

San Joaquin River Water Quality Grant Program

Applicant Assistance Workshop

January 27, 2016

DWR, South Central Region Office, Fresno



Introduction

- Welcome
- Housekeeping Items
- Introductions
- To submit questions, participants can “chat” through WebEx during the workshop
- We will repeat questions after they are asked

Purpose

- Provide general assistance to applicants preparing grant proposals
- Address applicant questions



November 2015

GUIDELINES AND PROPOSAL SOLICITATION PACKAGE

San Joaquin River Water Quality Grant Program

FINAL

Funded by Proposition 84

Agenda

- History of the SJRWQ Grant Program
- SJRWQ Grant Program Summary
- Application Instructions
- Application Contents
- Proposal Scoring
- Questions & Answers

History of the SJRWQ Grant Program

Program History

Program History

- Prop 84 – The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
- Section 75029 – Funding for Delta water quality improvement projects that protect drinking water supplies
- Section 75029(a) – For reduction or elimination of subsurface agricultural drain water from the west side of the San Joaquin Valley into the San Joaquin River

Summary of the SJRWQ Grant Program

Program Summary

Eligible Grant Recipients

- Local agencies
 - City
 - County
 - District
 - Joint powers authority (JPA)
 - Other political subdivision of the state involved with water management
 - Federally recognized tribes as members of a JPA

Eligibility Requirements

- Urban Water Suppliers
 - 2010 UWMP must be verified as complete prior to funding disbursement
 - BMP compliance (self-certification form required)
 - Water Meter compliance (self-certification form required)
- Agricultural Water Suppliers
 - Ag Water Management Plan compliance
- Surface Water Diverters
 - Surface water division reporting compliance
- Groundwater Monitoring Entities (CWC §10927)
 - CA Statewide Groundwater Elevation Monitoring (CASGEM)
 - Groundwater Management Plan compliance (self-certification required)

Eligible Projects

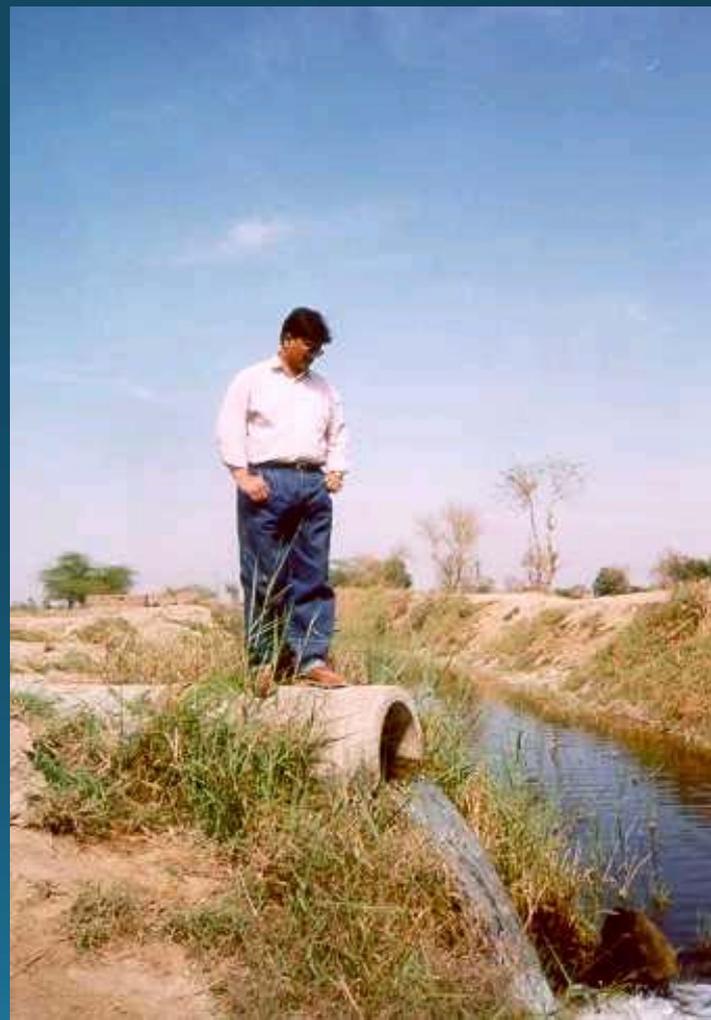
- Projects must:
 - *reduce or eliminate discharges of subsurface agricultural drain water...*
 - from the *west side of the San Joaquin Valley...*
 - for the purpose of *improving water quality in the San Joaquin River* and the Delta
- Projects must provide a public benefit (PRC §75004)

Eligible Projects, Cont'd

- Geographic Scope of Eligible Projects
 - Projects must be located in the portion of the Lower San Joaquin River (LSJR) watershed that drains, either naturally or mechanically, into the San Joaquin River between Salt Slough (southern, upstream boundary) and Mossdale Bridge (northern, downstream boundary)
 - Includes projects that reduce or eliminate discharge of subsurface agricultural drainage water into Salt Slough.

Example Projects

- Drainage collection systems
- Water treatment projects
- Drainage reuse projects
- Implementation of BMPs
- Any project that meets the objectives of the funding will be considered



Program Preferences

- Protect *water quality and the environment*
- Improve *water supply reliability*
- Integrate *multiple water quality strategies/benefits* (e.g. agricultural water use, land use, watershed management, ecosystem restoration, and salt management)
- Improve water quality or water supply reliability for *disadvantaged communities* (DACs)
- Include *regional projects or programs* that are identified in an IRWM Plan that accomplish the regional goals defined by CWC §10537

Funding & Match Requirements

- Total grant funding \$36.6 million
- Maximum grant amount
 - No limit per application
- Required funding match: 25%
 - For projects that meet the water quality or supply needs of a DAC, applicant may request a reduction of required funding match to 1%

Eligible Costs for Reimbursement

- After execution of grant agreement ONLY
 - Reasonable costs of engineering, design, land and easement, legal fees, preparation of environmental documentation, environmental mitigation, and project implementation including administrative costs and incidental costs
- Prior to execution of grant agreement
 - Reasonable costs directly associated with grant application preparation
- Costs eligible as funding match must meet the above eligible cost requirements

Ineligible Costs for Reimbursement or Match

- Costs for preparing and filing *another grant application*
- *Operation and maintenance costs*, including post-construction project performance and monitoring costs
- Purchase of *equipment not integral* to project
- Establishing a *reserve fund*
- *Purchase of water supplies*
- *Replacement of existing funding sources* for ongoing programs
- Support of *existing punitive regulatory agency requirements* or mandates in response to negligent behavior

Ineligible Costs for Reimbursement or Match, Cont'd

- *Purchase of land in excess* of the minimum required acreage necessary to operate as an integral part of the project, as set forth and detailed by engineering and feasibility studies
- *Payment of principal or interest of existing debt* unless the debt is incurred after effective date of a grant agreement with the State, the State 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 eligible costs
- *Any indirect costs*
- *Meals, food items, or refreshments*
- Costs associated with *travel, mileage, lodging, or per diem*

Ineligible Costs for Reimbursement or Match, Cont'd

- “Indirect Costs” include, but are not limited to:
 - Costs incurred for a common or joint purpose benefiting more than one cost objective and are not readily assignable to the funded project (i.e., costs that are not directly related to the funded project).
 - Examples: central service costs; general administration of the grantee; non-project-specific accounting and personnel services performed within the grantee organization; depreciation or use allowances on buildings and equipment; the costs of operating and maintaining non-project-specific facilities; tuition and conference fees; and, generic overhead or markup.
 - This prohibition applies to the grantee and any subcontract or sub-agreement for work on the funded project that will be reimbursed with grant funds from DWR.

How to Submit an Application

Application Instructions

How to Submit an Application

- Electronic submittal of entire application through Grants Review and Tracking System (GRanTS)
- One hard copy submittal, including:
 - Print-out of the GRanTS application
 - Applicable Attachments

GRanTS Application Submittal

- Access with Internet Explorer or Google Chrome

<http://water.ca.gov/grants/>

- Public User Guide, Quick Start Guide, FAQ documents to help get access
- Content will be equivalent to *Table 1 Grant Application Checklist* in the Guidelines and PSP

Hardcopy Application Submittal

- Hardcopy application includes:
 - Print-out of GRanTS application
 - Applicable attachments
- Hand delivered or postmarked by 5:00PM on the due date

California Department of Water Resources
South Central Region Office
3374 East Shields Avenue, Room 3
Fresno, California 93726
Attn: Joe Tapia

How to Print Copy of GRanTS App.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: mdutton [Logout](#)

Home PSPs Review Projects Contracts Invoice Reports

Applicant Info Projects Questions Attachments

Once application is submitted on GRanTS, click "Full View" to print full application.

*Does not include print-outs of Attachments.

Full View

Applicant Information

APPLICANT INFORMATION			
Organization Name	County of San Luis Obispo		
Tax ID	956000938		
Point Of Contact*	<input checked="" type="radio"/> Existing Registered Users <input type="radio"/> Add New User		
	Carolyn Berg		
Division/Address List:	Water Resources Di	Address1:	Public Works Dept
		Address2:	County Government Ct
City:	San Luis Obispo	State:	CA
Zip:	93408		
First Name:	Carolyn	Last Name:	Berg
Email:	cberg@co.slo.ca.us	Phone (Direct):	805.785.5555
Point Of Contact Position Title*	Water Resources Engineer IV		
Proposal Name	2015 County of San Luis Obispo Sustainable Groundwa * Maximum Character Limit: 150		
Proposal Objective	The County of San Luis Obispo seeks 2015 Sustainable Groundwater Planning "County with * Maximum Character Limit: 2000		

125%

Required Components of the Grant Application

Application Contents

Application Contents

Applicants will need to complete:

- Information in *Table 1 Grant Application Checklist*
- Attachments
 - Attachment 1 – Authorization and Eligibility Requirements
 - Attachment 2 – Work Plan
 - Attachment 3 – Budget
 - Attachment 4 – Schedule
 - Attachment 5 – Scientific and Technical Merit
 - Attachment 6 – Monitoring, Assessment, and Performance Measures of Physical Benefits
 - Attachment 7 – Disadvantaged Community Assistance (if applicable)

Grant Application

- *Table 1 Grant Application Checklist* in Guidelines and PSP
- Consists of four sections or “tabs”

Table 1 – Grant Application Checklist

APPLICANT INFORMATION TAB		
<i>The following information applies to the applicant and the overall proposal. Project-specific information should be detailed in the separate “Projects Tab” provided in the GRanTS application.</i>		
APPLICANT INFORMATION		
<input type="checkbox"/>	1	<u>Organization Name</u> : Provide the name of the agency/organization responsible for submitting the application. Should the proposal be successful, this agency/organization will be the grantee.
<input type="checkbox"/>	2	<u>Tax ID</u> : Tax ID is automatically displayed for registered organizations. Verify the applicant’s federal tax ID number.
<input type="checkbox"/>	3	<u>Point of Contact</u> : <ul style="list-style-type: none"> • Select “Existing Register Users” to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, E-mail, etc.) are automatically populated once the above registered user is selected. • Select “Add New User” to add an unregistered user. Please select Division (address will be automatically populated) and type the First Name, Last Name, E-mail, and Phone (Direct) of the new user. Please note that the e-mail address will be the new user’s login name.
<input type="checkbox"/>	4	<u>Point of Contact Position Title</u> : Position title.
<input type="checkbox"/>	5	<u>Proposal Name</u> : Provide the title of the proposal (<i>maximum character limit: 150</i>)
	6	<u>Proposal Objective</u> : Describe the objective(s) of the proposal. Describe how the objectives address

Grant Application Organization

1. Applicant Information Tab
 - Applicant Information
 - Proposal Budget
 - Geographic Information
 - Legislative Information
2. Projects Tab (one to be completed for each project)
 - Project Information
 - Project Budget
 - Geographic Information
 - Legislative Information
3. Questions Tab
4. Attachments Tab

Questions Tab

- Contains 16 special questions
- All required to be completed
- Majority of what your proposal will be scored on is included in this section of the application

Attachments Tab

ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the GGrANTS application. When attaching files, please use the naming convention found in PSP Section VII.A Electronic Submittal – Grants Review and Tracking System (GGrANTS). For instructions on attaching files, please refer to the GGrANTS User Manual. For additional information on attachments, please refer to PSP Section VII.D Attachments.

Files formatted using MS Word, MS Excel, MS Project, or PDF are acceptable. All other file formats must be converted to one of these formats from the original application file rather than scanned hardcopy. **All portable document format (PDF) hardcopies, must be received by the application deadline. Late submissions will not be accepted for funding.**

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

For some Attachments, additional direction/information is provided in Guideline/PSP Exhibits.

Attachment #		Attachment Title	Additional Information in Exhibits
<input type="checkbox"/>	50	Attachment 1 Authorization and Eligibility Requirements	Exhibit A
<input type="checkbox"/>	51	Attachment 2 Work Plan	Exhibit B
<input type="checkbox"/>	52	Attachment 3 Budget	Exhibit C
<input type="checkbox"/>	53	Attachment 4 Schedule	
<input type="checkbox"/>	54	Attachment 5 Scientific and Technical Merit	
<input type="checkbox"/>	55	Attachment 6 Monitoring, Assessment, and Performance Measures of Physical Benefits	
<input type="checkbox"/>	56	Attachment 7 Disadvantaged Community Assistance	Exhibit D, required if the proposal addresses the needs of a DAC and is requesting a funding-match reduction.

Attachments Tab, Cont'd

- Naming convention:

Att#_SJR_AttachmentName_#ofTotal#

- "Att#" is the Attachment #
 - "SJR" is the code for this solicitation
 - "AttachmentName" is the name of the attachment as specified in Section VII.D
 - "#ofTotal#" identifies the number of files that make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment
-
- Example: Att5_SJR_Merit_2of2

Attachments Tab, Cont'd

- Comprises remainder of information on which your proposal will be scored
- Completion of all required Attachments is critical to show eligibility and for scoring of your proposal
- All Attachments are required, except for Attachment 7 (optional depending on if a DAC project is proposed)
- Instructions on how to complete each Attachment is included in Section VII.D of the Guidelines/PSP
- *Additional* instructions for Attachments 1, 2, 3, and 7 provided in the Guidelines/PSP Exhibits

Proposal Evaluation and Scoring Process

Proposal Scoring

Proposal Scoring & Evaluation

1. Completeness and eligibility review
2. Technical Evaluation
 - Individual reviews
 - Consensus reviews
 - Supervisory-level reviews
3. Draft funding recommendations
4. Public review & comments
5. Final funding recommendations

Proposal Scoring

- Standard scoring criteria (0 to 5)
 - **5 points:** criterion is fully addressed and supported by thorough documentation and logical rationale
 - **4 points:** criterion is fully addressed but not supported by thorough documentation or sufficient rationale
 - **3 points:** criterion is less than fully addressed and documentation or rationale are incomplete or insufficient
 - **2 points:** criterion is marginally addressed and documentation is incomplete and insufficient
 - **1 point:** criterion is minimally addressed and not documented
 - **0 points:** criterion is not addressed

Table 5 – Evaluation Criteria

Table 5 – Evaluation Criteria

Evaluation Criteria	Weighting Factor	Points Range	Scoring Range	Line Item from Grant Application Checklist
<p>1. Description & Objectives <i>Scoring will be based on whether the proposal includes an adequate proposal description and on whether the applicant has presented detailed and specific objectives.</i></p> <ul style="list-style-type: none"> ☞ Does the application include proposal and project descriptions? ☞ If applicable, does the proposal description indicate which projects directly address a water supply or water quality need of a DAC? ☞ Are the objectives appropriate for the type and scale of the project(s)? ☞ Do the objectives describe how the project addresses the major water-related issues within the region, including, at a minimum, the reduction or elimination of discharges of subsurface agricultural drainage water to the San Joaquin River from the west side of the San Joaquin Valley? 	1	0-5	0-5	<p>6 (Proposal Objective)</p> <p>28 (Project Description)</p> <p>29 (Project Objective)</p> <p>34 (Q1. Proposal Description)</p>
<p>2. Need <i>Scoring will be based on the need for the proposed project(s).</i></p> <ul style="list-style-type: none"> ☞ Does the proposal describe the need for the proposed project(s) and how the project(s) will help meet those needs? ☞ Does the proposal describe the existing and long-term water quality needs of the project's geographic area over the estimated useful life of the proposed project? ☞ Does the proposal discuss the local and regional economic and environmental conditions relative to the need for the project(s)? ☞ Does the proposal identify critical short and long-term needs that may result from not completing the project(s)? 	1	0-5	0-5	<p>39 (Q6. Need)</p>
<p>3. Program Preferences <i>Scoring will be based on the extent that the proposal meets the Program Preferences and whether the applicant adequately documents that the Program Preferences are met. One point will be awarded for every Program Preference is relevant, up to 5 points total for this evaluation criteria. The applicant must specifically identify which Program Preferences are met by the project(s).</i></p> <ul style="list-style-type: none"> ☞ Does the proposed project(s) meet some or all of the Program Preferences below (described in PSP Section III.C.i): <ul style="list-style-type: none"> ○ Protect water quality and the environment. ○ Improve water supply reliability. 				<p>40 (Q7. Program Preferences)</p>

Directs reviewers on what information to use from application to score this criteria.

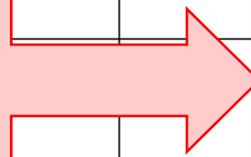


Table 2 – Scoring Criteria & Standards

Evaluation Criteria	Weighting Factor	Points Range	Scoring Range	Line Item from Grant Application Checklist
<ul style="list-style-type: none"> ☞ If no studies have been performed for the proposed project(s), did the applicant provide an explanation of what else has been done to prove the project(s)'s scientific and technical merit? 				
<p>14. Monitoring, Assessment, and Performance Measures of Physical Benefits <i>Scoring will be based on whether the proposal includes adequate monitoring methods, assessment strategies, and performance measures of the project(s)'s physical benefits.</i></p> <ul style="list-style-type: none"> ☞ Does the proposal include a Project Performance Monitoring Table for each proposed project? Are the tables complete and appropriately completed? ☞ Are the proposed physical benefits consistent with the project need described in the proposal? ☞ Does the proposal identify and discuss the planned methods of monitoring the project(s)'s physical benefits? ☞ Does the proposal identify and discuss strategies to assess the significance and success of the project(s)'s physical benefits? ☞ Does the proposal identify and discuss ways to measure performance of the project(s)'s physical benefits? ☞ Does the proposal indicate where the measured data will be collected and the types of analyses will be used? ☞ Does the discussion of the project(s)'s physical benefits demonstrate that the proposal will meet its intended goals, achieve measureable outcomes, and provide its intended value? ☞ Will the proposed quantitative performance measurements adequately indicate the success of the proposed project(s) in improving water quality in the San Joaquin River? 	3	0-5	0-15	55 (Attachment 6, Monitoring, Assessment, and Performance Measures of Physical Benefits)
Total Maximum Score			115	
<p>Tie-Breaker Up to two points may be awarded to aid in the distribution of funds.</p>	1	0-2	0-2	Not applicable.

Schedule

- January 27, 2016 – Applicant Assistance Workshop
- March 4, 2016 – Applications due at (or postmarked by) 5:00 PM
- June 2016* – Draft Awards
- August 2016* – Announce Final Awards

**Tentative dates, subject to change.*

Type your questions into the “Chat” window in WebEx.

Questions & Answers