 8, provide all requested information. For this attachment, "participant" refers to any other organization with direct involvement such as providing financial contribution to the project, feedwater or receiving treated water, or non-financial (in-kind) services. Information on consultants or subcontractors on the project is also requested. If there are not any other participants, indicate "not applicable" in the Name column. For each the UWMP and BMP compliance (Columns L and O), provide in the labeled text box one of the following:

1. Enter either the date of submittal or the web address for the completed document. If the date is provided, an electronic copy of the document is to be attached in Part 4.
2. "No", indicating that the document would be applicable to the organization, but it has not been undertaken
3. "In process", indicating that the document is in the process of being completed
4. "Not applicable", indicating that completion of the document does not apply.

For the final series of rows, labeled Contractor1. . . Contractor8, provide only information on the organization and an organizational contact. A contractor would be any organization that provides services for the projects and receives compensation for those services. This would be consultants, contractors, or subcontractors. If the name of contractors has not yet been determined, indicate "not yet determined". If no contractors will be retained for this project, indicate "not applicable" in the Name column.

ATTACHMENT 3

Other Participating Organizations in the Proposed Project

For each participating (financial, participant, consultant, contractor, etc) organization(financial, participant, consultant, contractor, etc), provide the information requested. For the Applicant (first entry row), provide only the answers to the selected questions, since the general and contact information has been provide in the online submittal system.

	ORGANIZATION INFORMATION						ORGANIZATION			URBAN WATER MGMT PLAN			BMP COMPLIANCE			Groundwater		IRWM	
IDENTIFIER	Name	Project Role	Address	City	State	Phone	Name	Phone	e-mail	Is this organization required to submit an UWMP?	Has the 2010 UWMP been submitted?	Had DWR determined it is complete? (yes/no)	Is this organization required to submit BMP Compliance?	Have the BMP compliance tables been submitted?	Had DWR determined them complete? (yes/no)	Does this project potential involve groundwater impacts? (yes/no)	Identify the applicable Groundwater Management Plan	Is the Organization involved in an IRWM? (yes/no)	Identify the applicable IRWM
Applicant		Applicant																	
Participant 1																			
Participant 2																			
Participant 3																			
Participant 4																			
Participant 5																			
Participant 6																			
Participant 7																			
Participant 8																			
Contractor1																			
Contractor2																			
Contractor3																			
Contractor4																			
Contractor5																			
Contractor6																			

ATTACHMENT 4 – COST SHARE SOURCES

AttachmentName: CostShare
Excel Template

For the each source of funding considered as a cost share to meet the 50 percent cost share grant funding requirement, provide the requested information. The cost share funds are categorized by either local, in-kind, or federal and so cost share sources should be shown according to the applicable category. The totals for each category are to agree with the category totals shown on the Applicant Information tab within the online application system.

Funding Program:

- For Local budget categories: direct funding, bond sales, local grants, rebates or other. For In-kind budget categories: staff time, supplies, facility use, equipment use, or other.
- For Federal budget categories: provide the name of the fund source. For example, "Title XVI Construction Grant"

Organization
Indicate the name of the organization providing the funds or in-kind service.

Amount:
Enter amounts to the nearest dollar. The total of amounts shown in Attachment 4 should equal the sum each of the Local, Federal, and In-kind entries in the Budget section of the BMS Applicant Information tab.

Status:

- Obtained. The funds, labor, materials, or facilities are completely obtained or available and are under the control of the applying organization.
- Encumbered. The organization has completed contracting to receive the funds, labor, materials, or facilities but does not currently have control of them.
- Awarded. The organization has received word that they will receive the funds, but the contracting is not complete.
- Applied. The organization has submitted its completed application for the funds.
- Planned. The organization intends to submit an application for the funds.

ATTACHMENT 4

Cost Share Fund Sources

For each source of funding considered in the Cost Share caluculations, provide the following information.

		Funding Program	Organization	Amount	Status	Date Awarded, if applicable	Comments
LOCAL SOURCES	Local Cost Share 1						
	Local Cost Share 2						
	Local Cost Share 3						
	Local Cost Share 4						
	Local Cost Share 5						
	Local Cost Share 6						
	Local Cost Share 7						
	Local Cost Share 8						
	Total Local Cost Shares				*this is to be the same as the amount entered in "Local Budget Cost Share" of the Applicant Information tab*		
IN-KIND SOURCES	In-Kind Cost Share 1						
	In-Kind Cost Share 2						
	In-Kind Cost Share 3						
	In-Kind Cost Share 4						
	In-Kind Cost Share 5						
	In-Kind Cost Share 6						
	In-Kind Cost Share 7						
	In-Kind Cost Share 8						
	Total in-Kind Cost Shares				*this is to be the same as the amount entered in "In-Kind Budget Cost Share" of the Applicant Information tab*		
FEDERAL SOURCES	Federal Cost Share 1						
	Federal Cost Share 2						
	Federal Cost Share 3						
	Federal Cost Share 4						
	Federal Cost Share 5						
	Federal Cost Share 6						
	Federal Cost Share 7						
	Federal Cost Share 8						
	Total Federal Cost Shares				*this is to be the same as the amount entered in "Federal Budget Cost Share" of the Applicant Information tab*		

ATTACHMENT 5 – COST SHARE AGREEMENT

AttachmentName: CostShare
Scanned documents

This document indicates the willingness of financial project partners to commit funds. Each institutional cost share commitment letter must be signed by an official authorized to commit to all or part of the cost share in cash, or in-kind contributions. Explain how this cost share will be provided (cash, in-kind services, donated services) and, if other than cash, how the values will be determined.

For each organization participating in the project other than the grantee, provide a copy of an agreement indicating what cost share is being provided to the project. Cost share support may be either in-kind services or financial. If no other organizations are providing cost share, enter "none".

ATTACHMENT 6 – PROJECT BACKGROUND

AttachmentName: Background
Word file of no more than 1 page (12 point font, 1 inch margins)

Provide a 1 page summary of the project history, project description, and the intended outcome of the project. For the various grant types, the Statement of Work is to include:

- Construction Projects: What specifically is being constructed with the grant funds. If the constructed project is a component of a larger project, describe how this project contributes to the larger project. Present the major alternatives considered and compare these with the proposed solution. Describe why the alternatives not chosen were rejected. Include a detailed description of the selected alternative and method for evaluation of technical feasibility including water supply, benefits, environmental impacts, equipment needs, costs, and schedule.
- Pilots, and Demonstration Projects: Provide a description of the need and purpose of the project. Present the major alternatives considered and compare these with the proposed solution. Describe why the alternatives not chosen were rejected. Include a detailed description of the selected alternative and method for evaluation of technical feasibility including water supply, benefits, environmental impacts, equipment needs, costs, and schedule.
- Feasibility Studies: What is the overall issue being addressed by preparing the feasibility study. What are the contributing issues the Feasibility Study must address? What other alternatives were evaluated and why were they not chosen or were rejected?
- Research Project: What is the specific issue intended to be addressed by this research. How is the outcome of the research intended to support the permitting process in the state of California?

ATTACHMENT 7 – TECHNICAL/SCIENTIFIC MERIT

AttachmentName: Merit
Word file of no more than 5 pages for research projects, 1 page for all others (12 point font, 1 inch margins)

Describe the technical adequacy and feasibility of the project using previous work, published scientific literature, or models. Provide enough information to permit evaluation of the feasibility and technical adequacy of the proposed project, including the: approach, methods, procedures, monitoring and evaluation, and costs and benefits to satisfy the objectives.

ATTACHMENT 8 – SCOPE OF WORK

AttachmentName – Scope
Word file of no more than 3 pages (12 point font, 1 inch margins)

The Scope of Work is to describe how the project, based on the goals and objectives provided in Part 2 and the Statement of Work in Attachment 6 of the application, will be completed. The intent is that this scope of work will be included in the contract documents to be executed between DWR and the Applicant, if the proposed project is

awarded funding. The Scope of Work is to be prepared as a contract document. However, this scope may be revised for the grant agreement, if necessary, for clarity or project management.

For each task, include:

1. A description of work to be performed and completed within the task
2. Deliverables to be completed within the task
3. Data to be collected during the task
4. Assumptions used to develop the schedule and budget
5. Planned meetings

The tasks described in the Scope of Work must agree with the tasks shown on the Budget and Schedule included as Attachments 10 and 11. A separate task is to be provided for Project Management activities.

ATTACHMENT 9 – WORK PLAN

AttachmentName – WorkPlan
Word file of no more than 10 pages, WorkPlanTemplate at
http://www.water.ca.gov/desalination/2013DesalGrants/ (see Exhibit C, Table C-1)

The Work Plan is to describe specifically how the Scope of Work provided in Attachment 8 will be implemented by the Grantee. The Work Plan is to include the following:

Procedures by which the applicant will coordinate with its partner agencies and organizations that may receive funding from the grant including any contracts, memorandums of understanding (MOUs), and other formal agreements.

- Description of the grantee's project team organization, roles and responsibilities, communication plan, and project management plan. An organization chart may be included to illustrate lines of communication, authority, and responsibility.
- Describe each of the participating organizations, their project role, and contact information for the participant's project lead. This should include other organizations, agencies, contractors, and consultants.
- If there is or will be an agreement among participating agencies and/or organizations, discuss the nature of the agreement, including the allocation of decision-making authority and liability, as well as the tasks to be performed by the different entities and costs associated with these tasks.
- Discussion of standards, such as construction standards, health and safety standards, laboratory analysis, or accepted classifications methods that will be used in implementation.
- Development of performance measures and monitoring plans for the project.
- Discussion of the status of acquisition of land or rights-of-way, if applicable.
- Identification of all necessary permits and the status of securing such permits.
- Description of deliverables to DWR for assessing progress and accomplishments.
- Where requested funding is for a component of a larger project, this section must describe all of the components of the larger project and identify which elements of the project the Desalination Grant is proposed to fund. Linkages to any other projects that must be completed first or that are essential to obtain the full benefits of the Proposal must be discussed.

ATTACHMENT 10 – PROJECT BUDGET

AttachmentName – Budget
Excel file, BudgetTemplate, at http://www.water.ca.gov/desalination/2013DesalGrants/ (see Exhibit C-4)

The Project Budget must provide a detailed estimate of costs, including:

- Planning and design costs, environmental compliance and documentation costs; construction costs shown by project task, or phase; and the construction contingency amount for the Proposal.

- Funding match (i.e., Grantee's non-state cost share) can include, subject to DWR approval, eligible costs borne by the applicant or individual project proponent after Grant Award Date but before grant agreement execution. A minimum funding match for each proposal is 50% of the total costs of the Proposal.
- Any cost share funds, such as other State funds, being used to fund the project but that do not qualify as matching funds must be described. State Revolving Funds (SRF) are considered State funds, not funding match. American Recovery and Reinvestment Act (ARRA) funds are not considered State funds and may be used as funding match.
- Tasks that are completely supported by funding match.

The detailed budget should be commensurate with the design stage that is being submitted and be broken out by task used in the Work Plan. Where applicable, documentation should be included to support the costs included in each budget category. Acceptable documentation may include, but is not limited to, bid documents, rate sheets, feasibility studies, or other project reports. The detailed budget should clearly identify a contingency amount (i.e. contingency percentage) applied to the project budget. Applicants must also provide an explanation of the rationale used to determine this contingency percentage. The tasks shown on the Budget must agree with the tasks described in the Work Plan and shown in the schedule in Attachment 9 and 11.

Additional background on the project budget is provided in Exhibit C, including the required Detailed Combined Budget table. The documentation described above is intended to support the data in that table.

ATTACHMENT 11 – PROJECT SCHEDULE

AttachmentName – Schedule
Microsoft Project file or Excel file, ScheduleTemplate, at http://www.water.ca.gov/desalination/2013DesalGrants/, (see Exhibit C, Table C-5)

The Project Schedule is to be submitted either using the Excel template or as a MS Project file. At a minimum, it is to indicate the estimated duration for each task indicated in the Scope of Work (Attachment 8), project deliverables, major project meetings, and any other major project milestones. Note that grant contracts are not expected to be completed until the fall of 2013.

ATTACHMENT 12 – GREENHOUSE GAS ESTIMATION

AttachmentName – GHG
Excel file, GHS_Estimate, at http://www.water.ca.gov/desalination/2013DesalGrants/(in preparation)

AB 32, the Global Warming Solutions Act of 2006 identifies climate change as a "serious threat to the economic well-being, public health, natural resources, and the environment of California." Increases in the atmospheric concentrations of greenhouse gases (GHG) have been clearly linked to climate change and the state of California has taken action to reduce GHG emissions in an effort to minimize further climate changes. Because of the energy intensity of some desalination processes, the Desalination Grant PSP requires estimation of GHG emissions expected to be produced by the proposed project.

GHG emissions estimate calculations can be conducted with the spreadsheet provided (Attachment 12). GHG gases are reported as CO2 equivalents, which is a convention that converts each GHG to an equivalent amount of CO2, accounting for the varying global warming potential of each gas. Note that Attachment 12 is provided for your convenience. For example, the equipment list is not exhaustive and you may find some of your equipment cannot be found on the list. In that case you should refer to other sources to find the parameters needed for the GHG emission calculations, such as, the user's manual, the manufacture, the US Environmental Protection Agency (USEPA) website, etc.

Applicants will also be required to document how climate changes will impact the region, what adaptation strategies they have taken or will take, whether the proposed project is a part of their general adaptation strategies or mitigation measures, and how the completion of the project will contribute to the water/energy conservation and water/energy use efficiency. The document should be brief and include quantitative calculations, if possible. Qualitative analysis will be acceptable if the limited data does not warrant any quantitative calculation.

ATTACHMENT 13 – OUTREACH AND COMMUNITY INVOLVEMENT

AttachmentName – Community
Word file of no more than 1 page (12 point font, 1 inch margins)

Applicants must coordinate with local governments and other local entities, such as community based organizations and watershed groups, prior to submitting a proposal. For past, present, and future activities, the Outreach and Community Involvement attachment is to:

- Describe public outreach to the groups or individuals that may be affected by the proposed project
- Identify which local groups or other interested organizations are aware of the proposed project and their level of support or opposition
- Identify any potential third party impacts
- Estimate the number of people or organizations that are expected to receive training, employment, or other social or economic benefits from the proposed project
- Describe any opposition to the proposed project

Pilot/demonstration or research projects are to indicate how project results will be disseminated.

ATTACHMENT 14 – PROJECT BENEFITS

AttachmentName – Benefits
Word file or Excel file of no more than 1 page (12-point, 1-inch margin)

Attachment 14 enables the applicant to provide detail on the benefits of its proposed project and provides more flexibility than the benefit input in BMS Part 2. The benefits described in this attachment need not correlate to those listed in Exhibit J.

Create either a Word or Excel file to provide the information necessary to identify and explain the project benefits. A template is not provided because it is expected that each project will have a unique approach and benefits.

Applicants are to describe the benefits in a narrative form and wherever possible to use scientific methods and previously published reliable data to quantitatively estimate the expected benefits of the proposed project to both the applicant (local benefits) and the State. State benefits can be a general contribution to the needs of state's population or economy or benefits to regional or interbasin water systems.

The description of benefits should include the following as applicable: the type of benefit (water supply, water quality, energy conservation, permitting research, etc), the beneficiaries of each benefit, and the geographic areas where the benefit will be realized, as well as the duration of the benefit to each beneficiary. If the benefits are variable over time, such as seasonal, or trend over time, describe the temporal changes.

Water supply benefits can include direct benefits related to deliveries, as well as indirect benefits related to avoided costs or environmental impacts. For proposed water supply projects, provide estimates of total expected water supply (in acre-feet/year). For water quality projects, examples of benefits could include improved drinking water quality or groundwater quality improvements resulting from desalination as part of the groundwater management. Energy conservation benefits can include information on green house gas reduction as calculated in Attachment 12. Research benefits described need to specify which permit and its corresponding criteria will be addressed in the proposed project. Additionally, if there are potential benefits to the Sacramento-San Joaquin Delta, such as reduced diversions, describe those benefits and how they can be assured.

Document the rationale for quantification and/or qualification of benefits and include assumptions, calculations, references, and other pertinent information used to arrive at the values/qualitative assessments.

If there are potential benefits to the Sacramento-San Joaquin Delta, such as reduced diversions, describe those benefits and how they can be assured.

ATTACHMENT 15 – ENVIRONMENTAL DOCUMENTATION

AttachmentName – EnviroDoc
Word or pdf file

Include a plan for compliance with all applicable environmental requirements. The plan should address all the potential environmental, social, and economic impacts of the proposed project, including mitigation required under the CEQA and, if applicable, the National Environmental Policy Act (NEPA). The plan should also address compliance with local, county, State, and federal permitting requirements. Please submit this information by mail with the original hard copy of the application.

Submit the following items:

- A detailed plan for compliance with all applicable environmental laws.
- If required, any permits including local grading, Section 404 of the Clean Water Act, Department of Fish and Game 1600, and others.
- A schedule for completion of all appropriate environmental documentation.
- A completed Environmental Impact Checklist that can be found at: http://ceres.ca.gov/topic/env_law/ceqa/guidelines/Appendix_G.html

If this is not a "project" as defined by CEQA, state so in this section.

A "project" as defined by CEQA, California Code of Regulations, Title 14, Division 6, Chapter 3, Section 15378 is:

"… the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment...."

For general information about environmental compliance, refer to this website: www.ceres.ca.gov/ceqa.

ATTACHMENT 16 – FEASIBILITY STUDY

AttachmentName – Feasibility
Word or pdf file

For pilot, demonstration, or construction projects only submit the Feasibility Study or Facilities Plan used to determine the need for a water supply project, analyze the alternatives to meet the project objective, select a desalination project as the preferred alternative, and identify the implementation steps for the project. It is expected that planning be completed to a level to proceed to design and construction of a project.

The Feasibility Study content and recommended organization is shown in Exhibit K.

ATTACHMENT 17 – PROJECT PLANS AND SPECIFICATIONS

AttachmentName – PlansSpecs
Word file or pdf files of drawings

For construction projects only submit Final Plans and Specifications or Preliminary Plans and Specifications for the proposed project if Final Plans and Specifications are not complete. The Preliminary Plans should indicate, at a minimum, types and quantities of materials, dimensions, and location. A California registered civil engineer must prepare the Plans, Specifications, and Certification Statements. Please submit this information by mail with the original hard copy of the application.

ATTACHMENT 18 – PROJECT TEAM QUALIFICATIONS

AttachmentName – Quals
Word or pdf file of not more than 10 pages

Provide brief descriptions of the qualifications of the key staff conducting the work.

- Include a resume(s) of the project manager(s). Resumes may be attached to the end of the proposal and each shall not exceed two pages each.
- List any previous State or federal water desalination grant projects in which the applicant has participated.

Consideration will be given to the applicant's performance in prior water desalination programs including any current applications with other agencies.

ATTACHMENT 19 –PLAN OF STUDY FOR FEASIBILITY STUDY

AttachmentName – PlanOfStudy
Word or pdf file

Proposed brackish groundwater feasibility studies are to include a Plan of Study as part of the application. For all other projects, indicate "Not Applicable".

ATTACHMENT 20 – OTHER INFORMATION

AttachmentName – Other
Pdf files

The Applicant may provide additional information to augment its Application. Files are to be provided electronically only.

EXHIBITS

EXHIBIT A

ACRONYMS

AB	Assembly Bill
APN	Assessor's Parcel Number
ARRA	American Recovery and Reinvestment Act
AWMP	Agricultural Management Plan
BMP	Best Management Practice
BMS	Bond Management System
CEQA	California Environmental Quality Act
CM	Construction Management
CWC	California Water Code
DAC	Disadvantaged Community
DIR	California Department of Industrial Relations
DWR	Department of Water Resources
EIR	Environmental Impact Report
ESA	Endangered Species Act
GRanTS	Grants Review and Tracking System
GHG	Greenhouse Gas
GWMP	Groundwater Management Plan
IRWM	Integrated Regional Water Management
JPA	Joint Powers Authority
MOU	Memorandum of Understanding
MS	Microsoft
NAD	North American Datum
NEPA	National Environmental Policy Act
O&M	Operation and Maintenance
OPC	Ocean Protection Council
PSP	Proposal Solicitation Package
RWQCB	Regional Water Quality Control Board
SB	Senate Bill
SRF	State Revolving Fund
SWRCB	State Water Resources Control Board
TBD	To Be Determined
TDS	Total Dissolved Solids
USEPA	United States Environmental Protection Agency
UWMP	Urban Water Management Plan
WUE	Water Use and Efficiency

EXHIBIT B
GLOSSARY

American Recovery and Reinvestment Act of 2009 (ARRA) – funding provided by the federal government to assist in the construction of local public works projects. These funds are not considered State funds and may be used as funding match.

Applicant – the entity that is formally submitting a grant application. This is the same entity that would enter into an agreement with the State should the grant application be funded. The grant applicant must be a local agency or non-profit organization.

Application – the electronic or hard copy submission to DWR that requests grant funding for a Proposal that the applicant intends to implement.

Award Date – the date the final funding decision is released.

Benefit – An action that leads to a positive response or outcome, or a lessening of an otherwise negative condition. **Bond Management System –** an on-line funding application submittal system used by applicants to submit applications to DWR. This system will be renamed GRanTS in early 2013.

Disadvantaged Community – a community with an annual median household income that is less than 80 percent of the Statewide annual median household income (PRC §75005 (g)).

Funding Match – non-State fund portion of Cost Share made available by the applicant to assist in financing a project which can include in-kind-services directly related to the scope of work presented in the grant proposal. Funding match expenses must meet reimbursable cost requirements (defined below) and be incurred after the funding match eligibility date specified in the PSP. Funding match may also include expenses, including in-kind services, incurred by a State agency, as long as the expenses are not otherwise funded by a State grant or Loan.

Grants Review and Tracking System – an on-line funding application submittal system that will be used for grant application and review. It will replace BMS in early 2013.

Grantee – a grant recipient.

Incidental Costs – reasonable administrative expenses that may be included as project costs and will depend on the complexity of the project preparation, planning, coordination, construction, acquisitions, implementation and maintenance. Such costs are the necessary costs incidentally but directly related to the project that are regularly assigned to all such projects in accordance with the standard accounting practices of the grantees.

In-Kind Services – work performed by the grantee that furthers the scope of the grant, the cost of which is considered funding match in-lieu of actual funds from the grantee.

IRWM Plan –a comprehensive plan for a defined geographic area, the specific development, content, and adoption of which shall satisfy requirements developed pursuant to this part. At

a minimum, an Integrated Regional Water Management Plan describes the major water-related objectives and conflicts within a region, considers a broad variety of resource management strategies, identifies the appropriate mix of water demand and supply management alternatives, water quality protections, and environmental stewardship actions to provide long-term, reliable, and high-quality water supply and protect the environment, and identifies disadvantaged communities in the region and takes the water-related needs of those communities into consideration. (CWC §10530 *et seq*., in particular CWC §10534)

Local Public Agency – any city, county, city and county, special district, joint powers authority, or other political subdivision of the State, a public utility as defined in Sections 216 of the Public Utilities Code, or a mutual water company as defined in §2725 of the Public Utilities Code (CWC §10535)

Non-profit organization – any non-profit corporation qualified to do business in California and qualified under § 501(c)(3) of the Internal Revenue Code.

Physical Benefits – measures of project accomplishments such as amount of water supply, change in water quality, area, and types of properties protected by flood control features, habitat measured in acreage or flow, energy production or savings, recreation facilities, etc.

Proposition 50 – Enacted by California voter in 2002, it authorizes $3.44 billion in general obligation bonds to fund a variety of water projects: specified CALFED Bay-Delta Program projects including urban and agricultural water use efficiency projects; grants and loans to reduce Colorado River water use; purchasing, protecting and restoring coastal wetlands near urban areas; competitive grants for water management and water quality improvement projects; development of river parkways; improved security for state, local and regional water systems; and grants for desalination and drinking water disinfecting projects. The general obligation bonds are to be repaid from state's General Fund.

Reimbursable Costs – costs that may be repaid by state grant funds, in particular Proposition 50 funding. Reimbursable costs must occur after the grant award, and may include the reasonable "eligible costs" as defined in this PSP. "Ineligible costs as defined in this PSP are not reimbursable costs. **Scoring Criteria –** set of requirements used by DWR to evaluate a proposal for a given program or for funding.

Selection Panel – group of DWR representatives at the supervisory or management level assembled to review and consider proposal evaluations and scores developed by the Technical Reviewers and to make initial funding recommendations. Other agencies, such as the State Water Resources Control Board (SWRCB) or the Regional Water Control Boards (RWQCB), representatives at the supervisory or management level may also be invited to participate on the Selection Panel.

Stakeholder – an individual, group, coalition, agency, or others who are involved in, affected by, or have an interest in the implementation of a specific program or project.

Technical Reviewers – a group of agency representatives assembled to evaluate the technical competence of a proposed project and the feasibility of the project being successful if implemented. Other agencies, such as the SWRCB or RWQCB, representatives may also be invited to participate as technical reviewers.

Urban Water Supplier – supplier, either publicly or privately owned, that provides water for municipal purposes, either directly or indirectly, to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually (CWC §10617).

EXHIBIT C

WORK PLAN, BUDGET, & SCHEDULE: Grantee Guidance

This general guidance is intended to provide DWR grantees assistance in the development of the Work Plan, Budget and Schedule , for the funding applications and the Grant Agreement. Together, the work plan, Budget, and Schedule form the "backbone" components of a grant agreement. These three items are often included in proposal applications; however, applications often contain additional information to meet the application requirements that are not necessary to include in a subsequent grant agreement with DWR. When drafting these three sections, the grantee should ensure that they accurately, concisely, and consistently depict the work to be done. When the grant agreement is executed, DWR and the grantee will use the work plan, Budget and Schedule to track the status of deliverables and overall progress of the project. This exhibit contains guidance related to Attachments 8, 9, 10, and 11.

WORK PLAN

Key Components of a single-project Work Plan include:

- ✓ Project Description
- ✓ Numbered Tasks to implement the *whole* project. Include tasks DWR may not be funding if integral to the delivery of the overall project, and are anticipated to occur during the life of the general agreement. Tasks completed using Funding Match, i.e., non-DWR portions of the project's funding (local, federal, in kind services) integral to completing the project, must have the same level of detail as DWR funded tasks.
- ✓ Concise description of the work to be undertaken for each task
- ✓ List of deliverables for each task

PROJECT DESCRIPTION

The project description is a brief explanation of the work to be performed, and an overview of deliverables for assessing progress and accomplishments. A complete project description should be concise and include the following information:

- ✓ A brief explanation of the goals and objectives, or purpose and need, for the project.
- ✓ Description of the components of the project that will be funded by DWR.
- ✓ Any linkages to other related projects or earlier/later phases of the project must be discussed, AND include a discussion of how the DWR grant funded phase of work can operate or be functional without implementation of other phases of work.
- ✓ A description of existing contracts, Memorandums of Understanding, Joint Powers Authorities, or other formal agreements with project partners.
- ✓ A description of the project location including overlying jurisdiction (City, County, State, or Federal land), Assessor's Parcel Numbers (APN), property addresses, and Latitude/Longitude of project site. A project map showing the project's geographical location and the boundaries of work is helpful but not necessary.

Scope of Work

Tasks are specific activities that will be performed to implement the project. The task descriptions will be used as the scope of work in the grant agreement. The detail for each task shown in the scope of work must be sufficient to demonstrate a high expectation of successful implementation and must allow the grantee project manager (and DWR) to fully understand the work to be performed in order to implement the project. Additionally, the tasks must provide sufficient detail to justify the project cost estimates. Tasks listed in the scope of work should be consistent with those in the schedule, and the budget if a task budget is used.

Each task in the scope of work must include a description of work to be performed, and should be succinct. DWR and grantee project managers should be able to easily determine the specific actions that will be undertaken, what the grantee intends to accomplish, and associated deliverables that will be provided to DWR. Table C-1 provides a sample scope of work with tasks that are typical for an implementation project. If the general agreement is for a planning related project or feasibility study, then the scope of work will likely be much simpler and only include a short series of tasks, with fewer deliverables.

Table C-1 – Example Scope of Work - Task Outline

Task 1: Project Management

Task 1a: Administration

Description of work – example (ex): Conduct administrative services to complete the project; monitor, supervise and review all work performed; and coordinate with DWR to assure that the contract is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations. Document the steps taken in soliciting and awarding sub-contract(s) to appropriate organization(s) to perform tasks as outlined in this agreement. Document all contractor activities in quarterly reports. Provide a description of the types of meetings to be attended. Prepare and submit a final report when the general agreement tasks are complete.

Quarterly progress reports shall describe the work performed and accomplishments of each task by location, or task phase, milestones achieved, and any problems encountered in the performance of the work under this contract.

Deliverables: Invoices; Quarterly Reports; Meeting agendas, minutes, and sign-in sheets. Participation in teleconferences, generation of email correspondence; Reporting status in electronic Grants Review and Tracking System (GRanTS); Final Reports

Task 1b: Labor Compliance Program

Description of work – ex: Adopt and enforce a Department of Industrial Relations (DIR)- certified Labor Compliance Program (LCP) meeting the requirements of Labor Code section 1771.5 for projects funded in part or in full by Proposition 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006; PRC sections 75075 *et seq*.) or make payments to the Department of Industrial Relations under California Labor Code section 1771.3 for projects funded by Proposition 1E ((Disaster Preparedness and Flood Prevention Bond Act of 2006; PRC sections 5096.800 *et seq*.).

1. Solicit quotes from labor compliance monitoring (LCM) companies;
2. Execute service agreement with most competitive LCM company; or
3. Register with the Department of Industrial Relations Compliance Monitoring Unit.

Deliverable: Labor Compliance Program

Task 2: Right of Way Acquisition

Task 2a: Right of Way Appraisal

Description of work – ex: Describe the steps that will be taken to obtain the right-of-way appraisal, such as Uniform Standards of Professional Appraisal Practice (USPAP), and include a discussion of partners involved.

Deliverables: Draft Appraisal for DWR review and comment; Final Appraisal to DWR for approval

Task 2b: Land/Easement Acquisition

Description of work – ex: Complete all work related to acquisition of fee title for subject properties, including preparation of the location and description of the properties involved, and any special requirements for acquisition of land or rights-of-way, if applicable.

Deliverable: Fee Title for property or easement

Table C-1 – Example Scope of Work - Task Outline

Task 3: Planning & Permitting

Task 3a: Initial Site Assessment (ISA)

Description of work – ex: Prepare an ISA in accordance with accepted professional standards, and make findings and recommendations for applicable project.

Deliverable: ISA

Task 3b: Biological Assessment (BA)

Description of work – ex: Prepare a BA, using resource agency protocols for analysis of targeted species, and make findings and recommendations for applicable project.

Deliverable: BA

Task 3c: CEQA/NEPA Compliance

Description of work – ex: Completion of documents to meet requirements of California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other applicable environmental laws. Comply with tribal notification requirements pertaining to projects using Proposition 84 funds (PRC §75102).

[Work that is subject to the CEQA shall not proceed under a general agreement until documents that satisfy the CEQA process are received by DWR's project manager, and DWR has completed its CEQA compliance. Work that is subject to a CEQA document shall not proceed until and unless approved by the project manager. 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.]

Deliverables*:* Administrative Draft Environmental Document for DWR Review; Draft Environmental Document for Public/DWR Review and Comment; Approved and Adopted CEQA/NEPA documentation

Task 3d: Permitting

Description of work – ex: Acquisition of all identified federal, state and local permits. (examples 1602, 401, and 404 permits). Work includes coordinating and complying with requirements for issuance of a permit.

Deliverables: All required permits

Task 4: Design & Engineering

Task 4a: Feasibility Assessment and Evaluation

Description of work – ex: Evaluate up to *X* alternatives for construction of the proposed project in accordance with established objective criteria. Feasibility Study shall include a cost/benefit analysis of the alternatives, discuss any constraints of the proposed alternatives, and make recommendations based on the subject data as to the preferred alternative.

Deliverable: Feasibility Study

Table C-1 – Example Scope of Work - Task Outline

Task 4b: Design

Description of work – ex: Contractor shall cause the work to be done on design reports, plans, and specifications necessary to prepare final construction documents for the project in compliance with all applicable building standards. The pre-determined plan levels (e.g. 50% and 100%) will be submitted for DWR review to ensure consistency with program/project objectives.

Deliverables: 50%, 100% plans and specifications

Task 5: Construction

Task 5a: Mobilization and Site Preparation

Description of work – ex: Contractor equipment to be placed at work site; establishment of exclusionary fencing for environmentally sensitive areas; clearing and grubbing site before major construction; pre-construction surveys for rare or endangered plants/animals.

Deliverables: Site photographs, pre-construction surveys

Task 5b: Project Construction

Description of work – ex: The timing and sequence of construction will be finalized with the construction schedule prepared by the construction firm and reviewed by the Grantee's Construction Manager. Other tasks include:

a. Provide construction staking of the overall construction area.
b. Provide access to the project site; secure all impacted areas to avoid impacts to the public.
c. Implement all construction site BMPs as listed in the Plans and Specifications
d. Remove existing structures
e. Construct new facilities
f. Do finish grading and return site to pre-project conditions.
g. Install irrigation and implement re-vegetation plan.

Deliverable: Construction photographs

Task 5c: Construction Administration

Description of work – ex: Prepare and advertise the project in accordance with Public Contracting Code for a minimum of 30 days prior to the bid opening date. During the bidding period, staff shall be available to answer questions as required to clarify details of the plans and specifications, prepare addenda to the contracts, and make a recommendation on the construction award. During project construction staff will oversee the day to day management of the project and coordinate with the contractor to ensure the project is developed in accordance with approved plans and specifications. Prepare and submit As-Built drawings.

Deliverables: Submittal of bid notices; notification of Award for selected contractor; As-Built Drawings.

Task 5d: Environmental Compliance

Description of work – ex: Develop performance measures and monitoring plan for the project. Staff oversight of construction to avoid potential impacts to species of concern and to adhere to permit restrictions. Prepare and submit post-construction reports related to monitoring activities.

Deliverables: Preparation, submittal, and adherence to Mitigation Monitoring and Reporting Plan

BUDGET

This grant program requires a detailed budget submittal as Attachment 10. A detailed budget generally includes hourly wages paid by discipline, number of hours to be expended per task, and specific costs for equipment and materials by unit costs. Detailed budgets are necessary to help DWR evaluate, score, and rank proposed grant projects. Budgets are tied to the scope of work through a work breakdown structure, which enables grant funding accountability. If a project is awarded a grant with flaws in the detailed budget or scope of work, then DWR requests clarification from the applicant and a mutually acceptable scope of work and budget derived and reflected in final agreement documents prior to execution of a grant agreement through a formal commitment letter process. A detailed budget can consist of a summary budget with supplemental tables, assumptions, calculations, or references to document the costs.

Once a grant award has been made and all commitment letter items have been addressed, DWR requests the grantee to prepare a summary budget for incorporation into the grant agreement. The reason for this change to "less detail" is that it is difficult for the DWR and grantee's project manager to maintain consistency with the detailed budgets. A less detailed budget in the grant agreement allows the grantee to maintain flexibility to manage resources and reduces the need for grant agreement (contract) amendments due to shift of resources that are not major. For example, summary budgets in the grant agreement can easily allow for changes in billing rates due to changes in staff or changes in cost of raw materials or equipment. As a result, only summary budgets will be included in the grant agreement unless specific DWR program requirements dictate otherwise. Note that while a grantee has some flexibility to shift resources during project performance, the failure to utilize key resources that were germane to project ranking or credibility, will require justification in the quarterly reports. An example would be the replacement of a key expert with less knowledgeable staff.

At a minimum, the Summary Budget (Budget) must include an estimate of costs for the project according to the following:

- ✓ **Either** 1) a Task Budget that includes a summary of all first-level tasks shown in the work plan, or 2) a Line Item Budget showing a summary of all expenses by resource category;
- ✓ A breakdown of local agency match funds (if applicable) adjacent to eligible costs that will be reimbursed by DWR bond funds, and any other sources of funding;
- ✓ A date the Budget was created (to discern older versions if later amendments to the budget are made); and
- ✓ Identification of the contingency amount for construction tasks.

The Task Budget and Line Item Budget are both acceptable for inclusion into a DWR grant agreement, and are described in more detail below. There are potential advantages and drawbacks associated with each type of budget and it is up to the individual DWR Program to determine which method best suits the goals and objectives of the Department, the individual grant programs, and our grantees, in order to deliver the project(s). It is expected that most grant agreements will have a line item budget.

Task-Oriented Budget

A task-oriented budget correlates directly to the tasks outlined in the task-oriented scope of work included in the work plan and reflected in the schedule. Specific amounts, inclusive of expenses, overhead, equipment purchases are included for each individual task or subtask. The detailed budget

prepared for the grant application may be summarized for the final agreement after award notification through the commitment process.

Table C-2 is an example of a Task-Oriented Budget.

Table C-2 – Example Task-Oriented Budget

Project Title: _____

Date: _____
Applicant: _____

Task	Task Description (Scope of Work)	Grant Recipient Matching Funds	DWR Grant Funds	Other Funds[1]	Total Funds
1	Personal Services [2]	$0.00	$0.00	$0.00	$0.00
2	Land/Right-of-Way Acquisition	$0.00	$0.00	$0.00	$0.00
3	Operating Expenses <$5,000[3]	$0.00	$0.00	$0.00	$0.00
4	Equipment >$5,000[4]	$0.00	$0.00	$0.00	$0.00
5	Professional & Consultant[5]	$0.00	$0.00	$0.00	$0.00
6	Construction[6]	$0.00	$0.00	$0.00	$0.00
	Contingency	$0.00	$0.00	$0.00	$0.00
Total		$0.00	$0.00	$0.00	$0.00

1. List all sources of funding and use multiple columns as required
2. Personal Services includes hours and wages of the grantee or project proponent employees by classification, who will be working on the project (be sure to keep a separated accounting code to charge to for audit purposes). If CEQA or construction services are done by grantee's employee, costs are incurred in the hours/total.
3. Examples: document reproduction, office supplies, office expenses, travel, permit fees, lab equipment. Note: if an item is described as "equipment", is must be followed by "(less than $5,000)".
4. Itemize each piece of equipment over $5,000. Examples: automatic sampler, monitoring equipment, etc.
5. List the type of contracted services. Examples: pre-design geotechnical services, site survey, design plans and specifications, monitoring, lab services, permit fees, lab work, monitoring plan preparation, report preparation, sanitary sewer surveys, CEQA/NEPA, etc.
6. Include Construction Contingency in a separate row to show contingency costs (as shown)

Resource-Oriented Budget

The Resource-Oriented Budget defines what resources are going to be used to accomplish the work identified in the WORK PLAN in the task-oriented scope of work and is commonly referred to as a "line item budget". The required detailed task-oriented scope of work included in the WORK PLAN is used to develop the resource-oriented budget. While a detailed breakdown of the resources is included in the grant application to facilitate the award process, a summary budget is adoped for the final agreement. Invoices are submitted by category of resource used rather than by task. With this method of budgeting, quarterly progress reports with invoicing are used to track the project progress. All invoices have the same format and line items throughout the life of the grant.

Table C-3 is an example of a summary Resource-Oriented Budget.

Table C-3 – Example Resource-Oriented (Line Item) Budget

Project Title: _____

Date: _____
Applicant: _____

Line Item	Resource Category	Grant Recipient Matching Funds	DWR Grant Funds	Other Fund s[1]	Total Funds
1	Personnel Services[2]	$0.00	$0.00	$0.00	$0.00
2	Land/Right-of-Way Acquisition	$0.00	$0.00	$0.00	$0.00
3	Operating Expenses <$5,000[3]	$0.00	$0.00	$0.00	$0.00
4	Equipment >$5,000[4]	$0.00	$0.00	$0.00	$0.00
5	Professional & Consultant Services[5]	$0.00	$0.00	$0.00	$0.00
6	Construction[6]	$0.00	$0.00	$0.00	$0.00
	Contingency	$0.00	$0.00	$0.00	$0.00
Total		$0.00	$0.00	$0.00	$0.00

1. List all sources of funding and use multiple columns as required
2. Personnel Services includes the hours and wages of the Grantee or Project Proponent employees, by classification, who will be working on the project (be sure to keep a separate accounting code to charge to for audit purposes). If CEQA or construction services are done by Grantee's employee, costs are incurred in the hours/total.
3. Examples: Document Reproduction, Office Supplies, Office Expenses, Travel, Permit Fees, Lab Equipment. NOTE: If an item is described as "Equipment," it must be followed by "(less than $,5000)"
4. Itemize each piece of equipment over $5,000. Examples: Automatic Sampler, Monitoring Equipment, etc.
5. List the type of contracted services. Examples: Pre-Design Geotechnical Services, Site Survey, Design Plans and Specifications, Monitoring, Lab Services, Permit Fees, Lab Work, Monitoring Plan Preparation, Report Preparation, Sanitary Sewer Surveys, CEQA/NEPA, etc.
6. Include Construction Contingency in a separate row to show contingency costs (as shown)

Detailed Combined Budget (Task-Oriented by Resource-Oriented)

The Detailed Combined (DC) Budget is required for this proposal solicitation package. DC budgets melds task-oriented and resource-oriented (line item) budgets together into one summarizing budget which provides detailed information required by DWR to evaluate, rank, and fund projects. The DC Budget requires the applicant to submit detailed task-oriented by resource-oriented project cost information per the scope-of-work provided in the WORK PLAN. The DC Budget, as shown by example in Table-X, is submitted for award purposes but will not normally be the budget included in the final agreement. The DC Budget allows DWR:

- Grant funding managers to optimize funding opportunities across the program
- To initially review submittals for errors and omissions
- Score and rank the grant application
- To standardize final agreement budgets and invoicing for many types of funded projects

The final budget type included in the agreement shall be the resources-oriented (line-item) method as provided by DWR during the commitment process that occurs after award notification for selected projects.

Table X is an example of Detailed Combined Budget (Task by Resource Category)

Table C-4 – Detailed Combined Budget (Task by Resource Category)

Project Title: _____

Applicant: _____ **Date:** _____

Task-Oriented		Resource Categories (RC), $							Funding Sources, $			Total Funds, $
Task	Task Item Scope-of-Work	RC-1[2]	RC-2	RC-3[3]	RC-4[4]	RC-5[5]	RC-6[6]	Task Total	Grant Recipient Matching Funds[1]	DWR Grant Funds	Other Funds[1]	
1	Project Management	0	0	0	0	0	0	0	0	0	0	0
2	Right-of-Way Acquisition	0	0	0	0	0	0	0	0	0	0	0
3	Planning & Permitting	0	0	0	0	0	0	0	0	0	0	0
4	Design & Engineering	0	0	0	0	0	0	0	0	0	0	0
5	Construction[6]	0	0	0	0	0	0	0	0	0	0	0
	Contingency	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0

1. List all sources of funding and use multiple columns as required
2. Personnel Services includes the hours and wages of the Grantee or Project Proponent employees, by classification, who will be working on the project (be sure to keep a separate accounting code to charge to for audit purposes). If CEQA or construction services are done by Grantee's employee, costs are incurred in the hours/total.
3. Examples: Document Reproduction, Office Supplies, Office Expenses, Travel, Permit Fees, Lab Equipment. NOTE: If an item is described as "Equipment," it must be followed by "(less than $,5000)"
4. Itemize each piece of equipment over $5,000. Examples: Automatic Sampler, Monitoring Equipment, pilot study equipment, etc.
5. List the type of contracted services. Examples: Pre-Design Geotechnical Services, Site Survey, Design Plans and Specifications, Monitoring, Lab Services, Permit Fees, Lab Work, Monitoring Plan Preparation, Report Preparation, Sanitary Sewer Surveys, CEQA/NEPA, etc.
6. Include Construction Contingency in a separate row to show contingency costs (as shown).

Column Headings	Resource Category Description	Column Headings	Resource Category Description	Column Headings	Resource Category Description
RC-1	Personnel Services[2]	RC-3	Operating Expenses <$5,000[3]	RC-5	Professional & Consultant Services[5]
RC-2	Land/Right-of-Way Acquisition	RC-4	Equipment >$5,000[4]	RC-6	Construction[6]

SCHEDULE

The schedule must show the start and end dates for each task contained in the WP. DWR recommends that grant recipients prepare a schedule in a horizontal bar or Gantt chart format. It is not necessary to show key deliverable due dates on the schedule, but DWR does require the grant recipient to submit all deliverables for a task by the end date of that task. Some common computer applications for making schedules allow the schedule preparer to: 1) illustrate any dependencies or predecessors by showing links between tasks; and 2) show individual deliverable due dates with symbols or other notations. This is encouraged by DWR but is not necessary as long as the other required components of the schedule are provided. Overall the schedule, must be consistent with the WP and Budget, and should use the assumed date of execution of the grant agreement for the begin date.

At a minimum, the following should be included in the schedule:

- ✓ All first-level tasks shown in the WP;
- ✓ Begin and End dates for each task; and
- ✓ Bar chart or Gantt chart illustrating task durations.

Table C-5 is an example of a Schedule, based on the WP shown in the prior sections of this document.

Table C-5 - Example Schedule[1]
(insert Proje (insert Project Name)
(insert Appli (insert Applicant Name)

Task	Subtask	Task Description - subtasks	Begin Date	End Date	2013												2014							
					Jan[2]	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1		**Project Management**	**1/1/2013**	**12/31/2014**				Q			Q			Q			Q			Q			Q	
	1a	Project Administration	1/1/2013	12/31/2014																				
	1b	Labor Compliance Program	2/1/2013	12/31/2014																				
2		**Right-of-Way Acquisition**	**1/1/2013**	**6/1/2013**																				
	2a	Right-of-Way Appraisal	1/1/2013	3/1/2013																				
	2b	Land/Easement Acquisition	3/1/2013	6/1/2013																				
3		**Planning and Permitting**	**1/1/2013**	**9/1/2013**																				
	3a	Initial Site Assessment	2/1/2013	3/1/2013																				
	3b	Biological Assessment	2/1/2013	5/15/2013																				
	3c	CEQA/NEPA Compliance	4/1/2013	8/1/2013																				
	3d	Permitting	8/1/2013	11/1/2013																				
4		**Design & Engineering**	**1/1/2013**	**1/1/2014**																				
	4a	Feasibility Assessment	1/1/2013	4/1/2013																				
	4b	Design	1/1/2013	1/1/2014																				
5		**Construction**	**4/1/2014**	**12/31/2014**																				
	5a	Mobilization & Site Prep.	4/1/2014	5/15/2014																				
	5b	Project Construction	5/15/2014	10/15/2014																				
	5c	Construction Admin.	4/1/2014	12/1/2014																				
	5d	Environmental Compliance	3/1/2014	12/31/2014																				

1. Created Using Excel Spreadsheet
2. Can use quarters if project is of a long duration
Q - Quarterly Report Due
F - Final Report Due

Deliverable

Dependent Task

EXHIBIT D

QUARTERLY REPORTS DOCUMENTATION

Quarterly reports provided to DWR are intended to be a brief summary of the work performed and an update on the status of the project at the end of the quarter. They are to be provided according to the following schedule:

- First quarter (Jan through March): May 31
- Second quarter (April through June): August 31
- Third quarter (July through September): November 30
- Fourth quarter (October through December): March 31 of the subsequent year

If a project begins in the middle of a quarter, it is at the grantee's discretion as to whether to submit a quarterly report for a partial quarter or a longer-duration quarterly report from project inception through the first full quarter. Provide an e-mail to the DWR project manager regarding the planned submittal of the first quarterly report.

The quarterly report is to provide information by task, as well as include a total project summary. It may also document the activities of an associated invoice disbursement request. The tasks are to be the same as those provided in the project contract, unless a revised work breakdown structure has been approved by DWR. The quarterly reports are to include:

- Grantee Name and information
- DWR Contract Number
- Project Name
- If a disbursement request is included
- An overall project status
- By task, activities completed during the quarter
- By task, percent of work complete through the end of the quarter by activities conducted towards the overall task scope
- By task, planned activities to be completed during the upcoming quarter
- Total budget expended and revised projection, by quarter
- Issues or problems that occurred during the previous quarter and how they were resolved
- Anticipated issues or problems that may occur and if they are expected to impact the project schedule, budget, and scope.

The quarterly report is not to provide any project data or results or analyses. These are to be included in submitted project deliverables or annual reports.

If contingency funds were billed during the reporting quarter, or are anticipated to be accessed during the upcoming quarter, provide detailed justification in the associated quarterly report. It is

expected that disbursement requests (invoices) will be submitted quarterly. If an invoice is not being submitted concurrent with the quarterly report, the report should explain why.

The suggested template for quarterly reports is included below.

Template for

Quarterly Technical Progress Report

Covering Period for example, January 1 to March 31, 2014

Date of Report for example, April 25, 2014

Agreement Number:	460000XXXX
DWR ID Number:	XXXXXXXX
Project Title:	Official project title
Recipient Organization:	Name and address of organization
Partners:	List names of all participants doing work on the project, specifically identifying cost-sharing partners.
Contact Person:	Name, address, telephone, facsimile and electronic address.
Date Submitted:	Date

_____

Grantee Authorized Representative (signature) Date

_____

Printed NAME and TITLE

1. **Project Objective:** One paragraph stating overall project objectives.
2. **Project Description / Background:** One or two paragraphs outlining the reason(s) and/or goals for the project; the technical issues being addressed, and the project tasks.
3. **Contract Dates:**
   - Start Date of Contract:
   - End Date of Contract: *(If the agreement has been extended, put in new end date. This is not the anticipated end date, but the end date per the signed agreement.)*
4. **Work History.** Provide an updated brief summary of work accomplished in the previous quarters. List each quarter separately with a description condensced from the detailed description.
5. **Progress and Status:** This section should be updated every report and past work moved to the previous section. Include the activities performed during the reporting period identifying those performed by the grantee organization as well as by its partners, and identify any issues or concerns related to tasks, schedule or budget. Progress should be reported relative to the approved tasks identified in the Statement of Work. Include project committee meetings, work plan status, contract status, significant progress, project's milestone, lessons learned, etc. *Please note: the information contained in this section must easily reconcile with Expenditures (number 6) below. Failure to provide easily reconcilable progress and status with invoices will result in returned invoices.* If there is a conflict between easily matching progress with the invoice and providing adequate detail in this section consider adding an appendix that contains the technical details of your project.
6. **Percent Complete of Total Project:**
7. **Deliverables:**
   a. **Publications / Presentations:** Identify publications and presentations made during this quarter for industry or government groups resulting from the award.
   b. **Workshops, outreach activities, …**
8. **Quarterly Budget Status:** The project budget should be updated in each quarterly report using two tables, one showing historic and projected expenses by quarter and by resource

category as described in the scope of work, and the other showing a summary of expenses by state and grantee cost share and by resource category. Expenses should be shown in the quarter that they became due and payable by the grantee.

Cost Share Summary Report from _____ to _____

Budget Category OR Task Description	State Share			Cost Share		
	Previous Quarter's Balance A	Current Quarter's Expenses B	Quarter's Ending Balance A – B = C	Previous Quarter's Balance D	Current Quarter's Expenses E	Quarter's Ending Balance D – E = F
Totals						

Note: the format of the report of expenses by quarter is being developed.

9. **Schedule Status:** Provide a revised project schedule, including work already performed and planned work, with a breakdown by task and with key deliverables and milestones noted. This can be in the form of a Gantt chart. Explain any changes from the schedule provided previously.
10. **Plans for Next Quarter:** This section should identify activities to be performed during the next quarter.
11. **Attachments:** Include any supplemental information (e.g., interim reports, photographs, articles, publications, newspaper articles, etc.) to complete the report.

All quarterly reports are public documents and should not contain confidential, proprietary or business sensitive information.

EXHIBIT E

ANNUAL REPORTS DOCUMENTATION

Annual reports document the calendar year activity for Desalination Grant projects of any type. The report documents project accomplishments, findings, data collection, and progress for the calendar year. They are to provide more detail on actual project findings than provided in the quarterly reports. Annual reports are to be submitted with the 4th quarter report by March 31 of the subsequent year.

If planned project deliverables are to be prepared by the grantee, they can be submitted to DWR in lieu of the annual report, as long as the data identified below are provided. Prior to substituting project deliverables for an annual report, provide an e-mail to the DWR project manager for approval.

Section 1: Project Summary

- Summarize the project and its purpose
- Describe the project accomplishments during the calendar year
- Indicate how the project accomplishments interface with those of both the previous and subsequent years, if applicable.
- Identify project documents prepared during the calendar year

Section 2: Project Findings

- Provide in-depth discussion on the project findings and/or accomplishments during the calendar year
- Describe, in detail, what data were collected during the calendar year
- Summarize and evaluate the project findings
- Indicate how the project accomplishments interface with those of both the previous and subsequent years, if applicable.
- Identify project documents prepared during the calendar year

Section 3: Monitoring and Performance Evaluation

- Qualitatively/quantitatively describe pre-project condition(s) which are expected to be improved by implementation of this project
- How monitoring and assessment was conducted for pre-project condition(s) and tools/methods/measures used for monitoring & assessment
- How monitoring and assessment was conducted for post-project condition(s) and tools/methods/measures used for monitoring & assessment
- Main indicators of success to achieve goals/objectives of this project
- How you will continue monitoring and assessment for post project updates and reports
- Changes and/or adjustments throughout the project (if any)
- Causes to support changes and/or adjustments

Deliverables:

- What deliverables (reports, maps, flyers, environmental documents, etc) are delivered to the Department as part of implementation of this project?
- Project changes and/or adjustments, with reason and outcome

EXHIBIT F

FINAL REPORT DOCUMENTATION

[NOTE: This exhibit may be revised for the final PSP]

The final report documenting Desalination Grant projects of any type are to be submitted to DWR within 6 months of project completion. The final report provides a record of the project and its results. It is a comprehensive standalone document which will serve as a resource for large audiences including State agencies, water agencies and industry, as well as the general public. Submission of an approved final report allows DWR to proceed with the closeout of the grant in good standing. Reimbursement of any portion of the grant can be withheld pending the completion and submission of a satisfactory final report to DWR.

If the final report for the project is a feasibility study, see Exhibit K for additional guidance.

One copy of the DRAFT final report is to be submitted to DWR. Once DWR staff has reviewed and approved the DRAFT, provide to DWR (Sacramento) **two** hard copies of the **approved final** only and one electronic copy.

There is no required format for the final report. The outline provided below provides grantees guidance on the information to be included in the final report. The final report should include the following main sections and information:

Section 1: Project Information

- Project Type
- Project Title
- Start / End Dates
- General Location Map
- Project Map
- Grantee Information
- Cooperating/Contribution/Participating Organization and Role
- Contact Person Information
- Grant Awarded
- Total Cost of the Project

Section 2: Executive Summary

Provide a brief summary of your project, its purpose, and a short description of your main findings/accomplishments.

Section 3: Goals and Objectives of the Project

Section 4: Project Implementation

- Describe project tasks/activities, implementation methods, procedures.
- Refer to the initially proposed project tasks and planned activities and outline those that were implemented.
- Likewise, outline those that were not implemented and explain the underlying reasons thereof.

Section 5: Project Results

- List/describe the results that were obtained from the activities illustrated above.

- Assess the success of meeting each objective identified in the proposal, as initially approved or later modified. Present your project results in an accessible way. (Tables, graphs and other figures representing your data are excellent ways to summarize data and present them.)
- If applicable, provide desalinated water capacity achieved and the associated unit costs.

Section 7: Project Deliverables

List the deliverables and materials produced during your project (publications, brochures, manuals, posters, patents, technology licensing, audio or audio-visual media, CD-ROM, website…). Please submit copies of such deliverables whenever possible.

Section 6: Dissemination / Outreach Activities

Describe the type of outreach performed, including presentations of the project to the public, conferences, workshops, coordination with various stakeholders, tours, and ways used to disseminate project results and information.

Section 8: Conclusions / Lessons Learned

Discuss the results of the project, problems encountered, and lessons learned. If possible include recommendations for future similar work and potential practical applications of the results.

Section 9: Final Financial Statement

Include pertinent budget information including comparison of actual expenditures with the original spending plan. Include expenditures from the grant funds as well as the local share match expenditures

EXHIBIT G

PERFORMANCE REPORTS

Post Project Annual Benefits and Costs:

- Subsequent work related to the original grant project. For example, if the grant funded a pilot project or research, what work has been done subsequently?
- For construction projects, provide a summary including the amount of desalinated water produced, amount of feed water to the facility, water quality of feed and product waters, periods of inoperation (including explanatory text), amount of energy used to produce the desalinated water, annual O&M costs, water pricing, and challenges or issues faced.
- Changes in benefits and costs of project since its completion, if any
- Describe impacts of implementation of this project on Grantee's water management

EXHIBIT H

REVIEW AND SCORING CRITERIA

The following Scoring Criteria are provided as guidance for the Applicants in preparing their proposals. The final decision for the grant awards is at the discretion of DWR. ***Projects are required to have a score of at least 70 to be considered for funding. In addition, an applicant must receive at least half of the available points in each scoring criteria to be considered for funding.***

Project Classification:	☐ Construction Project ☐ Pilot or Demonstration Project ☐ Feasibility Study (Brackish Groundwater) ☐ Research Project		
Scoring Criteria	Possible Points	Score	Scoring Standards
1. Does the project meet one of the classification criteria identified on Page 6 of the PSP?	yes/no	yes	The Applicant has thoroughly evaluated alternatives and desalination is indicated as being considered for additional investigation or construction. The project will be fully scored.
		no	The project has inherent flaws and should not be supported by California's taxpayers. The project will not be scored further.
*2. Does the project provide strong water supply benefit locally or directly facilitate the statewide permitting process? Is there a demonstrated water need?	15	14-15	The project is a critical component of an area's water supply plan. Other future water supplies are not sufficient to meet future needs. For research projects, key permitting information will be obtained.
		11-13	Desalinated water has an important role in the region's water supply plan. It is consistent with any applicable Integrated Regional Water Plan and Urban Water Management Plan. Research project finding are expected to support statewide permitting issues.
		8-10	Desalinated water may have an important role in the region's water supply plan. It is generally consistent with applicable Integrated Regional Water Plan and Urban Water Management Plan. Research project finding may support statewide permitting issues.
		5-7	The role of desalinated water in regional water planning has not been fully embraced locally. Expected research project findings may not provide the fully needed information to address the overall issue being assessed.
		1-4	Desalinated water has faced local opposition and other options are available to local water supplier. Research is not projected to provide significant information.
		0	No necessary project documents have been completed.

Scoring Criteria	Possible Points	Score	Scoring Standards
*3. Are the necessary project documents complete to the point that the project could commence within 3 to 6 months of completing state contracting? Necessary project documents include CEQA documents, permits, access agreements, interagency resolutions and/or agreements.	10	9-10	The Applicant has fully identified its necessary project documents, such as feasibility study, and completed them. The documents are thorough, clearly written, and adequately address key issues.
		7-8	The Applicant has fully identified its necessary project documents and has nearly completed them. Completion is expected within 6 months and an action plan has been provided to meet this goal.
		5-6	The Applicant has identified its necessary project documents. Documents are currently being prepared and will take more than 6 months to complete. The provided action plan indicates some potential constraints.
		3-4	The Applicant has identified its necessary project documents. Some documents are incomplete. Some constraints may delay completion, but are not considered insurmountable. Scheduled completion is not determined.
		1-2	Significant constraints prevent the Applicant from completing necessary project documents.
		0	No necessary project documents have been completed.
*4. Does the project team have the experience, ability and availability to complete the project as described in the application? If the Applicant has had previous contracts with DWR, was the outcome favorable?	10	9-10	Project team leader and team members have direct relevant experience with similar projects. Project team leader is committed to fulfilling contracted obligations. Project team members have completed similar projects together before. The proposed project organization will facilitate successful project completion. If the Applicant has had a DWR contract before, the project was successfully completed.
		7-8	One or two project teams members have direct relevant experience with some work together on similar projects. If the Applicant has had a DWR contract before, the project was successfully completed.
		5-6	Project team members have relevant project experience, but not direct experience with similar projects. If the Applicant has had a DWR contract before, the project was successfully completed.
		3-4	Project team experience and organization has some relationship to the proposed project. Previous contracting with the DWR was completed, but with challenges.
		1-2	Project team experience and organization has minimal relationship to the proposed project. Previous contracting with the DWR was not successfully completed.
		0	No information on project team experience or organization was provided.

Scoring Criteria	Possible Points	Score	Scoring Standards
*5. Have the project alternatives (or other alternative research options) been clearly weighed against others?	10	9-10	Well-document review of considered options is provided, with respect both to non-desalination and desalination alternatives. Desalination is the preferred alternative. For research projects, the proposed project is the option most highly ranked among those considered.
		7-8	Well-document review of considered options is provided, with respect both to non-desalination and desalination alternatives. Desalination was a highly ranked alternative, but not the highest.
		5-6	Some alternative review was conducted, but was not thoroughly documented. Desalination was highly ranked.
		3-4	Some alternative review was conducted, but was not thoroughly documented. Desalination was not highly ranked.
		1-2	Minimal alternative analysis was conducted.
		0	No alternative analysis has been conducted.
*6. Does the project have community support and an established public outreach program? Does the Public Outreach Plan indicate continuous public involvement?	10	9-10	Applicant has a well-developed and implemented public outreach approach (for feasibility studies and research projects, a plan is required). It has provided letters, newspaper articles, hearing information and other information to show public outreach and support. It has an active community involvement group and shows continuous outreach with plans to continue outreach throughout the project.
		7-8	Applicant conducted extensive public outreach, but does not have an active community committee
		5-6	Applicant conducted public meetings and hearings (for feasibility studies, at least one public meeting is planned).
		3-4	Some community outreach has occurred.
		1-2	Minimal community outreach or involvement has occurred.
		0	Applicant does not have a public outreach program or the project has significant public opposition.
*7. Is the work plan complete, implementable, and clearly written?	10	9-10	The work plan is complete, implementable, and clearly written. It provides the information and methodology necessary to successfully conduct the project.
		7-8	The work plan is generally complete, but is missing one or two minor components.
		5-6	The work plan is generally complete, but is missing one or two major components.
		3-4	The work plan indicates that there are challenges to completing the project.
		1-2	The work plan indicates that the project does not appear to be implementable as proposed.
		0	No work plan was provided.

Scoring Criteria	Possible Points	Score	Scoring Standards
*8. Is the budget complete, implementable, and clearly written?	10	9-10	Detailed project costs have been provided, including thorough justification. The costs provided are reasonable and appear to be sufficient for the project as described. Components of the project budget are fully complete. Administrative costs do not exceed 10 percent of the total budget.
		7-8	Project costs appear to be reasonable, although not all justification or supporting documentation is included or do not have sufficient detail. Administrative costs do not exceed 10 percent of the total budget.
		5-6	Costs do not appear to be fully reasonable or supporting documentation is lacking for a majority of the project budget items.
		3-4	Project costs have minimal detailed budget information, do not have supporting information, or do not appear to be reasonable.
		1-2	No detailed budget information is provided.
		0	No budget information is provided.
.9. Is the schedule complete and implementable?	5	5	The schedule is consistent with the work plan and budget, is reasonable, and demonstrates a readiness to begin the project within 3 to 6 months of contracting.
		4	The schedule is consistent with the work plan and budget, is reasonable, and but beginning the project will be more than 6 months after contracting is complete.
		3	The schedule is consistent with the work plan and budget, but is lacking one key component necessary to begin work within one year of contracting.
		2	The schedule is consistent with the work plan and budget, but is lacking multiple key components necessary to begin work within one year of contracting.
		1	The schedule is not consistent with the work plan or budget or is not reasonable to accomplish the identified tasks.
		0	No schedule is provided.

Scoring Criteria	Possible Points	Score	Scoring Standards
.10. Has the benefits and cost analysis been completed and does the project provide positive benefit?	5	5	The project is likely to provide a high level of benefit in relation to cost and this finding is supported by detailed, high-quality analysis and clear and complete documentation.
		4	The project is likely to provide a high level of benefit in relation to cost, but the quality of the analysis and clear or complete documentation is lacking.
		3	The project is likely to provide a moderate level of benefit in relation to cost and this finding is supported by detailed, high-quality analysis and clear and complete documentation.
		2	The project is likely to provide a moderate level of benefit in relation to cost, but the quality of the analysis and clear or complete documentation is lacking.
		1	The project is likely to provide a low level of benefit in relation to cost. Varying degree of quality of the analysis and supporting documentation.
		0	No net benefit is demonstrated.
.11. Has the green house gas calculation be completed and does the project indicate it is reasonable when compared to other alternatives?	5	5	The GHG analysis is thorough and reasonable. The project compares favorably with alternatives.
		4	The GHG analysis is thorough and reasonable. The project has reasonable GHG impacts compared with alternatives, and describes planned mitigation measures.
		3	The GHS analysis was completed. Some minor inconsistencies were identified during review.
		2	The GHS analysis was completed. Some major inconsistencies were identified during review.
		1	The GHG analysis is inadequate or poorly documented. The project compares poorly with alternatives.
		0	No GHG analysis is provided.
.12. Is the project technically feasible and justifiable?	10	6-10	The project facility components have been analyzed, design criteria described and justified, flow and capacities are reasonable and justified based on water demand projections and peaking factors, groundwater hydrology analysis performed for impact and sustainability, open water intakes (where applicable) were adequately analyzed and environmentally acceptable, brine disposal options are feasible and environmentally acceptable, all proposal components are essential for a successful project, all necessary facilities for an operable project will be in place upon grant completion.
		0-5	There are significant deficiencies in any of the above criteria.

EXHIBIT I

APPLICATION CHECKLIST

APPLICANT INFORMATION TAB		
APPLICANT INFORMATION		
☐	Organization Name	Provide the name of the Agency/Organization submitting the application. Should the Proposal be successful, this Agency/Organization will be the Grantee.
☐	Point of Contact	Provide the name of the Applicant's contact, either from the list of registered users, or by adding the name as a registered user.
☐	Proposal Name	Provide the title of the Proposal
☐	Proposal Objective	Brief statement about why the project is being done and how it addresses critical local, regional, Bay-Delta, or State water issues (500 characters)
BUDGET *For the proposal, the following budget items should be taken from Table 8 in Exhibit B where applicable.*		
☐	Other Contribution:	Enter other State funds being used. These are not matching funds. If none, enter zeros.
☐	Local Contribution	Enter funds could be obtained from participating agencies, wholesale agencies, or sources such as environmental groups or other organizations. These are Matching Funds.
☐	Federal Contribution	Enter Federal funds Being used. These are Matching Funds
☐	In-kind Contribution	Provide the total amount of in-kind services (work performed by the grantee). . These are Matching Funds.
☐	Amount Requested	Provide the amount of total grant funds requested.
☐	Total Proposal Cost	Provide the total Proposal cost, in dollars. This amount must agree with the total proposal cost shown in Attachment 10.
GEOGRAPHIC INFORMATION *BMS requests latitude and longitude in degrees, minute, and seconds. You may use converters on the web such as http://transition.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html.*		
☐	Latitude	Enter the Latitude of the location identified in the Location box.
☐	Longitude	Enter the Longitude of the location identified in the Location box.
☐	Longitude/Latitude Clarification	Identify the coordinate system used to determine the latitude and longitude identified above.
☐	Location	Identify the point corresponding to the latitude and longitude identified above.
☐	County	Provide the county in which the project is located. If it covers multiple counties, hold down the control key and select all that apply.
☐	Groundwater Basin(s)	Provide the groundwater basin(s) in which the project is located. If it covers multiple groundwater basins, hold down the control key and select all that apply
☐	Hydrologic Region(s)	Provide the hydrologic region in which the project is located. If it covers multiple hydrologic regions, hold down the control key and select all that apply.
☐	Watershed(s):	Provide the name of the watershed. Use the map of California watersheds at: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf. If it covers multiple hydrologic regions, identify the watershed within which a majority of the project occurs. 250 character limit.
LEGISLATIVE INFORMATION		
☐	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located For projects that include more than one district, hold the control key down and select all that apply.	

PROJECTS TAB		
PROJECT		
☐	Project Name	Provide the project name.
☐	Implementing Organization	Same as the Organization Name from the Applicant Information tab
☐	Secondary Implementing Organization	Enter the name of one other organization, if one other is directly involved in the project. If more than one organization is involved in the project, enter 'See Attachment 3'. If no other organization is involved in the project, enter 'Not Applicable'.
☐	Proposed Start Date	Enter the date the project is scheduled to begin, as MM/DD/YYYY
☐	Proposed End Date	Enter the date the project is scheduled to end, as MM/DD/YYYY
☐	Scope of Work	Enter "See Attachment 8"
☐	Project Description	Describe the project components and overall project objective. Limit of 2000 characters.
☐	Project Objective	Copy the Project Objective provided in Applicant Information tab. Limit of 500 characters.
APPLICANT INFORMATION		
☐	Benefit Level	Identify the level of benefit being described as Primary, secondary, etc.
☐	Benefit type	Select the benefit type that most closely matches the intended benefit of the project. Multiple benefits may be defined here.
☐	Measurement	Quantify the Benefit using a unit of measurement (i.e., acre feet, acres, square miles, cubic feet, etc).
☐	Description	Provide a brief description of how the benefit will be attained.
BUDGET *This is to be the same as the information provided in the Applicant Information Tab. Use the "Copy Budget data from Applicant Tab" to automatically transfer the data.*		
GEOGRAPHIC INFORMATION *This is to be the same as the information provided in the Applicant Information Tab. Use the "Copy Budget data from Applicant Tab" to automatically transfer the data.*		
LEGISLATIVE INFORMATION *This is to be the same as the information provided in the Applicant Information Tab. Use the "Copy Budget data from Applicant Tab" to automatically transfer the data.*		

ELIGIBILiTY TAB		
☐	Question 1	This project applies for the following type of desalinating grant funding (select one):
☐	Question 2	Is the project or research located within the State of California?
☐	Question 3	Type of applicant (select one):
☐	Question 4	List the name of the RWQCB in which your Proposal is located. For a region that encompasses more than one RWQCB boundary, list the name of each Board.

☐	Question 5	Excluding matching funds or direct funds identified in this application, has this project or any part of this project received state or federal loans or grants?
☐	Question 6	How will data generated during this project be managed and also be made available to DWR?
☐	Question 7	Blank
☐	Question 8	Are there any pending, planned, or existing patents that would or could evolve from the proposed research?
☐	Question 9	Are you applying for a Disadvantaged Community (DAC) cost share waiver?
☐	Question 10	Provide additional information on the feed water for the planned desalination facility.
☐	Question 11	To support that your project is locally cost effective, what is the project's cost benefit ratio?
☐	Question 12	What is the estimated start date for construction (mm/yyyy)?
☐	Question 13	What is the estimated duration for project construction (in years and months)?
☐	Question 14	What is the expected lifetime of the proposed projects (in years)?
☐	Question 15	What CEQA document has been or is being prepared?
☐	Question 16	Is this CEQA document, identified in Question 15, complete?
☐	Question 17	Are the design documents complete?
☐	Question 18	Will 3rd party construction management be used?
☐	Question 19	Will an entity other than the grantee (own?) operate the constructed facility?
☐	Question 20	Has public outreach occurred for the project?
☐	Question 21	Have any legal challenges to the project occurred?

ATTACHMENTS TAB					
☐	Attachment 1	Signature Page	filename: Signature	Template	Hard copy
☐	Attachment 2	Authorization	filename:Authorization	Template	Hard copy
☐	Attachment 3	Other Participating Organizations	filename:Participants	Template	Hard copy
☐	Attachment 4	Cost Share Sources	filename:CostShare	Template	Hard copy
☐	Attachment 5	Cost Share Agreement(s)	filename:Agreements	Applicant-provided	Hard copy
☐	Attachment 6	Project Background	filename:Background	Applicant-provided	Hard copy
☐	Attachment 7	Technical/Scientific Merit	filename:Merit	Applicant-provided	Hard copy
☐	Attachment 8	Scope of Work	filename:Scope	Applicant-provided	Hard copy
☐	Attachment 9	Work Plan	filename:WorkPlan	Applicant-provided	Hard copy
☐	Attachment 10	Project Budget	filename:Budget	Template	Hard copy
☐	Attachment 11	Project Schedule	filename:Schedule	Applicant-provided	Hard copy
☐	Attachment 12	Greenhouse Gas Estimation	filename: Authorization	Template	Hard copy
☐	Attachment 13	Outreach and Community Involvement	filename:Community	Applicant-provided	Hard copy
☐	Attachment 14	Project Benefits	filename:Benefits	Applicant-provided	Hard copy
☐	Attachment 15	Environmental Documentation	filename:EnviroDoc	Applicant-provided	Electronic
☐	Attachment 16	Feasibility Study	Filename:Feasibility	Applicant-provided	Electronic
☐	Attachment 17	Project Plans and Specifications	filename:Specs	Applicant-provided	Electronic
☐	Attachment 18	Project Team Qualifications	Filename:Quals	Applicant-provided	Hard copy
☐	Attachment 19	Plan Of Study For Feasibility Study	Filename:PlanOfStudy	Applicant-provided	Hard copy
☐	Attachment 20	Other Information	Filename:Other	Applicant-provided	To be determined by Applicant

For documents provided electronically only for the grant application, DWR may request a hard copy if the grant is awarded.

EXHIBIT J

ELIGIBLE BENEFITS

There are limited benefit types and benefits available to the applicant for input into Part 2. They are predetermined by BMS and there is no flexibility for modification by the applicant. Lists are prefiltered depending on the Benefit Type selected in #3. Because of the limitations of the options, the following table is provided to assist applicants in identifying an applicable benefit to include in this section. The fourth column in the table also provides some guidance on which benefit types could be used for specific types of projects for which the application is being submitted.

The applicant is encouraged to provide more information on project benefits in Attachment 14. Also note that the last two levels are incorrectly spelled as quniary and septiary.

Table : Benefit Selection Support within the Online Submittal Tool.

Benefit Type	Benefits	Measurement	Comments Lists which project type(s) can be applied to this benefit category?
Monitoring	Water Quality: Constituents -- Salinity		C, P&D, R&D, FS
Infrastructure Improvement	(Tentative*) New Water Supply Facility	mgd	C
Infrastructure Improvement	(Tentative*) Rehabilitate/Repair Existing Water Supply Facility	mgd	C
Infrastructure Improvement	(Tentative*) Water Quality Infrastructure-Other	mgd	C
Infrastructure Improvement	Other-Improved Water Supply Facilities	mgd	C
Infrastructure Improvement	Other	---	C
Water Management	Desalination-Other	average acre-ft per year	C, P&D, FS
Water Management	Desalination-Water Quality Improvement	average acre-ft per year	C, P&D, FS
Water Management	Desalination-Water Supply Enhancement	average acre-ft per year	C, P&D, FS
Water Management	Water Storage -- Groundwater-Recharge area developed	average acre-ft per year	C, P&D, FS
Water Management	Water Storage -- Groundwater-Recharge area protected	average acre-ft per year	C, P&D, FS
Water Management	Water Storage -- Groundwater-Water Quality Improvement	acres	C, P&D, FS
Water Management	Water Storage -- Groundwater-Water Supply Enhancement	average acre-ft per year	C, P&D, FS
Water Management	Water Storage -- Groundwater-Other	---	C, P&D, FS
Water Management	(Tentative*) Water Supply - Conjunctive	average acre-ft per year	C, P&D, FS
Water Management	(Tentative*) Water Supply - Surface	average acre-ft per year	C, P&D, FS
Water Management	(Tentative*) Water Supply - Groundwater	average acre-ft per year	C, P&D, FS
Water Management	(Tentative) Water Supply - Recycled Water	average acre-ft per year	C, P&D, FS
Water Management	(Tentative*) Water Supply - Other	average acre-ft per year	C, P&D, FS
Water Management	(Tentative*) Water Quality		C, P&D, FS
Water Management	Other-Impaired water bodies -- improved water body	acre-feet improved	C, P&D, FS
Water Management	Other-Pilot Projects	---	P&D
Water Management	Other	---	C, P&D, FS
Technical Assistance	Training and Outreach	---	C, P&D, R&D, FS
Technical Assistance	(Tentative*) Other	---	C, P&D, R&D, FS
Research/Planning (including Science)	Feasibility Studies -- Flood Control/Water Supply	---	FS
Research/Planning (including Science)	(Tentative*) Modeling - Groundwater	---	C, P&D, R&D
Research/Planning (including Science)	(Tentative*) Modeling - Subsidence Reversal/Carbon Sequestration	---	C, P&D, R&D
Research/Planning (including Science)	(Tentative*) Modeling - Surface Storage	---	C, P&D, R&D
Research/Planning (including Science)	Modeling-Other	---	C, P&D, R&D, FS
Research/Planning (including Science)	Water Quality Treatment Technology	---	P&D, R&D
Research/Planning (including Science)	Other-Hydrogeological	---	P&D, R&D
Research/Planning (including Science)	Other-Water quality in general		P&D, R&D
Tentative signifies that the online submittal tool may add this benefit.			
Four project types: C= Construction, P&D = Pilot and Demonstration, R&D = Research, FS = Feasibility Study			

EXHIBIT K

FEASIBILITY STUDY DOCUMENTATION

The Feasibility Study or Facilities Plan is used to determine the need for a water supply project, analyze the alternatives to meet the project objective, select a desalination project as the preferred alternative, and identify the implementation steps for the project. It is expected that planning be completed to a level to proceed to design and construction of a project. The feasibility study should include a thorough cost-effectiveness analysis conducted for all potential alternatives. Such an analysis includes evaluation of economics, environmental and social factors, and technical feasibility. Environmental, technical, and institutional issues are identified and potential obstacles are resolved in the analysis. All necessary facilities of the recommended project have been identified, and the project is described with sufficient detail to seek funding and approvals by regulatory agencies. Public participation should have been a part of the planning process such that public acceptance issues are resolved. The feasibility study should include a detailed cost estimate and construction financing plan, which will be reflected in the other PSP components regarding grant amounts, match funds, and overall project budget. The feasibility study should include a revenue program based on the estimate of operation and maintenance costs, debt service, sources of revenue and pricing structures for the product water. Formal discussions with water suppliers, wholesalers, and retailers that will be involved in the project and the feasibility study should identify the institutional arrangements or agreements that will be necessary.

Feasibility Studies completed either with this grant funding, or submitted as part of the grant application should include the following:.

Section 1: Study Area

- Geography
- Geology
- Climate
- Groundwater basins
- Surface waters
- Land use
- Population growth

Section 2: Water Supply Characteristics and Facilities

- Agency jurisdictions
- Sources and qualities of supplies
- Description of major facilities and existing capacities
- Water use trends
- Future facilities needs
- Groundwater management and problems
- Present and future freshwater costs
- Subsidies
- Customer prices

Section 3: Potential Desalination Source Water Characteristics

- Types and locations of potential sources of water
- Water quality
- Characteristics of groundwater aquifers that are sources or that will be affected by a desalination project
- Sustainability of groundwater sources
- Characteristics of coastal environments

Section 4: Potential Brine Disposal Area Characteristics

- Locations
- Site characteristics
- Environmental considerations

Section 5: Project Alternative Analysis

- Planning and design assumptions
- Evaluation of the full array of alternatives to achieve the water supply and other project objectives
- Preliminary screening of alternatives based on feasibility criteria
- Selection of limited alternatives for more detailed review, including one or more desalination alternatives and at least one base alternative that does not involve desalination for comparison
- For each alternative, present capital and operation and maintenance costs, engineering feasibility, economic analyses, financial analyses, energy analysis, water quality effects, public acceptance, water rights effects, environmental and social effects; and
- Comparison of alternatives and selection, including consideration of the following alternatives:
    a. water desalination alternatives: types of treatment, treatment processes, pipeline route alternatives, storage alternatives, brine disposal or use alternatives
    b. potable water or other water supply or management alternatives to desalinated water
    c. no project alternative

Section 6: Recommended Plan and Implementation

- Description of proposed facilities
- Preliminary design criteria
- Projected cost
- Institutional arrangements and commitments
- Projected quantity of deliveries
- Reliability of supply
- Implementation plan
- Operational plan

Section 7: Potential Construction financing plan and revenue program

- Sources and timing of funds for design and construction
- Pricing policy of product water
- Cost allocation issues
- Projection of future desalinated water sales
- Desalinated water prices
- Potable water prices
- Projected annual costs
- Unit costs and prices
- Sources and amounts of revenue
- Subsidies
- Sunk costs and indebtedness
- Analysis of sensitivity to changed conditions