

**DRAINAGE REUSE GRANT PROGRAM**  
**GRANT APPLICATION PACKET, 2014 SOLICITATION**

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<b>Grant Application Checklist</b> <i>The following information is required to be submitted in proposal applications.</i>	
	<b>ATTACHMENT 1</b> <i>Organizational, Financial, and Legal Information</i>
<input type="checkbox"/>	Part I: Application Cover Sheet
<input type="checkbox"/>	Part II: Applicant's Representatives
<input type="checkbox"/>	Part III: Summary of Project Costs
<input type="checkbox"/>	Part IV: Authorizing Resolution
	<b>ATTACHMENT 2</b> <i>Project Proposal and Task Breakdown</i>
<input type="checkbox"/>	Project Proposal
	<b>ATTACHMENT 3</b> <i>Eligibility Requirements</i>
<input type="checkbox"/>	Eligibility Checklist
<input type="checkbox"/>	Required Documentation (if applicable)

**Attachment 1, Part I – Application Cover Sheet**

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Application for a grant under § 78645 of the Safe, Clean, Reliable Water Supply Act of 1996

The \_\_\_\_\_  
*(Exact legal name of local entity applying for the grant)*

Of \_\_\_\_\_  
*(Mailing address of local entity)*

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Of the County of \_\_\_\_\_, State of California, does hereby apply to the  
California Department of Water Resources for a grant in the amount of \$\_\_\_\_\_.

For the following project under the Drainage Reuse Grant Program of the Safe, Clean, Reliable  
Water Supply Act of 1996:

\_\_\_\_\_  
*(Specify project title)*

By \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of authorized representative)*

\_\_\_\_\_  
*(Print or type name of authorized representative)* *(Title)*

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Brief Proposal Description:**

## Attachment 1, Part II – Applicant’s Representatives

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Project Name \_\_\_\_\_

### Primary Project Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

### Alternate Project Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

### Alternate Project Contact (If Applicable)

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Type of Organization: \_\_\_\_\_

(city, county, water district, university, etc.)

Attach a copy of the applicant’s charter and the names and titles of its officers.

## Attachment I, Part III – Summary of Project Costs

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Provide a summary of the financing information about the proposed project, including cost share (if applicable).

		<u>% of Total Cost</u>
Total Cost of Project:	\$ _____	
Amount Requested (CWC §78645):	\$ _____	_____
Amount of Cost Share <sup>(1)</sup> :	\$ _____	_____
Amount of Federal Contribution:	\$ _____	_____
In-kind Contributions:	\$ _____	_____
Amount to Funded by Others Sources: (Describe below in table.)	\$ _____	_____

Sources of funds from partner agencies for this project, if applicable:

Amount	Name of Source	Status of Funds <sup>(2)</sup>
\$		
\$		
\$		
\$		
\$		
Total: \$		

Additional explanation, if necessary:

**Notes:**

1. No cost share is required; however, grantees are required to show cost share (e.g., federal, local, or other funds) if an awarded project costs more than the grant amount.
2. Identify the current status of funds: available, planned/budgeted, awarded or pending.

## Attachment I, Part IV – Authorizing Resolution

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Include a resolution adopted by the applicant's governing body authorizing the application for a grant under this program and designating a representative to sign the application. Note that the authorized representative may not be a consultant or subcontractor. If the resolution cannot be signed by the authorized applicant prior to the application due date, indicate in the proposal document when a signed resolution will be received by DWR. Following is a suggested format.

Resolution No. \_\_\_\_\_

Resolved by the \_\_\_\_\_  
*(Governing body, city council, or other)*

of the \_\_\_\_\_  
*(Name of applicant)*

that pursuant to all of the terms and provisions of the Safe, Clean, Reliable Water Supply Act of 1996, application by this

\_\_\_\_\_ be made to the California Department of  
*("Agency," "city", "county", or other)*

Water Resources to obtain a grant for \_\_\_\_\_  
*(Project title)*

The \_\_\_\_\_ of the  
*(Presiding officer, president, city manager, or other official)*

\_\_\_\_\_ is hereby authorized and directed to  
*("Agency", "city", "county", or other)*

prepare the necessary date, make investigations, sign, and file such application with the California Department of Water Resources.

*Passed and adopted* at a regular meeting of the \_\_\_\_\_  
*(Board of Directors, Supervisors, etc.)*

of the \_\_\_\_\_  
*(Name of applicant)*

on \_\_\_\_\_  
*(Date)*

## Attachment 2 – Project Proposal and Task Breakdown

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Applicants are required to submit a project proposal with a detailed task breakdown to complete the Drainage Reuse Grant Program grant application. The proposal should provide detailed description, discussion, and documentation for each of the proposal sections listed below. The proposal should describe the tasks that will be undertaken to implement the project and include a budget and schedule that support and are consistent with the identified tasks.

The level of detail must be sufficient to allow reviewers to understand the level of effort of the work being performed and to relate the proposed work to the budget so that the cost estimates can be substantiated. Page limits and character limits are not specified. The applicant should determine the level of detail required to convey how the proposed project meets the objectives and requirements outlined in the Guidelines/PSP.

The project proposal must include the following items, with at least as much detail as specified in the descriptions below.

### **1. Title of Project**

Provide the title of the project. The title must be descriptive of the technologies proposed and provide an idea of what the project is meant to achieve.

### **2. Principal Investigator/Cooperator(s) and Project Management**

Provide the name, contact information, and description of qualifications of the following persons associated with the project. Roles of key personnel must be clearly defined. Key personnel associated with the project must have sufficient expertise to complete the project, and evidence of competence in the proposed area of work must be provided.

- ↳ Project Director: Responsible for executing the grant agreement and any amendments and approving invoices for the applicant. Persons that are subcontractors to be paid with the grant funds cannot be listed as the Project Director.
- ↳ Project Manager: Day-to-day contact from the applicant, agency, or organization.
- ↳ Principal Investigator(s): Person(s) performing the majority of the research associated with this project.
- ↳ Other Cooperators: Cooperating individuals and agencies, including consultants, who will be participating in the implementation of the project.

Information for other key personnel associated with the project may also be provided, if applicable. Qualifications may be enhanced through partnerships with other institutions; these relationships with other institutions should be clearly defined and described.

Discussion and evidence of institutional capacity to successfully complete the project should be provided in this section. The discussion should show that proposed personnel, facilities, and equipment is adequate for successfully completing the project.

Based on the key personnel described in this section, proposals should include a clear plan for project management that includes the following components:

- ↪ Adequate time allocation for attainment of objectives and delivery of products.
- ↪ Maintenance of partnerships and collaborations.
- ↪ A strategy to enhance communication, data sharing, and reporting among members of the project team.

Discussion of the project management plan may reference other areas of the proposal as needed. The development of the project management plan should consider the qualifications of key personnel and should incorporate how involved personnel will achieve the project management components above.

### **3. Scope of Work and Project Description**

Provide a scope of work that briefly summarizes the project activities and tasks that will be implemented to achieve proposed outcomes.

Provide a project description that explains 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.
- ↪ If the project constitutes a phase of a larger, multi-phase project, include a discussion of how the phase of work supported by DWR funds 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, if applicable.
- ↪ A description of the project location including overlying jurisdiction (city, county, State, or federal land), assessor parcel numbers, property addresses, and the latitude/longitude of the project site. It is suggested to include a project map that shows the project's geographical location and the boundaries of the work.

### **4. Project Objectives and Program Priorities**

Project goals and objectives should be clearly described, adequately developed, and appropriate to help achieve the stated program objectives. When possible, quantifiable objectives should be proposed. Objectives may be presented in a tabular or bulleted format to aid in the review and presentation of the information.

The proposal should identify if the proposed project meets any of the stated program priorities and to what extent they are met. Describe and provide sufficient documentation to support how the project meets one or more of the program priorities stated in the Guidelines/PSP.

The proposed research should fill knowledge gaps that are critical and/or valuable to the development of practices and programs to address identified drainage issues. The proposal

should include a discussion about how the proposed project will help fill these knowledge gaps and to what extent the research will increase the understanding of the identified problems.

### **5. Task Breakdown**

The task breakdown should contain descriptions of all of the tasks necessary to complete the proposed project. The descriptions must contain enough detail to sufficiently explain all the work necessary to complete each task, to demonstrate that the tasks are ready for implementation, to prove that there is a high expectation of successful implementation, and to show that the tasks are consistent with the project schedule and budget. Project tasks may be broken into subtasks for additional clarification of the project components. The task breakdown shall include, at a minimum, the following elements:

- ↳ Description of the tasks and subtasks required to complete the project.
- ↳ Current status of each task.
- ↳ Identification of the budget and costs associated with each task. Proposed costs should be detailed and specific and should be reasonable for the proposed work. The narrative accompanying the task budgets should describe how the costs were developed and should include appropriate and complete documentation of proposed costs and billing rates.
- ↳ Schedule for implementing each task, including the start and end date for each task. Potential foreseeable interruptions to the schedule should be identified.
- ↳ Development of performance measures for appropriate tasks.
- ↳ The expected results and outcomes of the project based on the proposed tasks. The expected outcomes should be clearly stated, measurable, appropriate, and achievable within the project constraints.
- ↳ Summary of deliverables and reporting tasks, including quarterly progress reports, invoices, a final report, and a post-completion report.

### **6. Materials, Methods, and Scientific Merit**

The proposed approach, procedures, and methods used should be innovative for the research field, original ideas, clearly defined, suitable for the proposed research, and feasible to accomplish within the project constraints (budget, schedule, project team, etc.). Equipment and materials for the proposed project should be identified and described. Obvious alternatives to the proposed equipment and materials must be addressed and justification of chosen materials provided where necessary. The proposal may include a brief description of supporting studies, data, and resources for the project to ensure implementation of the proposal is based on sound scientific and technical principles.

### **7. Schedule**

Provide a schedule for implementation of the project showing the sequence of tasks and timing. The schedule should be detailed and specific. The schedule must show the start and end dates as well as milestones for each task and should be formatted in a horizontal bar or Gantt chart. The schedule should also illustrate dependencies on preceding tasks by showing appropriate linkages. The schedule must be consistent with the task breakdown and the budget. Time

required for compliance with CEQA, NEPA, and other environmental laws should be included in the schedule. An assumed end date of the grant agreement will not be established by DWR, instead applicants must include a reasonable estimate of the end date, based on their project, including time for any final reports and invoicing. Dates for the submission of quarterly progress reports, a final report, and post-completion report should be included. Assume a realistic start date for your proposed project no sooner than June 2015, and anticipate a maximum 2-year performance period. The schedule must indicate readiness to start the project when funding becomes available.

### ***8. Budget***

The budget should include a narrative and a tabular summary of project costs. This section of the proposal should serve as a budget summary section, while the task breakdown should include detailed explanation of the task item costs and documentation of costs and billing rates.

The tabular cost estimate should be organized by task breakdown and should indicate a funding source for the costs attributed to each task. Subtasks and their relative costs should also be included, if applicable. Consistency with the work items shown in the task breakdown should be apparent. The funding source breakdown included in the budget table should indicate costs from the following types of sources: grant amount requested, cost share (if applicable), federal contribution, in-kind contributions, and other contributions. A column indicating total project cost should also be included.

The grantee will present the budget summary tables in a way that best conveys the project costs. The narrative that accompanies the budget tables should provide an overview of the budget and a description of any significant components of the budget that require explanation.

### ***9. Deliverables***

Mandatory grant reporting tasks include the submittal of quarterly progress reports, invoices, a final report, and a post-completion report. Other additional deliverables may be applicable to the project, including technical studies, technical memorandums, and other documents useful for reporting the progress of the project. Provide a discussion of proposed project deliverables, proposed timelines for the deliverables (the schedule may be referenced), and other deliverables if appropriate to the project.

## Attachment 3 – Eligibility Requirements

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Certain applicants and project types require submittal of eligibility documentation. The Eligibility Checklist below may be used as a tool to help determine whether an applicant or a project requires completion and submittal of eligibility documentation. **If documentation is required to prove eligibility for any of the items listed, the documentation must be provided in the grant application.** Some documentation may require explanation or a narrative so as to provide sufficient information for DWR staff to determine if eligibility is met. If the criterion applies to the grant applicant, grant applicants should include a narrative for each of the eligibility requirements below. If DWR determines that the applicant does not have the authority to enter into a grant agreement with the State, the applicant will not be eligible for funding and the application will not be reviewed.

Eligibility Checklist		
Applicable?		Eligibility Criteria
Yes	No	
<b>Local Agency Certification</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p>1) <u>Local Agency</u>: The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the applicant a local agency as defined in CA Water Code §78640(b)?</li> <li><input type="checkbox"/> What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?</li> <li><input type="checkbox"/> Does the applicant have legal authority to enter into a grant agreement with the State of California?</li> <li><input type="checkbox"/> Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	2) <u>Basin Plan</u> : Is each project consistent with a Regional Water Quality Control Plan (Basin Plan)?
<b>Urban Water Suppliers</b>		
<input type="checkbox"/>	<input type="checkbox"/>	3) <u>Urban Water Suppliers</u> : List the urban water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and an e-mail address. Those listed must submit self-certification of compliance with CWC §525 <i>et seq.</i> and AB 1420 (links to appropriate forms in Appendix A).
<input type="checkbox"/>	<input type="checkbox"/>	4) <u>Urban Water Suppliers</u> : Have all of the urban water suppliers listed in #3 above submitted complete Urban Water Management Plans (UWMPs) to DWR? Have those plans been verified as complete by DWR? If not, explain and provide the anticipated date for having a complete UWMP.
<b>Groundwater Projects/Users</b>		
<input type="checkbox"/>	<input type="checkbox"/>	5) <u>Groundwater Projects</u> : Does the proposal include any groundwater projects or other projects that directly affect groundwater levels or quality? If so, provide the name(s) of the project(s) and list the agency(ies) that will implement the project(s).
<input type="checkbox"/>	<input type="checkbox"/>	6) <u>Groundwater Projects</u> : For the agency(ies) listed in #5 above, how has the agency complied with CWC §10753 regarding Groundwater Management Plans (GWMPs)?
<input type="checkbox"/>	<input type="checkbox"/>	7) <u>Groundwater Users</u> : List the groundwater users that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number, and an e-mail address. If there are none, please indicate so and skip to #9.
<input type="checkbox"/>	<input type="checkbox"/>	8) <u>Groundwater Users</u> : Have all of the groundwater users, listed in #7 above met the requirements of DWR's CASGEM Program? <a href="http://www.water.ca.gov/groundwater/casgem/">http://www.water.ca.gov/groundwater/casgem/</a> If not, explain and provide the anticipated date for meeting the requirements.
<b>Agricultural Water Suppliers</b>		
<input type="checkbox"/>	<input type="checkbox"/>	9) <u>Agricultural Water Suppliers</u> : List the agricultural water suppliers that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number and e-mail address. If there are none, please indicate so and go to #11.
<input type="checkbox"/>	<input type="checkbox"/>	10) <u>Agricultural Water Suppliers</u> : Have all of the agricultural water suppliers, listed in #9 above, submitted complete Agricultural Water Management Plans (AWMPs) to DWR? Have those plans been verified as complete by DWR? If the plans have not been submitted, please indicate the anticipated submittal date.
<b>Surface Water Diverters</b>		
<input type="checkbox"/>	<input type="checkbox"/>	11) <u>Surface Water Diverters</u> : List the surface water diverters that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number, and an e-mail address. If there are none, please indicate so.
<input type="checkbox"/>	<input type="checkbox"/>	12) <u>Surface Water Diverters</u> : Have all of the surface water diverters, listed in #11 above, submitted surface water diversion reports to the State Water Resources Control Board in compliance with requirements outlined in Part 5.1 (commencing with §5100) of Division 2 of the CWC? If not, explain and provide the anticipated date for meeting the requirements.

The following text provides additional explanation of some of the eligibility requirements listed in the checklist.

### **All Applicants**

- ✦ **Local Agency.** An eligible grant applicant must be a local agency, as defined by the CA Water Code §78640(b). As defined in the code, "local agency" or "agency" means any city, county, district, joint powers authority, or other political subdivision of the state involved with water management. As a political subdivision of the state, public universities, including the University of California, are considered to be a local agencies for this grant program.
- ✦ **Consistency with Regional Water Quality Control Plan (Basin Plan).** Projects should be consistent with the area Basin Plan. This means that all projects must not contradict the goals and intentions of the Basin Plan, and must support the beneficial uses of water prescribed in the plan.

### **Urban Water Suppliers**

- ✦ **Urban Water Management Planning Act (UWMPA) Compliance.** Water suppliers who were required by the UWMPA (CWC §10610 et seq.) to submit an Urban Water Management Plan (UWMP) to DWR must have submitted a complete UWMP to be eligible for State funding. Applicants and project proponents that are urban water suppliers and have projects that would receive funding through the Drainage Reuse Grant Program must have a 2010 UWMP that has been verified as complete by DWR before a grant agreement will be executed.
- ✦ **Best Management Practice (BMP) Compliance.** Assembly Bill (AB) 1420 (Stats. 2007, Ch. 628) conditions the receipt of a water management grant or loan by urban water suppliers upon the implementation of water demand management measures described in CWC §10631. DWR has determined that implementation of the California Urban Water Conservation Council (CUWCC) BMPs will fulfill the requirements of AB 1420. An urban water supplier may be eligible for a water management grant or loan if the urban water supplier demonstrates that BMPs have been implemented or scheduled, or are in the process of being implemented or scheduled. Urban water suppliers applying to use grant funds for implementation of BMPs must ensure they have submitted all the necessary information. Therefore, urban water suppliers who are applicants or project proponents in a grant application must supply additional information via a self-certification form. A link to the self-certification form is provided in Appendix A. ***The self-certification form must be signed and submitted with the grant application to be eligible for funding.***
- ✦ **Water Meter Compliance.** CWC §529.5 requires any urban water supplier applying for State grant funds for wastewater treatment projects, water use efficiency projects, drinking water treatment projects, or for a permit for a new or expanded water supply, shall demonstrate that they meet the water meter requirements in CWC §525 et seq. Water meter requirements apply to State Water Project contractors, Central Valley Project contractors, local, community, and private water suppliers. Grant applicants must complete a self-certification form to certify that water meter compliance requirements are met. A link to the self-certification form is provided in Appendix A. ***The self-certification form must be signed and submitted with the grant application to be eligible for funding.***

## **Groundwater Projects Requiring Monitoring or Groundwater Users**

- ↪ **California Statewide Groundwater Elevation Monitoring (CASGEM) Compliance.** CWC §10920 *et seq.* establishes a groundwater monitoring program designed to monitor and report groundwater elevations in all or part of a basin or subbasin. Information on the requirements of the CASGEM Program can be found here: <http://www.water.ca.gov/groundwater/casgem/>. The CASGEM requirements also limit counties' and various entities' (CWC §10927.(a)-(d), inclusive) 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. Applicants and project proponents that are groundwater users must meet the reporting requirements of DWR's CASGEM program.
- ↪ **Groundwater Management Plan (GWMP) Compliance.** For groundwater projects or for other projects that directly affect groundwater levels or quality, ***the applicant or the project proponent responsible for such projects must self-certify*** that either:
  - They have prepared and implemented a GWMP in compliance with CWC §10753.7;
  - They participate or consent to be subject to a GWMP, basin-wide management plan, or other IRWM program or plan that meets the requirements of CWC §10753.7(a);
  - The proposal includes development of a GWMP that meets the requirements of CWC §10753.7 and will be completed within one year of the grant application submittal date; or
  - They conform to the requirements of an adjudication of water rights in the subject groundwater basin.

## **Agricultural Water Suppliers**

- ↪ **Agricultural Water Management Plan (AWMP) Compliance.** Beginning July 1, 2013, an agricultural water supplier is not eligible for a water grant or loan awarded or administered by the State unless the supplier complies with Senate Bill (SB) x7-7 water conservation requirements outlined in CWC Division 6 Part 2.55 (commencing with §10608). Applicants and project proponents that are agricultural water suppliers must prepare and adopt an AWMP and comply with submission requirements. Specific requirements for Agricultural Water Management Planning are described in CWC Division 6 Part 2.8 (§10800). A link to the compliance requirements of SBx7-7 is provided in Appendix A.

## **Surface Water Diverters**

- ↪ **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 CWC Division 2 Part 5.1 (commencing with §5100). Applicants and project proponents that are surface water diverters must submit surface water diversion reports to the State Water Resources Control Board (SWRCB); SWRCB is the responsible entity for tracking the diversion reporting requirement. DWR will confer with SWRCB to determine eligibility of applicants for this provision; *no additional material applicants is needed for approval.*