

**Guidelines and
Proposal Solicitation Package
Local Groundwater Assistance
Grant Program
May 2012**



**California Natural Resources Agency
Department of Water Resources
Division of Integrated Regional Water Management
Financial Assistance Branch**

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ACRONYMS AND ABBREVIATIONS

AB	- Assembly Bill
BMP	- Best Management Practice
BMS	- Bond Management System
CASGEM	- California Statewide Groundwater Elevation Monitoring
CEQA	- California Environmental Quality Act
CLC	- California Labor Code
CWC	- California Water Code
DWR	- Department of Water Resources, State of California
EIR	- Environmental Impact Report
FY	- Fiscal Year
GIS	- Geographical Information System
GWMP	- Groundwater Management Plan
IRWM	- Integrated Regional Water Management
IRWMP	- Integrated Regional Water Management Plan
JPA	- Joint Powers Authority
LGA	- Local Groundwater Assistance
MOA	- Memorandum of Agreement
MOU	- Memorandum of Understanding
NAHC	- Native American Heritage Commission
OPR	- Office of Planning and Research
PRC	- Public Resources Code
PSP	- Proposal Solicitation Package
SB	- Senate Bill
SWRCB	- State Water Resources Control Board
TAP	- Technical Advisory Panel
QA/QC	- Quality Assurance and Quality Control
UWMP	- Urban Water Management Plan
UWMPA	- Urban Water Management Planning Act

FOREWORD

This document contains the California Department of Water Resources (DWR) Local Groundwater Assistance (LGA) Grant Program Guidelines and Proposal Solicitation Package (PSP). These Guidelines and PSP apply only to grants that will be funded with Proposition 84, Chapter 2 funds (Public Resources Code (PRC) Section 75026 *et seq.*). The goal of the LGA Grant Program is to improve groundwater resource management and the knowledge of various groundwater basins throughout the state by funding projects that will provide long-term benefit to the management of groundwater.

The Local Groundwater Management Assistance Act of 2000 (California Water Code (CWC) Section 10795 *et seq.*) was enacted to provide grants to local public agencies to conduct groundwater studies or to carry out groundwater monitoring and management activities. The Act gives priority for grant funding to local public agencies that have adopted a groundwater management plan (GWMP) and demonstrate collaboration with other agencies in the management of the affected groundwater basin.

Point of Contact

For questions about this PSP, please contact Tom Lutterman by telephone at (916) 651-9263 or by e-mail at tjl@water.ca.gov.

For questions about other grant programs, please contact DWR's Financial Assistance Branch at (916) 651-9613 or by email at dwr_irwm@water.ca.gov.

For questions regarding the Bond Management System (BMS), please contact BMS administration at (888) 907-4267 or by email at bmsadmin@water.ca.gov.

For questions regarding Urban Water Management Plans (UWMPs), Assembly Bill (AB) 1420, Water Meter Implementation compliance, please contact Elizabeth Vail at (916) 651-9667 or by email at evail@water.ca.gov.

Website

This document as well as other information about the LGA Grant Program can be found at the following link: <http://www.water.ca.gov/lgagrant>. In addition to the LGA grant website, DWR will distribute information via the Integrated Regional Water Management (IRWM) email contact list. If you are not already on the IRWM contact list and wish to be placed on it to receive information regarding the LGA grant program and related grant programs, please email your contact information to: DWR_IRWM@water.ca.gov.

Due Date

The complete application and all supporting documentation must be submitted via DWR's BMS and hardcopies must be received at DWR by 5:00 p.m. on July 13, 2012.

LOCAL GROUNDWATER ASSISTANCE GRANT GUIDELINES

I. INTRODUCTION

The LGA Guidelines are based on requirements contained in CWC Section 10795, and legislation related to the funding source and State bond funded programs, including Senate Bill (SB) x2-1 (Perata), CWC Section 83002.(b)(3)(A), and Proposition 84, PRC Section 75026. The purpose of these LGA Guidelines is to establish the process that DWR will use to solicit applications, evaluate proposals, award grants, and assist applicants who apply for funding. The Guidelines also provide a framework for grant applicants and DWR to follow to ensure the grant solicitation and award process is fair and transparent.

II. ELIGIBLE PROJECTS AND GRANT AMOUNTS

ELIGIBLE PROJECTS

To be eligible for LGA funding, projects must be designed to improve groundwater management and knowledge of various groundwater basins throughout the state. Table 1 provides examples of eligible project topics. The examples on this list are not inclusive and other projects will be considered provided they fall into the scope of CWC Section 10795.4, which is to perform groundwater studies, monitoring, or management activities. Pure research and major construction projects, such as a water supply well, typically do not directly fall into the scope of work for this program. In addition, descriptions of past projects may be found on the LGA website.

Table 1. Example Topics	
Groundwater Studies	<ul style="list-style-type: none"> • Collect and evaluate data related to groundwater management • Evaluate the potential for natural or artificial recharge or evaluate conjunctive use opportunities • Develop and calibrate a groundwater model to assist in managing groundwater resources • Examine alternative methods of reducing the impact of high water tables • Evaluate the potential to deliver untreated water or treated wastewater for groundwater recharge • Perform aquifer tests • Gather information or perform studies for developing or improving groundwater management
Groundwater Monitoring, Mapping, and Data Reporting	<ul style="list-style-type: none"> • Develop groundwater level monitoring and reporting program to support participation in the California Statewide Groundwater Elevation Monitoring (CASGEM) Program. • Develop and implement monitoring programs to measure water quality and subsidence • Install monitoring wells, extensometers, or other monitoring devices • Install data loggers in wells at strategic locations • Mapping of groundwater recharge areas
Groundwater Management	<ul style="list-style-type: none"> • Plan variations in amount and locations of pumping to better utilize the basin storage capacity • Develop or expand a local or regional GWMP • Evaluate alternatives to improve water supply reliability or to protect and improve water quality • Develop local or regional groundwater basin management objectives • Integrate groundwater management with other water management strategies • Well destruction to eliminate potential contaminant conduits

GRANT AMOUNTS

Maximum grant amounts to a single agency applicant will be designated in the PSP for each funding cycle. If a single agency is submitting more than one application, the total of their grant awards will be limited to the maximum amount.

ELIGIBLE COSTS

Only costs incurred during the term of the grant agreement will be eligible for reimbursement. Eligible project costs may include the reasonable costs of studies, engineering, design, well drilling, monitoring equipment, preparation of environmental documentation, environmental mitigations, monitoring, project construction, and other work directly related to the scope of work. Reasonable administrative expenses may be included as project costs and will depend on the complexity of the project. Operation and maintenance expenses purchase of equipment not an integral part of the project, replacement of existing funding sources for ongoing programs, and other similar costs are not eligible for reimbursement. Refer to the DWR grant agreement template, posted on the LGA website listed in the Foreword, for more information on ineligible and reimbursable costs.

III. ELIGIBILITY REQUIREMENTS

ELIGIBILITY

An applicant for an LGA grant must be a local public agency, as defined in CWC 10701(a). Examples of local public agencies include cities, counties, special districts, Joint Powers Authorities (JPA), boards, commissions, other political subdivisions of the State, or local agencies administering a court ordered adjudication of water rights in a subject groundwater basin. Some entities, including some court-appointed water masters, associations, and entities formed under a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) may not be considered to be local public agencies. An applicant should consult their legal counsel on questions of authority.

Agencies that have received an LGA grant from DWR, which is not complete, must be in compliance with the terms of the grant, including up-to-date progress reports, at the time of awards to be eligible to receive funds for another LGA grant from DWR. Appendix A to the PSP contains a list of links to websites containing supporting information for DWR's grant programs and eligibility requirements.

URBAN WATER MANAGEMENT & WATER METER IMPLEMENTATION COMPLIANCE

Urban water suppliers, as defined by the Urban Water Management Planning Act (UWMPA) CWC Section 10610 *et seq.* must have a complete UWMP to be eligible for funding through the LGA grant program. The UWMP review process information is located on DWR's UWMP website in Appendix A, which includes the 2010 UWMP Guidebook and DWR Review Sheets. Prior to a grant award, any urban water supplier receiving grant funds will be required to have their 2010 UWMP reviewed and deemed complete by DWR Water Use and Efficiency Branch.

Further, AB1420 (Stats. 2007, ch.628) effective January 1, 2009 states that receipt by an urban water supplier of water management grants and loans, which includes the LGA grant program, must be conditioned on the implementation of Demand Management Measures (equated to urban Best Management Practices (BMP)). Compliance with AB1420 means the urban water supplier has already implemented their BMPs. However, an urban water supplier who is not in compliance with implementation of all their BMPs can be eligible to receive an LGA grant if that urban water supplier submits, as part of the LGA grant application, a schedule, budget, and financial plan for implementation of all BMPs.

CWC Section 529.5 conditions grant eligibility for urban water suppliers on complying with volumetric pricing and water meter requirements when requesting funding for specific project types.

Both AB1420 and Water Meter Implementation compliance is documented via self certification forms. As DWR is both the funding agency and the approval agency, separate submittals to the funding agency and DWR Water Use and Efficiency Branch are unnecessary. Both the 1420 and the Water Meter Self Certification forms can be found at the

following link: <http://www.water.ca.gov/wateruseefficiency/finance>. Both certification documents, as applicable, must be signed and submitted with the LGA application to be eligible for funding.

GROUNDWATER MONITORING – CASGEM

On November 6, 2009, SBx7-6 was enacted. SBx7-6 revised CWC Section 10920 *et seq.* and established a groundwater monitoring program designed to monitor and report groundwater elevations in all or part of a basin or subbasin. These new requirements also limit counties and various entities (CWC Section 10927.(a)-(d), inclusive) ability to receive state grants or loans in the event that DWR is required to perform ground monitoring functions pursuant to CWC 10933.7. More information regarding the CASGEM reporting requirements can be found at:

<http://www.water.ca.gov/groundwater/casgem/>. DWR has sufficient information to determine applicant eligibility; no additional material is needed for approval.

SURFACE WATER DIVERSION

CWC Section §5103(e)(2) conditions grant eligibility on complying with surface water diversion reporting requirements found in CWC §5100 *et seq.* The State Water Resources Control Board (SWRCB) is the responsible entity for tracking of the diversion reporting requirement. DWR will confer with SWRCB to determine eligibility of applicants for this provision. No additional material is needed from applicants. More information regarding the Surface water diversion reporting requirements can be found at:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/#gen_info.

IV. PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

DWR shall develop new PSPs for each funding cycle (PRC Section 75100(a)) and will only consider those applications received as part of the solicitation for each funding cycle. Therefore, an applicant will be required to submit a new application for each funding cycle and DWR will not consider applications previously submitted when making its funding decisions.

LAWS AND CONFLICT OF INTEREST

All applicants 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 grant agreement being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, California Government Code Section 1090 and California Public Contract Code Sections 10410 and 10411.

WAIVER OF CONFIDENTIALITY

Privacy rights and other confidentiality protections afforded by law with respect to the application package will be waived once the proposal has been submitted to DWR. Further, CWC Section 10795.19 states that a local public agency that receives a grant under the LGA Program shall submit to DWR copies of all data collected pursuant to the grant. This data will be available to the public. Grantee agrees to waive the confidentiality provisions of Section 13752 of the CWC dealing with drilling a monitoring well or boring.

LABOR CODE COMPLIANCE

Compliance with applicable laws, including California Labor Code (CLC) requirements of prevailing wage provisions will become an obligation for the grant recipient under the terms of the Grant Agreement with DWR. The grant recipient under terms of the grant agreement must, independently or through a third party, adopt and enforce a Department of Industrial Relations-certified Plan meeting the requirements of CLC Section 1771.5 for projects funded by Proposition 84 (PRC Section 75076 *et seq.*). A Grantee's failure to comply with CLC requirements may be considered a breach of the Grant Agreement. At the State's request, the Grantee must promptly submit written evidence of Grantee's compliance

with the CLC requirements. Please refer to the California Department of Industrial Relations website listed in Appendix A for more information.

CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE

Activities performed under the LGA grant program must be in compliance with the California Environmental Quality Act (CEQA) (PRC §21000 *et seq.*). As a Responsible Agency under CEQA, DWR will perform its own review of Lead Agency's CEQA document and will consider the environmental document(s) and decide whether to continue to fund the project or to require changes, alterations or other mitigation. See Appendix A for web links to CEQA information and the State Clearinghouse Handbook (CWC §79506).

If selected for grant funding, work that is subject to CEQA and or environmental permitting shall not proceed until the following actions are performed:

- ✦ Grantee submits copies of all applicable environmental permits as indicated on the Environmental Information Form to DWR
- ✦ Documents that satisfy the CEQA process are received by DWR
- ✦ DWR has completed its CEQA compliance review as a Responsible Agency
- ✦ Grantee receives DWR's written concurrence of Lead Agency's CEQA document(s) and DWR verification of environmental permit submittal

Grantee's must also demonstrate that it has complied with all applicable requirements of the National Environmental Policy Act by submitting copies of any environmental documents, including environmental impact statements, Finding of No Significant Impact, mitigation monitoring programs, and environmental permits as may be required prior to beginning construction/implementation.

TRIBAL NOTIFICATION REQUIREMENTS

The current funding for the LGA Grant Program comes from Proposition 84, as stated above. PRC §75102 requires lead agencies to notify tribal entities prior to adoption of Negative Declarations or Environmental Impact Reports (EIRs) if traditional tribal lands are within the area of the proposed project. Appendix B contains additional information on Tribal notification

MONITORING AND DATA SUBMITTAL REQUIREMENTS

CWC Section 10927 requires various entities, including local agencies that are managing all or part of a groundwater basin pursuant to CWC 10750, to assume responsibilities for groundwater elevation monitoring and reporting, as required by CWC Section 10920 *et seq.* Refer to these water code sections for additional information regarding groundwater monitoring activities. Also, more information is contained on the CASGEM program at the link shown in Appendix A.

According to CWC 10795.19, a local public agency receiving a grant under the LGA program must submit to DWR copies of all groundwater related data collected pursuant to the grant. For monitoring wells, this data will include state well number, site information, well construction information (including logs), groundwater level data, and duration of monitoring. For further information on groundwater data consult the Groundwater Information Center website listed in Appendix A.

Any LGA project that affects groundwater must include groundwater monitoring requirements consistent with the Groundwater Quality Monitoring Act of 2001 (Part 2.76 (commencing with Section 10780) of Division 26 of the CWC). Projects that include water quality monitoring must be designed to allow the integration of data into statewide monitoring, including, but not limited to the Groundwater Ambient Monitoring and Assessment Program carried out by the SWRCB. For further information, consult the SWRCB related websites in Appendix A.

V. PROPOSAL AND APPLICATION PROCESS

SOLICITATION NOTICE

DWR will solicit proposals with an LGA Grant Program PSP. The PSP provides detailed instructions on the mechanics of submitting proposals and specific information on submittal requirements. The 2012 PSP is included in this document. The Guidelines and PSP are available on the DWR website listed in the Foreword. The LGA program will use a BMS online application. BMS submittal instructions are provided in the PSP. A solicitation notice will also be e-mailed to all interested parties via a DWR IRWM e-mail distribution list. If you wish to be placed on the IRWM contact list, please e-mail your contact information to: DWR_IRWM@water.ca.gov.

APPLICANT ASSISTANCE WORKSHOPS

Informational workshops will be conducted to address applicant questions and to provide general assistance to applicants in preparing grant applications. The workshops will be held throughout the state to facilitate participation. The date, time, and locations of the workshops are listed in the PSP, and will be posted on the LGA Grant Program website shown in the Foreword and distributed in a news release or website posting.

VI. REVIEW, EVALUATION, AWARD, AND AGREEMENT PROCESS

REVIEW AND AWARD PROCESS

All applications will undergo eligibility and completeness review for the required items listed in the Guidelines and PSP. If an application is determined to be ineligible or incomplete, the application will not be reviewed or considered for funding. All eligible and complete grant applications will undergo a technical evaluation. Technical reviewers will individually evaluate and score the proposals in accordance to the Scoring Criteria contained in Section V of the PSP. The technical review team will be comprised of DWR staff with knowledge and expertise in groundwater management and DWR grant programs. Other agencies, with similar expertise, may participate depending on need and availability of staff. Following completion of the individual technical reviews, the reviewers will discuss the proposal and develop a consensus evaluation and score. After completion of the consensus review, DWR senior level staff and management will review, finalize evaluations and scores, and develop a preliminary ranking for Technical Advisory Panel (TAP), see below, review and consideration and public review and comment. The DWR Director will consider the TAP's recommendations and public review comments and then makes the final determination on which applicants will receive an LGA grant.

EVALUATION AND SCORING

An application for an LGA grant will be evaluated on all the information required in the PSP and in accordance with the Scoring Criteria in the PSP. Refer to Section V of the PSP for a list of Scoring Criteria and the Scoring Standards used to assigned points to each.

TECHNICAL ADVISORY PANEL

In accordance with the CWC Section 10795, DWR will make LGA Grant Program awards and enter into grant agreements based on the recommendations of the TAP. The TAP is comprised of at least one individual representing each of the hydrologic regions of the state and includes at least three individuals who serve on the board of directors of a local public agency that has adopted a GWMP, a licensed civil engineer, licensed geologist, and a licensed hydrogeologist. Panelists shall have an interest in the preservation, protection, and enhancement of the state's groundwater resources.

The TAP will make recommendations to DWR for funding priority following consideration of grant applications (CWC Section 10795.12). The TAP recommendations will be based on DWR's evaluation and review of the applications according to the PSP. The TAP review will take place in a public meeting. DWR will make awards after considering the recommendations of the TAP.

In accordance with CWC Section 10795.6 (a), priority will be given by the TAP to a local public agency that has adopted a groundwater management plan and submitted an application that demonstrates collaboration by that local public agency with other local public agencies with regard to the management of the affected groundwater basin.

Notice of the TAP public meeting will be provided through an announcement placed on the DWR LGA website, e-mail distribution via the IRWM list server, and/or by a news release or website posting informing the public of the date, time, and location of the meeting. At that meeting, the TAP will take the following actions:

- ↪ Review the DWR preliminary rankings according to the Scoring Criteria
- ↪ Consider funding availability and associated funding requirements and other LGA Grant Program statutory requirements
- ↪ Consider public comments
- ↪ Evaluate the grant applications and develop recommendations for LGA grant funding
- ↪ Place conditions on its recommendation for the funding of a specific project

GEOGRAPHICAL BALANCE

In accordance with CWC Section 10795.6 (b), DWR will ensure that LGA grant funding is allocated in a geographically balanced manner. DWR does not assign a score for this criterion during the technical or consensus review of submitted LGA applications. Scores are assigned for geographical balance primarily by the input of the TAP during their review of the submitted applications. The maximum Geographical Balance Points that may be awarded will be designated in the PSP.

AWARDS

Based on the individual evaluations of each proposal, the preliminary ranking list and initial funding recommendations developed by the TAP, and the comments received during a public comment period, DWR Director's will approve a final funding list and the associated funding commitments. Following approval by the DWR Director, the selected grant recipients will receive a commitment letter officially notifying them of their selection and the grant amount.

GRANT AGREEMENT

Following funding commitment, DWR will execute a grant agreement with the grant recipient. Grant agreements are not executed until signed by the authorized representative of the grant recipient and DWR. DWR's concurrence with the Lead Agency's CEQA documents is fully discretionary and shall constitute a condition precedent to any work for which it is required.

As part of the grant agreement, grant recipients will be required to provide information regarding their project for Bond Accountability reporting purposes.

Applicants are encouraged to review the example LGA agreement template for an understanding of responsibilities for grant recipients. The LGA agreement template can be found at the website listed in the Foreword. Appendix C provides applicants with a summary of the minimum materials that will need to be maintained during the life of the grant agreement for State auditing purposes.

2012 LOCAL GROUNDWATER ASSISTANCE PROPOSAL SOLICITATION PACKAGE

The 2012 Local Groundwater Assistance Proposal Solicitation Package (PSP) is integral to the accompanying Guidelines. The PSP contains information on the LGA Grant Program; detailed application submittal (the proposal) requirements; the proposal review, evaluation, and grant approval process; and the grant program schedule. Completion of an on-line application via DWR's Bond Management System (BMS) is a required step of the application process. A complete application must be received by DWR no later than **5p.m. on July 13, 2012**. Applications and supporting documentation received after this time will not be reviewed or considered for funding.

I. AVAILABLE FUNDING, MAXIMUM GRANT AMOUNT, AND COST SHARE

A total of approximately \$4.7 million in funding from Proposition 84 is available for Fiscal Year (FY) 2011-2012 LGA Grant Program. No single applicant will receive more than \$250,000 in LGA grant funds. No cost share is required; however, grantees are required to detail all other costs and funding sources integral to the project (e.g. federal, local or other funds or in-kind services).

II. HOW TO SUBMIT AN APPLICATION

Applicants must submit a complete application both electronically and in hardcopy.

1. *Electronic Submittal – Bond Management System*

Applicants must submit a complete application on-line using DWR's BMS. BMS can only be accessed with Internet Explorer. The on-line BMS application for the LGA Grant can be accessed through the BMS log-in screen, <https://www.bms.water.ca.gov/BMS/Login/Log-in.aspx>.

The name of the application in BMS is P84 LGA 2012.

Applicants are encouraged to review the BMS User Manual prior to completing the on-line application. The User Manual is available at <http://www.water.ca.gov/bms/> and from the link on the home screen after log-in. If an applicant has questions about the content or the information requested in the PSP, please contact Tom Lutterman at (916) 651-9263. If an applicant has questions or problems with BMS, please contact the BMS Administration staff at the phone number or email listed in the Forward or the BMS User Manual or the Quick Start Guide. For applicants that do not have internet access, please contact Mina Danieli at (916) 651-9214.

The grant application in BMS consists of multiple sections within BMS as outlined in **Part III. What to Submit – Required Application Attachments**. Pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. BMS will allow applicants to type text or cut and paste information from other documents directly into a BMS submittal screen, but applicants should verify the cut and paste activity to be sure the field character limit has not been exceeded and text truncated. When uploading an attachment in BMS, the following attachment title naming convention must be used:

Att#_LGA12_Agency_AttachmentName_#ofTotal#

Where:

- “Att#” is the attachment number
- “LGA12” is the code for this grant solicitation
- “Agency” is an abbreviation for the applicant agency.
- “AttachmentName” is the name of the attachment as specified in Section B2 – Attachment Instructions

- “#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

For example, if the Attachment 5 – Work Plan for applicant Hometown Water Agency is made up of three files, the second file in the set would be named “Att5_LGA12_HWA_WorkPlan_2of3”.

File size for each attachment submitted via BMS is limited to 50 MB. However, DWR strongly recommends that for speed of upload you limit the file size to 20 MB. Breaking documents into components such as chapters or logical components so that files are less than 50 MB will aid in uploading files. Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hard copy. Applications may include attachments with supplemental materials, such as detailed cost estimates, feasibility studies, pilot projects, additional maps, diagrams, copies of agreements, or other applicable items. Applicants are encouraged to submit attachments and supporting documentation in an electronic format.

2. Hardcopy Submittal

The addresses for mailing by U.S. mail, overnight courier, or hand delivery of hardcopy application components are listed as follows:

By U.S. Mail:

California Department of Water Resources
Division of Integrated Regional Water Management
Regional Planning Branch
Post Office Box 942836
Sacramento, CA 94236-0001
Attn: Tom Lutterman

Or Overnight courier to:

California Department of Water Resources
Division of Integrated Regional Water Management
Regional Planning Branch
1416 9th Street, Room 338
Sacramento, CA 95814
Attn: Tom Lutterman

Or hand-deliver to:

901 P Street, Lobby
Sacramento, CA 95814
Attn: Tom Lutterman

III. WHAT TO SUBMIT – REQUIRED APPLICATION ATTACHMENTS

This section presents the required elements of an application for grants funded by the LGA Grant Program. Applicants must submit a complete application by the deadline contained in the Schedule shown in Table 4.

Applicants will need to submit the BMS questionnaire in the hardcopy submittal along with the attachments listed within the Grant Application Checklist. Attachments 1-10 will also need to be submitted via BMS. Failure to submit any component of an application (hard copy or electronic) renders the application incomplete, and it will not be reviewed or considered for funding. Required submittals for each of these attachments are described in Section 2, Attachment Instructions, presented on the ensuing pages.

A complete application consists of all the following items:

1. Electronic submittal of an application through the BMS
2. Three (3) hard copies (preferably double-sided) of BMS questionnaire and attachments (as applicable) submitted to DWR.

1. Grant Application Checklist

This checklist is intended to help ensure the applicant has submitted the proper information in the application both in electronic and hardcopy formats. A discussion of each of these attachments is provided.

Table 2 – Grant Application Checklist	
APPLICANT INFORMATION TAB	
<i>The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the BMS application.</i>	
	APPLICANT INFORMATION
<input type="checkbox"/>	<u>Organization Name</u> : Provide the name of the applicant.
<input type="checkbox"/>	<u>Organization Contact Information</u> : Provide the address, city, state, zip code, contact person first and last names, phone number and email address in the appropriate fields.
<input type="checkbox"/>	<u>Tax ID</u> : Provide the federal tax ID number of the applicant.
<input type="checkbox"/>	<u>Proposal Name</u> : Provide the title of the Proposal.
<input type="checkbox"/>	<u>Proposal Objective</u> (250 character limit): Briefly describe the objectives for the proposal.
	BUDGET
<i>Any costs indicated must also be in agreement with costs presented in Attachment 6 (i.e., the sum of federal, local, in-kind services, and other contributions should match the non-state budget cost value presented in the budget table).</i>	
<input type="checkbox"/>	<u>Other Contribution</u> : Provide the total amount of other funds (including any State funding). Provide the amount of other funds not included in the other 4 funding categories. If there is no other contribution, enter zero.
<input type="checkbox"/>	<u>Local Contribution</u> : Provide the total Funding Match that will be committed to the Project from local sources such as local agencies and organizations, excluding any in-kind services .
<input type="checkbox"/>	<u>Federal Contribution</u> : Provide the total amount of federal funding. If there is no federal contribution, enter zero.
<input type="checkbox"/>	<u>In-kind Contribution</u> : Provide the value of in-kind services. In-Kind Contribution – refers to work performed by the grantee, the cost of which is considered funding match instead of actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zero.
<input type="checkbox"/>	<u>Amount Requested</u> : Provide the amount of total grant funds requested.

	GEOGRAPHIC INFORMATION
<input type="checkbox"/>	<u>Latitude and Longitude</u> : Provide the Latitude and the Longitude at the center of the proposed project. 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/DDMMSS-decimal.html .
<input type="checkbox"/>	<u>Longitude/Latitude Clarification</u> : Use only if necessary.
<input type="checkbox"/>	<u>Location (100 character limit)</u> : Brief description of the project location. If multiple project locations are difficult to describe with 100 characters or less, the applicant should make a map reference here and attach a map of appropriate scale to the work plan.
<input type="checkbox"/>	<u>County(ies)</u> : Provide the county(ies) in which the region is located. If the region covers multiple counties hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Groundwater Basin(s)</u> : Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 (http://www.water.ca.gov/groundwater/bulletin118/gwbasin_maps_descriptions.cfm) in which your Project is located. For proposals covering multiple groundwater basins, hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Hydrologic Region(s)</u> : Provide the hydrologic region(s) in which your Project is located. For proposals covering multiple hydrologic regions, hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Watershed(s) (250 character limit)</u> : Provide the name of the watershed(s) in which your Project is located. A map of the CA watersheds can be found at the following link: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf . If your Proposal covers multiple hydrologic regions, you may only provide the “Unique Watershed Number” as listed on the watershed map.
	LEGISLATIVE INFORMATION
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district, please enter each district.
PROJECT TAB <i>Enter project-specific information under the Projects tab.</i>	
	PROJECT INFORMATION
<input type="checkbox"/>	<u>Create Project Names and Enter Project Specific Information</u> : Enter a project name, implementing organizations, start and end dates, scope of work, project description and objective for one or more projects. Use the “add new” link to add additional projects. To switch between projects, use the pull down list and highlight the desired project.
	PROJECT BENEFITS INFORMATION
<input type="checkbox"/>	<u>Add Benefits</u> : Select the Benefit Level, Benefit Type and Benefit from the pull down list. At least one primary level benefit must be identified for each project. Many benefit types listed are not applicable to the LGA program and are for use in other grant programs. Common LGA benefit types include; water quality, monitoring, water management, and research/planning. Provide a brief description of how the benefit will be attained. Quantify the benefit with units of measurement (i.e., acre feet, acres, sq. mi., cfs, etc).
	BUDGET
<input type="checkbox"/>	<u>Enter Project Budget(s)</u> : If only one project is being proposed, use the “Copy Budget data from Applicant Info” feature to transpose previously entered data. Otherwise, enter individual budgets for each project in the same manner as described for the Applicant Information tab. The sum of all of the project budgets must total the proposal budget on the Applicant Info tab.
	GEOGRAPHIC INFORMATION
<input type="checkbox"/>	<u>Enter Geographic Information for Project(s)</u> : If only one project is being proposed, use the “Copy Geographic data from Applicant Info” feature to transpose previously entered data. Otherwise, enter the geographical information for each project in the same manner as described for the Applicant Information Tab.

LEGISLATIVE INFORMATION	
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district, please enter each district.
APPLICANT INFORMATION AND QUESTION'S TAB	
<i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i>	
<input type="checkbox"/>	Q1. Applicant Information: Provide the agency name, address, city, state, and zip code of the applicant submitting the application.
<input type="checkbox"/>	Q2. Proposal Description: Provide a brief abstract of the Proposal. This abstract must provide an overview of the proposal including the main issues and priorities addressed in the proposal. Within the abstract, please describe how the proposal relates to the GWMP's BMO's.
<input type="checkbox"/>	Q3. Project Director: Provide the name and details (including email) of the person responsible for executing the grant agreement for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
<input type="checkbox"/>	Q4. Project Manager: Provide the name and contact information (including email) of the Project Manager from the applicant agency or organization that will be the day-to-day contact on this application.
<input type="checkbox"/>	Q5. Additional Information: Based on the region's location, what is the applicable DWR region office (Northern, North Central, South Central, or Southern)? The following link can be used to view each DWR region office boundaries: http://www.water.ca.gov/groundwater/groundwater_basics/gw_contacts_info.cfm
<input type="checkbox"/>	Q6. Additional Information: Provide the Date of GWMP Adoption, if any, and list the pursuant Water Code Section or other legal Authority in which it was adopted.
<input type="checkbox"/>	Q7. Additional Information: Provide a list of documents that support and indicate collaboration with other local public agencies with regard to the management of the affected groundwater basin (e.g., MOUs, MOAs, JPAs, adoption of a GWMP, recognition of county ordinances in permitting processes, or party to a groundwater basin adjudication order).
<input type="checkbox"/>	Q8. Additional Information: Name the entity(ies) providing the fund(s) reported in the above Budget section under the category "Other Contribution". If there are no "Other Contributions" Please answer this question with, "No Other Contributions".
<input type="checkbox"/>	Q9. Eligibility: List the urban water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and email address. Those listed must submit self certification of compliance with CWC §525 <i>et seq.</i> and AB1420, see Attachment 10. If there are none, so indicate.
<input type="checkbox"/>	Q10. Eligibility: Have all of the urban water suppliers, listed in Q9 above, submitted complete 2010 UWMP to DWR? If not, explain why. Have those plans been verified as complete by DWR? If not, explain current status.
<input type="checkbox"/>	Q11. Completeness Check: Have all of the fields in the application been completed? If no, please explain

APPLICATION ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in Section III of this PSP. For instructions on attaching files, please refer to the [BMS User Manual](#). Requirements for information to be included in these attachments are found in Section III of this PSP. Acceptable file formats are: 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 megabytes (MB). However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, and appendices).

<input type="checkbox"/>	Attachment 1.	Authorizing Documentation
<input type="checkbox"/>	Attachment 2.	Eligible Applicant Documentation
<input type="checkbox"/>	Attachment 3.	Status of GWMP
<input type="checkbox"/>	Attachment 4.	Project Description
<input type="checkbox"/>	Attachment 5.	Work Plan
<input type="checkbox"/>	Attachment 6.	Budget
<input type="checkbox"/>	Attachment 7	Schedule
<input type="checkbox"/>	Attachment 8	Quality Assurance
<input type="checkbox"/>	Attachment 9.	Past Performance
<input type="checkbox"/>	Attachment 10.	AB 1420 and Water Meter Implementation Compliance, if applicable.

2. Attachment Instructions

Applicants are required to submit Attachments 1 through 9. Attachment 10 is needed only if the grantee is an urban water supplier. A discussion of each of these attachments is provided below.

ATTACHMENT 1. AUTHORIZING DOCUMENTATION

For the “AttachmentName” in the naming convention of BMS, use “AuthDoc” for this attachment.

The applicant is to provide a copy of documentation, such as a resolution adopted by the applicant’s governing body, designating an authorized representative to file an application for LGA Grant and enter into an agreement with the State of California. Note that the authorized representative may not be a consultant or subcontractor. The following text box provides an example resolution. If the resolution cannot be signed by the applicant authority prior to the application due date, indicate in Attachment 1 when a signed resolution will be received by DWR.

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 Local Groundwater Assistance Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) 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 2. ELIGIBLE APPLICANT DOCUMENTATION

For the “AttachmentName” in the naming convention of BMS, use “EligDoc” for this attachment.

Eligible applicants are local agencies. The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

- ↳ Is the applicant a local public agency as defined in CWC 10701(a)? Please explain.
- ↳ What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
- ↳ Does the applicant have legal authority to enter into a grant agreement with the State of California?
- ↳ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the project and tracking of funds.

ATTACHMENT 3. STATUS OF GWMP

For the “AttachmentName” in the naming convention of BMS, use “GWMP” for this attachment.

The information listed below must be provided. The applicant does not have to be the entity responsible for the GWMP, but the proposed project must be in an area managed under the GWMP and must support the goals and objectives of the GWMP. Where relevant, a specific reference to the location of information in the GWMP should be provided.

For applicants with an adopted GWMP – A GWMP may consist of a plan adopted under CWC Section 10750 and 10753 *et seq.* or other authority. Alternatively, a local agency may have some other formal groundwater management program. Examples include a county groundwater ordinance, a court ordered adjudication and a groundwater management component of an IRWM Plan. Such equivalent programs are collectively referred to in this part as a “GWMP.”

Provide evidence that the GWMP has been officially adopted, such as a copy of the signature page of the GWMP with the dates and an official seal, an official public notice of recording, or a signed resolution. The date of adoption must be clearly evident in the submittal.

For applicants without an adopted GWMP – If the GWMP has not been adopted, provide a copy of a draft GWMP, if available, and state when the plan is expected to be adopted. If the proposal is to develop a GWMP, an adoption date must be in the schedule and the work plan must include work toward adoption. Documentation of intent to develop and adopt a GWMP can be submitted in various forms including a MOU, JPA, a court order, or a work plan to add a groundwater management component of an IRWM Plan.

ATTACHMENT 4. PROJECT DESCRIPTION

For the “AttachmentName” in the naming convention of BMS, use “ProjD” for this attachment.

Provide a complete, detailed description of the proposed project, including the goals of the project, needed facilities and their location, and the area covered. Maps are generally not required (also see Attachment 5), but can be very helpful in explaining the proposed project. Describe how the project supports the goals and objectives of the GWMP. Applicant must clearly explain the relevance of project to the GWMP.

Describe the quality and usefulness of the information that will be obtained using technically feasible methods. Include a discussion of data, technical methods, and analyses to be used. The level of detail should be sufficient to determine the technical feasibility of the proposed project.

Describe how the applicant collaborates with other local public agencies with regard to the management of the affected groundwater basin. Discuss and provide evidence that a process is or will be in place that informs groundwater users, stakeholders, and the general public about the project to be funded with the proposed grant and disseminates relevant reports and data. A stakeholder is 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. Explain and document how federal and other State agencies will be contacted. Examples include workshops, regularly scheduled groundwater association meetings, public notices, informational mailings, and websites.

Explain how ongoing use of the products derived from the proposed project will be funded after grant funds are expended. Additional State grant funds to continue with the funded project should not be a consideration. Provide examples of how often and under what funding mechanism monitoring wells will continue to be monitored, models maintained and used in the future, automated monitoring equipment maintained, or data management systems be updated and maintained. Include a discussion of measures that will be used to evaluate data and mechanisms to adapt the data collection process as new information is obtained. For proposals to develop a GWMP, explain how the GWMP will be implemented and how it will be funded.

ATTACHMENT 5. WORK PLAN

For the “AttachmentName” in the naming convention of BMS, use “WrkPln” for this attachment.

The work plan must be consistent with and support the budget and schedule. The level of detail must be sufficient for the work plan to function as the scope of work for the agreement and to allow reviewers to understand the level of effort of the work being performed as to further substantiate the cost estimates in the budget. If the applicant does not have an existing GWMP, then it should use this section to detail the process by which one will be created. The work plan should include, at a minimum, the following items:

- ↪ Scope of the proposed project including (as appropriate) maps of agency area and area of proposed tasks;
- ↪ Specific purpose, goals, and objectives of the proposed project related to improving groundwater management and implementing the GWMP and/or where applicable the IRWM Plan;
- ↪ Work items to be performed under each task of the proposed tasks (consistent with the budget and schedule);
- ↪ Present a sound strategy for evaluating progress and performance at each step of the proposed project.
- ↪ Project deliverables for assessing progress and accomplishments, which include quarterly progress and final reports.
- ↪ If access to private property is needed, provide assurance that access can be granted. For example, if wells will be constructed or sampled on private land, submit a letter or agreement that demonstrates that access for well construction and monitoring on the property has been obtained.
- ↪ Explain the plan for environmental compliance and permitting, including a discussion of the following items: a description of the plan, proposed efforts, and approach to environmental compliance, including addressing any CEQA obligations in connection with the proposal; a listing environmental related permits or entitlements that are

needed for the project; and any other applicable permits that will be required. Briefly describe the process and schedule for securing each permit/approval. Discuss necessary local drilling permits and the submittal of Well Completion Reports to DWR. Describe the proposed process for securing each environmental permit and any other regulatory agency approval.

ATTACHMENT 6. BUDGET

For the “AttachmentName” in the naming convention of BMS, use “BUDGET” for this attachment.

The budget must be consistent with and support the work plan and schedule. The budget attachment should consist of a budget table (Table 3) and explanatory text. In the table, for each work plan task, a budget line item estimate should be presented, as well as a breakdown of the applicant’s funding match and requested grant funds. Explanatory text should allow the reviewer to understand how the budget estimate was developed (basis of estimate). This may include supporting information for the budget such as labor categories, hourly rates, labor time estimates, and subcontractor quotes. Subcontractor quotes should also include information supporting the quotes, such as hourly rates and the number of hours required to perform each included task. Submittal of lump sum task estimates may be appropriate; however, applicants must substantiate the reasonableness and logic for using a lump sum basis of estimate. The sources for other funding to complete the proposal must be identified, though a funding match is not required. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs.

Table 3. Budget Table Example				
Budget Category		Non-State Share* (Funding Match)	Requested Grant Funding	Total
(a)	List proposed tasks on separate lines			
(b)	Proposed Task			
(c)	...			
...	Grand Total (Sum the rows for each column)			

*Consists of local, federal, and value of in-kind service; this value should correspond to the BMS values under Applicant Information and Question’s Tab, Budget (BMS fields require a breakdown of non-state share costs, if applicable).

ATTACHMENT 7. SCHEDULE

For the “AttachmentName” in the naming convention of BMS, use “SCHED” for this attachment.

Provide a detailed realistic schedule showing the timeline for each task shown on the work plan and budget. If awarded a LGA grant, assume a realistic start date for your proposed project of no sooner than April 2013, and anticipate a maximum 2-year performance period. The work plan, budget, and schedule must be consistent throughout the proposal. Explain how the proposed work will be ready to proceed when funding is secured including time to obtain environmental and other permits and complete any CEQA documentation. Explain how obstacles would be resolved to keep on schedule, such as obtaining land owner access. Work must start and progress toward completion during the term of the grant agreement. Explain how the schedule was derived. Show appropriate subtasks.

Pursuant to CWC Section 10753.4(a) the local agency shall prepare a GWMP within two years of the date of the adoption of the resolution of intention. Therefore, for a proposal to complete or update a GWMP the completion date must be within two years of the local agency’s governing board adoption of the resolution for initiation of work on the GWMP.

ATTACHMENT 8. *QUALITY ASSURANCE*

For the “AttachmentName” in the naming convention of BMS, use “QA” for this attachment.

Demonstrate that appropriate and well-defined Quality Assurance and Quality Control (QA/QC) measures will be used in each task. The information-gained discussion and QA/QC plan in this section should be consistent and incorporated into the project work plan. QA/QC measures may include, but are not limited to the following:

- ↪ Procedural assurances, such as review processes for quality of reports, data, and lab analyses
- ↪ An existing or proposed QA/QC plan for field sampling and lab analysis of water quality that ensures high accuracy and precision
- ↪ Personnel qualifications that may include professional registrations (such as a California Professional Geologist or Professional Engineer), certifications, and experience of persons performing and overseeing work to be performed
- ↪ Standardized methodologies to be used, such as construction standards, health and safety standards, laboratory analysis, or accepted soils classifications methods
- ↪ Standardized analyses, such as statistical tests or American Society for Testing and Materials and U.S. Environmental Protection Agency analytical methodologies
- ↪ Quality requirements of material or computational methods, such as use of specific grades of building materials or use of specific, tested, and established models (or software)
- ↪ Comparison and calibration of models with actual data to enhance accuracy of modeling results

ATTACHMENT 9. *PAST PERFORMANCE*

For the “AttachmentName” in the naming convention of BMS, use “PERFORM” for this attachment.

Summarize, in no more than two pages using a minimum 10-point type font (excluding supporting attachments), the performance of the applicant over the past five years in doing work comparable to the proposal. Provide copies of letters, e-mails, evaluations, etc., as supporting documentation. Discuss past performance on previous DWR grants or grants from other State or federal agencies. Provide copies of any past performance evaluations, such as DWR LGA grant performance evaluations. Provide specific examples of how tasks were completed within the time allotted and within the budget provided. If the applicant has no previous experience with grant programs, provide relevant examples of successful projects completed with a fixed budget and time frame. If awarded a grant, the LGA contract agreement will be with the applicant, so past performance must be for projects (with work plans, budgets, and schedules) performed by the agency submitting the application and not a consultant or partnering agency.

If a past LGA grant from DWR has been received but not yet completed, provide assurances that the grantee is in compliance with the terms of the grant agreement, including up-to-date progress reports. DWR staff may verify this information internally.

ATTACHMENT 10. *AB1420 AND WATER METER IMPLEMENTATION COMPLIANCE*

For the “AttachmentName” in the naming convention of BMS, use “1420” for this attachment.

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with the AB1420 (CWC §10631.5) and Water Meter Implementation (CWC §525 *et seq.*) requirements. Both the AB 1420 and the Water Meter Compliance Self Certification forms must be signed, uploaded to BMS, and wet signatures submitted in hardcopy. **Only a single hard copy submittal is required for this attachment.** The AB1420 Compliance Tables 1 and 2 may be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>.

Applicants can submit hard copies of these forms prior to the application due date as a standalone attachment. An urban water supplier who has already submitted AB1420 Tables 1 and 2 will only need to re-submit updated tables if:

1. There have been any changes in the implementation schedule, financing, budget, and level of coverage since the prior submittal of those tables, or;
2. The previous submittal was over one year ago.

If the tables do not need to be resubmitted, include a statement in Attachment 10 that the tables have already been submitted to DWR; provide the submission date, and that there are no changes, updates, or time lapse.

For further information about AB 1420 compliance and Water Meter Implementation compliance please contact DWR as indicated in the Forward to the Guidelines and PSP.

IV. SCHEDULE

The schedule below shows the program timeline from release of this PSP through awarding of grants. Updates to the events listed in this schedule may occur after the release of the final PSP. Any updates to the schedule will be posted on the LGA DWR website. Updates may also be publicized through e-mail announcements and news releases.

Table 4. FY 2011-2012 Schedule	
Milestone or Activity	Schedule
Final Guidelines and PSP released to the public	May 03, 2012
Application Workshops:	
Cal EPA Building; Byron Sher Auditorium (webcasted) 1001 "I" Street Sacramento, CA 95814	June 5, 2012 10 a.m. – 12 p.m.
Shasta County Library, Redding Branch 1100 Parkview Ave. Redding, CA 96001	June 6, 2012 10 a.m. – 12 p.m.
Hugh M. Burns Building 2550 Mariposa Mall, Room 1036 Fresno, CA 93721	June 8, 2012 10 a.m. – 12 p.m.
Regional Water Quality Control Board California Towers Building 3737 Main Street, Suite 200 Riverside, CA 92501	June 11, 2012 1 p.m. – 3 p.m.
Application Submittal Deadline	July 13, 2012 5:00 p.m.
Review and preliminary rankings of proposals by DWR staff is completed	<i>November 2012¹</i>
Technical Advisory Panel Public Meeting	<i>December 2012</i>
DWR approve grant awards	<i>January 2013</i>

(1) Italics denote approximate dates.

V. REVIEW AND SCORING CRITERIA

Applications will first be screened for eligibility and completeness in accordance with Sections III and IV of the Guidelines and Section III of this PSP. The information provided by applicants in BMS, as well as Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

The application will be scored based only on what is contained in the application. DWR does not allow reviewers to add or fill in information in an application during review regardless of knowledge of the GWMP or proposal.

Table 5 lists the Scoring Criteria. Technical reviewers will evaluate the application based on each of the criterion in Table 5 and assign scores according to the General Scoring Standards below unless otherwise noted in the table. The assigned score will then be multiplied by the weighting factor in Table 5 and summed for a total score to be assigned to the application.

General Scoring Standards

- ↪ A score of 5 points will be awarded where the criterion is fully addressed with thorough and well-presented documentation.
- ↪ A score of 4 points will be awarded where the criterion is addressed but is not thoroughly documented.
- ↪ A score of 3 points will be awarded where the criterion is not fully addressed and documentation is incomplete or insufficient.
- ↪ A score of 2 points will be awarded where the criterion is marginally addressed and documentation is incomplete and insufficient.
- ↪ A score of 1 point will be awarded where the criterion is minimally addressed and not documented.
- ↪ A score of 0 points will be awarded where the criterion is not addressed.

Groundwater Management Plan or Equivalent Program Scoring Standards

- ↪ A score of 5 points will be awarded if the applicant has a GWMP, or equivalent program, that has been formally adopted by the submittal date of the application.
- ↪ A score of 3 points will be awarded to applicants with no adopted GWMP in place, but where the applicant and any partners are clearly developing or proposing to develop a GWMP or equivalent groundwater management program.
- ↪ A score of 0 points will be awarded where the criterion is not addressed or where no GWMP is in place and the applicant and/or partners are not developing or proposing to develop a GWMP or equivalent groundwater management program.



Table 5–Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
GWMP or Program	<i>Maximum Score of 5 Points</i>			
<p>Assess the Status of the GWMP</p> <p>(1) Was a GWMP or equivalent formally adopted by the submittal date of the application and</p> <p>(2) If a GWMP does not exist, does the schedule include a date for adoption of a GWMP within two years after the applicant’s resolution of intention to prepare the GWMP?</p> <p>(3) Is the applicant not developing, proposing, or considering a GWMP or equivalent groundwater management program?</p>	1	0, 3, or 5	0, 3, or 5	Groundwater Management Plan or Program Scoring Standards
Technical Adequacy of Work to Be Performed	<i>Maximum Score of 35 Points</i>			
<p>Assess whether the Project Description documented the following items:</p> <p>(1) A complete, detailed description of the proposed project, including the goals of the proposal, needed facilities, their location, and the area affected.</p> <p>(2) The application demonstrates collaboration by the local public agency with other local public agencies with regard to the management of the affected groundwater basin.</p> <p>(3) Demonstration of the long-term need for and merit of the proposed project.</p> <p>(4) Demonstration that a definite and achievable quantity of new knowledge and improvement in groundwater management will be obtained that is consistent with the goals and objectives of the GWMP or other groundwater management program.</p> <p>(5) An explanation of how the ongoing use of the product(s) of the proposed project, including any required ongoing monitoring or maintenance, once grant funding is expended, will be funded.</p>	1	0-5	0-5	General Scoring Standards
<p>Assess whether the Work Plan addressed the following items:</p> <p>(1) Described in sufficient detail what will be done and what the product will be.</p> <p>(2) Are the tasks consistent with the schedule and budget? Can the proposed tasks reasonably fulfill the objectives of the proposal? Do the tasks relate to improving groundwater management, including supporting the GWMP and related IRWM Plan, where applicable?</p> <p>(3) Present a sound strategy for evaluating progress and performance at each step of the proposed project.</p> <p>(4) If applicable, were assurances provided that access to private property will be granted?</p> <p>(5) How information gained by the proposed project will be disseminated to the public, stakeholders, agencies, and other interested parties.</p>	2	0-5	0-10	General Scoring Standards

<p>(6) Adequately explain a plan for compiling with CEQA, obtaining permits, and fulfilling any other applicable regulatory requirements, or provide appropriate documents meeting the requirements.</p> <p>(7) Include environmental compliance and permits in the work plan, budget and schedule, as appropriate. Include regional projects or programs.</p>				
<p>Assess whether the Budget addressed each of the following items:</p> <p>(1) Inclusion of details and assumptions that is realistic, documented, and cost effective in meeting the proposal's objectives.</p> <p>(2) Is the Budget consistent with and supported by the work plan and schedule?</p> <p>(3) Present cost share and grant share amounts broken down by tasks consistent with the work plan and schedule.</p> <p>(4) Identify other sources of funding and which tasks they pertain to.</p>	1	0-5	0-5	General Scoring Standards
<p>Assess whether the Schedule addressed each of the following items:</p> <p>(1) Inclusion of timelines that are realistic for the work to be performed and that agree with any work plan sequencing and the budget.</p> <p>(2) Presented appropriate detailed tasks defining how the schedule was derived.</p> <p>(3) Were the start and end dates within the PSP designated time frame?</p> <p>(4) Did the applicant describe that it will be ready to proceed when funding becomes available?</p>	1	0-5	0-5	General Scoring Standards
<p>Does the Quality Assurance Program include well-defined project specific data quality objectives and appropriate QA/QC measures?</p>	1	0-5	0-5	General Scoring Standards
<p>Assess whether the Past Performance attachment addresses the following items:</p> <p>(1) Demonstrate how the applicant (not the consultant) and any partners performing the work are capable of performing high quality work, managing funds, and meeting deadlines for similar types of projects?</p> <p>(2) Provide documentation to support these claims?</p>	1	0-5	0-5	General Scoring Standards
<p>Total Range of Points Possible without Geographical Balance Points = 0-40</p>				

Total Range of Points Possible Geographical Balance Points = 0-5

<p>Geographical Balance Points Up to five (5) points may be awarded to aid in distribution of funds in a geographical balanced manner.</p>	1	0-5	0-5	These points may be applied in accordance with CWC Section 10795.6.(b). These points may be assigned by the TAP. (See Section VII of Guidelines)
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APPENDIX A WEB LINKS

DWR

Home Page:	http://www.water.ca.gov/
LGA	http://www.grantsloans.water.ca.gov/grants/assistance.cfm
IRWM Grants	http://www.water.ca.gov/irwm/
DWR Bulletin 118 California's Groundwater	http://www.water.ca.gov/groundwater/#
Groundwater Information Center	http://www.groundwater.water.ca.gov
CASGEM	http://www.water.ca.gov/groundwater/casgem/
Water Use Efficiency	http://www.water.ca.gov/wateruseefficiency/
AB1420 Compliance	http://www.water.ca.gov/wateruseefficiency/docs/compliance-ab1420.pdf
UWMP Review Process	http://www.owue.water.ca.gov/urbanplan/index.cfm

SWRCB Information and Programs

Homepage (Contains links to Regional Boards)	http://www.swrcb.ca.gov/
Groundwater Ambient Monitoring Assessment	http://www.swrcb.ca.gov/water_issues/programs/gama/

CEQA Information

Environmental Information	http://ceres.ca.gov/index.html
State Clearinghouse Handbook	http://www.opr.ca.gov/planning/publications/SCH_Handbook_2009.pdf

Other Information

California Department of Industrial Relations	http://www.dir.ca.gov/
Native American Heritage Commission	http://ceres.ca.gov/nahc/
Bond Accountability	http://bondaccountability.ca.gov

Other Funding Sources

California Grant Programs	http://www.ca.gov/Grants.html
California Financing Coordinating Committee	http://www.cfcc.ca.gov
United States Department of Agriculture – Rural Development Community Programs	http://www.rurdev.usda.gov/ca/cf/index.htm#CF%20Grant%20Program

Appendix B

Native American Tribe Notification

PRC §75102 mandates a California Native American Tribe Notification requirement for projects funded with Proposition 84 funds (the current source of LGA Grant Program Funding). PRC §75102 states:

“Before the adoption of a negative declaration or environmental impact report required under Section 75070, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.”

Native American Tribe Notification will be part of DWR’s CEQA review for projects requesting funding under Proposition 84. While local groundwater management efforts may have tribal involvement, formal notification required by PRC §75102 ensures that tribes have an opportunity to consult with lead agencies regarding impacts to cultural resources prior to the closing of the CEQA process. This requirement does not relieve the responsibilities of a lead agency of other cultural resource notification and preservation obligations. DWR recommends using the Governor’s Office of Planning and Research (OPR) procedures for tribal consultation for General Plans and Specific Plans as guidance to meeting the Native American Tribe Notification requirement. The notification process the grantee uses may include the following steps:

- ↪ Determine if the proposed project is a project under CEQA.
- ↪ If the project will use a negative declaration or an EIR to comply with CEQA and the CEQA document was not adopted as of March 1, 2009, tribal notification is required prior to adoption of the CEQA document.
- ↪ To determine which tribes may have traditional lands located within the project area; send a request to the Native American Heritage Commission (NAHC) using the NAHC request form which can be found at the following link: http://www.nahc.ca.gov/consult_request.html. Expect a reply within 30 days.
- ↪ Once tribal information from NAHC is received, notify tribes of the project nature and project location.
- ↪ Allow tribes 90 days to reply to the notification.
- ↪ Solicit input from tribes that respond to the notification.
- ↪ Consider tribal input to the project prior to adoption of a negative declaration or EIR.

The above notification process follows OPR’s procedures for tribal consultation for General Plans and Specific Plans. While a GWMP is not a general or specific plan, the methods and considerations for consultation with tribes, may be helpful. Further information on tribal consultation can be found at the following link: [http://www.opr.ca.gov/programs/docs/09_14_05%20Updated%20Guidelines%20\(922\).pdf](http://www.opr.ca.gov/programs/docs/09_14_05%20Updated%20Guidelines%20(922).pdf)

Contact information for the NAHC is as follows:

Native American Heritage Commission
915 Capitol Mall, Room 364
Sacramento, CA 95814
Phone: 916-653-4082
Fax: 916-657-5390
<http://www.nahc.ca.gov>

APPENDIX C

GUIDELINES FOR GRANTEES AND BORROWERS

The lists below details the documents/records that State Auditors would need to review in the event of a grant or loan being audited. Grantees and borrowers should ensure that such records are maintained for each funded project.

Internal Controls

- 1) Organization chart (e.g. Agency's overall organization chart and organization chart for the grant or loan funded Program/Project)
- 2) Written internal procedures and flowcharts for the following:
 - a) Receipts and deposits
 - b) Disbursements
 - c) State reimbursement requests
 - d) Grant or loan expenditure tracking
 - e) Guidelines, policy, and procedures on grant or loan funded Program/Project
- 3) Audit reports of the Agency internal control structure and/or financial statements within the last two years
- 4) Prior audit reports on grant or loan funded Program/Project

Grants or Loans

- 1) Original grant or loan agreement, any amendment(s) and budget modification documents
- 2) A listing of all bond-funded grants or loans received from the State
- 3) A listing of all other funding sources for each Program/Project

Contracts

- 1) All subcontractor and consultant contracts and related or partners documents, if applicable
- 2) Contracts between the Agency and member agencies as related to the grant or loan funded Program/Project

Invoices

- 1) Invoices from vendors and subcontractors for expenditures submitted to the State for payments under the grant or loan
- 2) Documentation linking subcontractor invoices to State reimbursement, requests and related grant or loan budget line items
- 3) Reimbursement requests submitted to the State for the grant or loan

Cash Documents

- 1) Receipts (copies of warrants) showing payments received from the State
- 2) Deposit slips (or bank statements) showing deposit of the payments received from the State
- 3) Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the grants or loans
- 4) Bank statements showing the deposit of the receipts

Accounting Records

- 1) Ledgers showing entries for or loan receipts and cash disbursements
- 2) Ledgers showing receipts and cash disbursement entries of other funding sources
- 3) Bridging documents that tie the general ledger to requests for grant or loan reimbursement

Administration Costs

- 1) Supporting documents showing the calculation of administration costs

Personnel

- 1) List of all contractors and Agency staff that worked on the grant or loan funded Program/Project
- 2) Payroll records including timesheets for contractor staff and the Agency personnel who provided services charged to the program

Project Files

- 1) All supporting documentation maintained in the project files
- 2) All grant or loan related correspondence