

North Coast



San Francisco Bay Area



Sacramento River



Central Coast



San Joaquin River



Tulare/Kern



North/South Lahontan



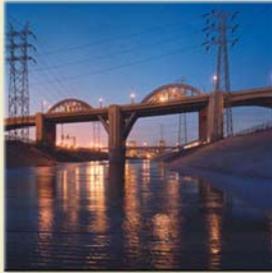
San Diego



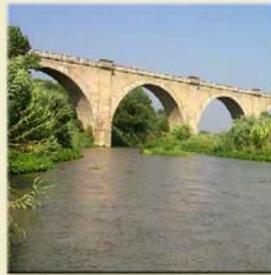
Colorado River Basin



Los Angeles



Santa Ana



PLANNING

Integrated Regional Water Management
Grant Program Funded by
Proposition 84

December 2011



The California Natural Resources Agency
Department of Water Resources
Division of Integrated Regional Water Management

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Foreword

This document contains the California Department of Water Resources' (DWR) Integrated Regional Water Management (IRWM) Program Proposal Solicitation Package (PSP) for IRWM Planning grants funded by Proposition 84.

This document guides the applicant on the eligibility requirements, the application instructions, and the Review and Scoring criteria. This document is not a standalone document and the applicant will need to refer to the 2010 IRWM Program Guidelines (Guidelines) for additional information. The Guidelines can be found at <http://www.water.ca.gov/irwm/guidelines.cfm>. Potential applicants are strongly encouraged to read the Guidelines and PSP prior to deciding to submit an application.

The application process for this round of the planning grants is a one step process. This round will be the final solicitation scheduled for planning grants under Proposition 84. This document contains the procedures for submitting applications for grant funding and the detailed scoring criteria. All qualified interested parties are encouraged to submit a grant proposal.

Point of Contact

For questions about this document, or other IRWM grant related issues, 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 Plan, AB1420, or 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 IRWM Grant Program can be found at the following link: http://www.water.ca.gov/irwm/integregio_planning.cfm. In addition to the IRWM grant website, DWR will distribute information via email. If you are not already on the IRWM contact list and wish to be placed on it, 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 March 9, 2012.

Notice of Planning Resources and Direction

On October 29, 2010, DWR enacted its Environmental Stewardship & Sustainability Policy (ESSP) that covers all internal and external DWR activities, including the IRWM grant program. The ESSP was developed to support a "Total Resource Management" approach to planning activities and implementation of projects. The concept is to integrate environmental requirements and not just mitigate environmental impacts, by including environmental benefits as an objective and outcome in the planning and development of operations or projects. In this approach, building in environmental benefits at a meaningful scale can address long-term sustainability from economic, social, and environmental perspectives. The ESSP is an ethic that DWR hopes IRWM practitioners will incorporate as they carry out decisions regarding future demands on water resource management. DWR has included environmental stewardship and ecosystem protection and restoration in the guidelines and PSPs.

On March 11, 2011 the California Ocean Protection Council (OPC) adopted a resolution on Sea-Level Rise. This resolution includes application to entities implementing projects funded by the State for use of sea level

rise projections (SLR). The IRWM grant program will incorporate the use of the OPC resolution and use of SLR beginning with the second round of IRWM Implementation Grants. Planning efforts leading up to the second round of implementation grants should begin incorporating OPC provisions when evaluating vulnerability to sea level rise. OPC resolution and SLR guidance can be found at the following link: <http://www.opc.ca.gov/council-documents/>.

On December 1, 2011 The US Environmental Protection Agency, DWR, US Army Corp of Engineers, and the Resource Legacy Fund released the Climate Change Handbook for Regional Water Management. This handbook is intended to assist IRWM planning efforts with incorporation of climate change analysis and methodologies that will assist in meeting IRWM Plan standards. The handbook can be found at <http://www.water.ca.gov/climatechange/CCHandbook.cfm>.

In recognition of the vast variability among IRWM regions in their degree and type of vulnerability to the effects of climate change, the Climate Change standard in the Guidelines was intentionally written broadly. With the release of the resources mentioned above, DWR proposes to define the the Climate Change bar for Rounds 2 and 3 of the Implementation Grant:

- The IRWM Plan must include a climate change vulnerability assessment of the region that is at least equivalent to the qualitative check list assessment in the *Climate Change Handbook for Regional Water Planning*.
- The IRWM Plan must include a list of prioritized vulnerabilities based on the vulnerability assessment and your IRWM's decision making process.
- The IRWM Plan must contain a plan, program, or methodology for further data gathering/analyzing of the prioritized vulnerabilities.

While this lists 3 new items that further define the IRWM Climate Change Standard, IRWM practitioners are reminded that existing standards such as Region Description and Project Review Process also house climate change elements and these standards have not changed.

This information is being provided now so that this can be considered in Round 2 planning grant proposals.

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I. INTRODUCTION

The IRWM Grant Program is designed to encourage integrated regional management of water resources and provide funding for projects that support integrated water management planning and implementation. This PSP works in conjunction with the Guidelines to disburse this final scheduled round of planning grant funding under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act 2006 (Proposition 84). For this solicitation DWR will use a one-step application process to evaluate IRWM Planning Grant applications.

A complete list of acronyms and a glossary of terms used throughout this PSP are available in Appendix B of the IRWM Guidelines. The Guidelines are posted on the DWR IRWM Grant website at the following link:

<http://www.water.ca.gov/irwm/guidelines.cfm>

This PSP is intended to provide instructions to applicants who are seeking planning grant funding for the development or revision of an IRWM Plan through individual IRWM or interregional planning efforts. The instructions provided are intended for an audience that is already familiar with the IRWM process and grant program. This document is not all encompassing; and the applicant **will need to refer to the Guidelines**, especially the Guidance for IRWM Plan Standards (Appendix C of the Guidelines) and the Proposal Selection Section (Section V of the Guidelines), to obtain the necessary details required to fill out a complete application. DWR will evaluate the IRWM Planning Grant applications in accordance with the Guidelines and this PSP.

II. ELIGIBILITY

A. Eligible Grant Application

Two types of planning grant applications will be accepted in this solicitation, IRWM regional planning and interregional planning. A regional planning proposal is a proposal that addresses a single IRWM's plan. An interregional proposal is a proposal that involves more than one IRWM Region. Typically an interregional proposal is some sort of joint effort that results in changes to each participating Region's IRWM Plan. One of each type of application may be submitted per eligible applicant. Applications for IRWM grants must meet all Eligibility Criteria in order for the application to be considered for grant funding. Eligibility requirements that apply to all PSPs within the IRWM Grant Program are included in Section III of the Guidelines

B. Eligible Applicant

As stated in the Guidelines, Section III, eligible applicants are local agencies and certain non-profit organizations. These applicants are submitting applications on behalf of specific IRWM planning regions which have been accepted into the grant program through the Region Acceptance Process (RAP). See [Table 1](#) for a listing of the regions eligible to receive a second-round planning grant for IRWM regional planning proposals. Table 1 reflects that some IRWM planning regions received the maximum grant of \$1,000,000 for an IRWM region planning in the previous solicitation (Proposition 84 Round 1). These IRWM planning regions are not eligible in this round for IRWM regional planning grants, but can submit an interregional proposal. Proposition 84, Round 1 Planning Grant grant recipient that received an award of less than \$1,000,000 are eligible to apply for a grant of up to a combined total of \$1,000,000. For example, if a region received a Round 1 grant award of \$750,000, then in Round 2 they may apply for a regional planning grant of not more than \$250,000.

In addition to previously existing eligibility criteria explained in Section III of the Guidelines, two legislated items may affect applicant eligibility in this solicitation, surface water diversion reporting and groundwater monitoring.

- California Water Code (CWC) Section 5103(e)(2) conditions grant eligibility on complying with surface water diversion reporting requirements found in CWC §5100 et seq. The Water Rights Division of the State Water Quality Control Board is the responsible entity for tracking of the diversion reporting requirement. DWR will confer with State Water Board to determine eligibility of applicants for this provision. No additional material is needed from applicants.
- CWC § 10933.7 conditions grant eligibility on groundwater monitoring as pursuant to CWC §10927 et seq. Applicants may know this program as California Statewide Groundwater Elevation Monitoring (CASGEM) developed and implemented by DWR. DWR will evaluate CASGEM compliance of the IRWM region.

Table 1 – IRWM Regions and Eligibility Status for Round 2 IRWM Regional Planning Grant

Eligible for Round 2 Regional Grant Regional Water Management Group	
American River Basin	Poso Creek
Antelope Valley	San Francisco Bay Area
Borrego Valley	San Luis Obispo County
Cosumnes American Bear Yuba	Santa Barbara County
East Contra Costa County	Santa Cruz County
East Stanislaus	South Orange County Watershed Management Area
Eastern San Joaquin	Southern Sierra
Fremont Basin	Tahoe Sierra
Gateway	Tule
Greater Monterey County	Tuolumne-Stanislaus
Inyo-Mono	Upper Feather River Watershed
Kaweah River Basin	Upper Kings Basin Water Forum
Kern County	Upper Pit River Watershed
Lahontan Basins	Upper Sacramento-McCloud
Madera	Upper Santa Clara River
Merced	Upper Santa Margarita
Mojave	Watersheds Coalition of Ventura County
Mokelumne-Amador-Calaveras	Westside-San Joaquin
Monterey Peninsula, Carmel Bay & South Monterey Bay	Yosemite-Mariposa
Northern Sacramento Valley – Six County Group	Yuba County
Pajaro River Watershed	
Not Eligible for Round 2 Regional Grant Regional Water Management Group	
Coachella Valley	Santa Ana Watershed Project Authority
Greater Los Angeles County	San Diego
Imperial Valley	Westside-Sacramento
North Coast	

C. Eligible Project Types

Eligible projects are planning actions related to development, updating, or improvement of an IRWM Plan, IRWM Plans, or a component of a plan/plans. This may include focused, topic-specific planning efforts such as salt/nutrient management planning or enhanced integration of flood management issues into an IRWM Plan. Applicants must make it apparent within the Work Plan that the end result of the proposed work effort is an IRWM Plan that meets all the standards as detailed in Section IV and Appendix C of the Guidelines. Therefore, applicants must demonstrate, in the Proposal, a specific section or sections of the Work Plan that support(s) the completion of a standards compliant IRWM Plan as a product.

IRWM planning activities that are interregional in nature and are a component of the IRWM Plan such as, but not limited to, climate change vulnerability analysis and salt/nutrient management, need to demonstrate how they will be incorporated into each cooperating region's IRWMP. Interregional planning proposals may be desirable in cases when an economy of scale can be realized through efficiencies gained when a planning activity or analysis scope may be applied to several contiguous IRWM regions.

III. FUNDING

This second and final round will provide approximately \$9,000,000 in funding. Not less than \$2.15 million of the funds awarded in this solicitation must be used to support proposals that facilitate and support the participation of disadvantaged communities (DACs) in IRWM planning. Planning grants will be funded 50%-50% from the Regional and Interregional funds authorized by Proposition 84 and California Water Code (CWC), Section 83002.(b)(3)(A)(ii). In cases where an interregional proposal is awarded funding and the participating IRWMs are in different funding areas, lacking a proposal from the participating IRWMs, the Regional funds portion of the grant will be proportional to the allocation schedule for the funding areas as presented in Proposition 84. For example if an interregional proposal involving the SF Bay Area IRWM and North Coast IRWM is awarded a \$500,000 grant, the Regional portion of that grant is \$250,000. Lacking a proposal offering any other suggestion, DWR would use \$52,857 from the North Coast Funding Area and \$197,143 from the SF Bay Area Funding Area regional allotments to fund the Regional portion of the grant. This split is based on the proportion of regional allocation set in Proposition 84, \$37,000,000 to the North Coast and \$138,000,000 to the SF Bay Area Funding areas.

A. Maximum Grant Amount

Grants will be limited to a maximum of \$1 million per IRWM Planning Region for a regional proposal; this includes prior planning grant awards of Round 1 IRWM Planning grant funds. Additionally an IRWM region may submit an interregional proposal involving joint work with at least one other IRWM region. Up to an additional \$1 million may be made available for such interregional planning activities. A separate application should be submitted to apply for interregional planning activities. Interregional planning activity grants will also require a 25% funding match, but the grants will not count against an individual IRWM region's maximum grant award of \$1 million. However, the grants will be funded 50%-50% from the Regional and Interregional funds.

B. Funding Match

Applicants must demonstrate that a minimum of 25% of the total project costs will be paid for with non-State funds. Applications that do not demonstrate the minimum funding match will not be awarded funding. Exhibit A provides examples of how funding match can be presented. The distribution of funding match between tasks of the proposal does not matter as long as 25% of the total project cost is received as match. In-kind services can be used for funding match. Per Section V.L of the Guidelines, costs incurred after September 30, 2008 and prior to award of the grant can be used as funding match.

IV. SCHEDULE

Table 2 shows the program timeline from release of the PSP through the award of funding for second round planning grant cycle. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on the DWR website listed in the Foreword. Updates may also be advertised through fliers, email announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the IRWM Grant Program should email contact information to the email address listed in the Foreword.

Table 2 – IRWM Planning Grants Proposal Solicitation Process and Schedule	
Milestone or Activity	Schedule
Release of Final Decision on Round 2 Region Acceptance Process	September 1, 2011
Release of Round 2 Planning Grant PSP	December 2011
Applicant Workshops	
Sierra Nevada Conservancy 11521 Blocker Drive, Ste 205 Auburn, CA 95603	January 26, 2012, 1pm.
California Towers 3737 Main Street Riverside, CA 92501 Suite 204	January 31, 2012 1pm
City of Kingsburg City Council Chambers 1401 Draper Street Kingsburg, CA 93631	February 1, 2012 1pm
Planning Grant applications must be submitted to DWR via BMS by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.	March 9, 2012
Public meeting to discuss initial funding recommendations.	<i>May 2012¹</i>
DWR approves final grant awards.	<i>July 2012</i>

(1) *Italics denote approximate dates.*

V. ADDITIONAL STATEWIDE PRIORITY

Table 1 of the Guidelines lists the Statewide Priorities for the IRWM Grant Program. On October 19, 2010, Senate Bill (SB) 855 (Committee on Budget and Fiscal Review Resources. Chapter 718, Stats 2010) was enacted into law. This bill directs DWR to give preference to planning grant proposals that include actions designed to integrate the stormwater resource plan requirements specified in the CWC, Section 10562 into an IRWM Plan.

VI. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The Application Instructions section consists of two subsections: How to Submit and What to Submit. It is important that the applicants follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to DWR, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

A. How to Submit

Applicants must submit a complete application electronically and specific attachments in hardcopy.

i. 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 Planning 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 PSP prop84 Planning Rd2. The on-line application will be available no later than January 6, 2012.

Applicants are encouraged to review the BMS User Manual, available at the BMS home page, <http://www.water.ca.gov/bms/>, under the help tab. If an applicant has questions as to the content or the information requested in the PSP or questions or problems with BMS, please contact the appropriate party at the phone number or email listed in the Foreword. For applicants that do not have internet access, please contact Mina Danieli at (916) 651-9214.

The grant application in BMS consists of seven sections outlined in Table 3 . Within BMS, 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. When uploading an attachment in BMS, the following attachment title naming convention must be used:

Att#_PG2_Agency_AttachmentName_#ofTotal#

Where:

- a. "Att#" is the attachment number
- b. "PG2" is the code for this grant solicitation
- c. "Agency" is an abbreviation for the applicant agency.
- d. "AttachmentName" is the name of the attachment as specified in Section V.B.1. – Attachment Instructions
- e. "#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 3 – Work Plan for applicant Hometown Water Agency is made up of three files, the second file in the set would be named "Att3_PG2_HWA_WorkPlan_2of3".

File size for each attachment submitted via BMS is limited to 50MB. However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Breaking documents into components such as chapters or logical components so that files are less than 50MB 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. All portions of the application, BMS submittal and hard copies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.

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.

ii. Hardcopy Submittal

Applicants are to submit **three (3)** hardcopies (preferably double sided) of Attachments 3, 4, and 5 by the due date. Please be sure to include some way to identify the application to which the attachments belong. For applicants that have an Attachment 7, please submit a single (1)hardcopy with wet signature. The hard copy

of Attachment 7 may be submitted prior to the rest of the application. 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
 Financial Assistance Branch
 Post Office Box 942836
 Sacramento, CA 94236-0001
 Attn: Joe Yun

Or Overnight courier to:

California Department of Water Resources
 Division of Integrated Regional Water Management
 Financial Assistance Branch
 1416 9th Street, Room 338
 Sacramento, CA 95814
 Attn: Joe Yun

Or hand-deliver to:

901 P Street, Lobby
 Sacramento, CA 95814
 Attn: Joe Yun

B. What to Submit – Required Application Attachments

This section presents the required elements of an application for grants funded by the IRWM Grant Program. Applicants must submit a complete application by the deadline contained in the Schedule shown in Table 2. The grant application consists of seven sections outlined in Table 3 ,the Grant Application Checklist.

Attachments are required as noted in the checklist. Failure to submit any required attachment will make the application incomplete, and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided below and the Attachments and associated Exhibits are summarized in Table 3 .

A complete application consists of all the following items:

1. Electronic submittal of an application through the BMS
2. Hard copies of selected attachments as described in the previous section, Hardcopy Submittal.

i. 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. Failure to submit any required attachment will make the application incomplete and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided.

Table 3 – Grant Application Checklist

APPLICANT INFORMATION TAB

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.

APPLICANT INFORMATION

- Organization Name:** Provide the name of the applicant.
- Tax ID:** Please verify the federal tax ID number of the applicant.
- Proposal Name:** Provide the title of the Proposal.
- Proposal Objective:** Briefly describe the objectives for the IRWM Plan (250 characters).

BUDGET

Any costs indicated must also be in agreement with costs presented in Attachment 4

- Other Contribution:** 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.
- Local Contribution:** 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**. Exhibit A of this PSP provides additional information regarding Funding Match requirements.
- Federal Contribution:** Provide the total amount of federal funding. If there is no federal contribution, enter zero.
- In-kind Contribution:** 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.
- Amount Requested :** Provide the amount of total grant funds requested.
- Total Project Cost:** Provide the total Proposal cost. This amount must equal the sum of the amount requested (grant funds), federal contribution, other contribution, local contribution, and In-kind contribution.

GEOGRAPHIC INFORMATION

- Latitude and Longitude:** Provide the Latitude and the Longitude at the center of the IRWM Region. Please refer to **Exhibit B** for lat/long. For interregional proposals, please enter the lat/long for the applicant's IRWM region.
- Longitude/Latitude Clarification:** Use only if necessary (*i.e. if your proposal is for an inter-regional Project*).
- Location:** Brief (100 characters) description of the project location. **An abbreviation of the applicable IRWM or IRWM regions is adequate.**
- County(ies):** 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.
- Groundwater Basin(s):** 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.
- Hydrologic Region(s):** 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.
- Watershed(s):** Provide the name of the watershed(s) in which your Project is located. For proposals covering multiple watersheds, hold the control key down and select all that apply.

Table 3 – Grant Application Checklist

LEGISLATIVE INFORMATION

- 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 INFORMATION TAB

This section contains information about the project contained in the proposal. For the Planning Grant, much of the information can be brought forward from the previous sections (budget, geographic information, legislative information) using a function within BMS.

PROJECT BENEFITS INFORMATION

- Please complete your project benefits information as follows:

Project Benefit Type	Benefit Type	Measurement	Description
Primary	Management Plans-IRWMP	0	Develop an IRWMP for the region

APPLICANT INFORMATION AND QUESTION'S TAB

The answers to these questions will be used in processing the application and determining eligibility and completeness.

- Q1. 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 state if the proposal is a regional (1 IRWM region) or interregional (more than 1 IRWM region) proposal. Please note if the Proposal will facilitate or support the participation of DAC's in the IRWM planning effort.
- Q2. Project Director:** Provide the name, title, agency, address, phone number, and 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.
- Q3. Project Manager:** Provide the name, title, agency, address, phone number, and email of the Project Manager from the applicant agency or organization that will be the day-to-day contact on this application.
- Q4. Applicant Information:** Provide the agency name, and address of the applicant submitting the application.
- 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
- Q6. Additional Information:** List the name of the Regional Water Quality Control Board (RWQCB) in which your Project is located. For a region that extends beyond more than one RWQCB boundary, list the name of each region: http://www.waterboards.ca.gov/waterboards_map.shtml
- Q7. 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"
- Q8. 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 *et seq.* and Assembly Bill (AB) 1420, see Attachment 7. If there are none, so indicate.
- Q9. Eligibility:** Have all of the urban water suppliers, listed in Q8 above, submitted complete 2010 Urban Water Management Plans (UWMP) to DWR? If not, explain.
- Q10. Completeness Check:** Have all of the fields in the application been completed? If no, please explain.

Table 3 – Grant Application Checklist

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 VI.A.i.](#) 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 VI.Bii.](#) 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, appendices).

<input type="checkbox"/>	Attachment 1	Authorizing Documentation
<input type="checkbox"/>	Attachment 2	Eligible Applicant Documentation
<input type="checkbox"/>	Attachment 3	Work Plan
<input type="checkbox"/>	Attachment 4	Budget
<input type="checkbox"/>	Attachment 5	Schedule
<input type="checkbox"/>	Attachment 6	Program Preferences
<input type="checkbox"/>	Attachment 7	AB 1420 and Water Meter Implementation Compliance, if applicable.

ii. Attachment Instructions

Applicants are required to submit Attachments 1 through 6 to complete the IRWM Planning Grant Application. Attachment 7 is needed only if the grantee is an urban water supplier. A discussion of each of these attachments is provided 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 IRWM region or proposal.

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 an IRWM Planning Grant and enter into an agreement with the State of California. The following text box provides an example resolution. If the resolution cannot be signed prior to the application due date, please contact DWR, as indicated in the Forward, to discuss the situation.

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 an Integrated Regional Water Management Planning 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 or non-profit organizations. The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

Local Agencies

- ↻ Is the applicant a local agency as defined in Appendix B of the Guidelines? 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 Proposal and tracking of funds.
- ↻ For an interregional proposal, please include a short statement regarding the determination of the applicant as the submitting entity for multiple IRWM regions.

Non-Profit Organizations

- ↻ Is the applicant a non-profit agency as defined in Appendix B of the Guidelines? Please explain.
- ↻ 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 Proposal and tracking of funds.
- ↻ Include a copy of the certificate of incorporation for the organization.
- ↻ For an interregional proposal, please include a short statement regarding the determination of the applicant as the submitting entity for multiple IRWM regions.

ATTACHMENT 3. WORK PLAN

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

The work plan must be consistent with the budget and schedule. The work plan shall contain all the necessary details to show the process the applicant will take to develop, enhance, or complete the IRWM Plan(s). The level of detail must be sufficient such that the reviewer understands the work to be performed and is able to evaluate the adequacy of the work tasks toward development of an IRWM Plan that meets IRWM plan standards; such that the work plan functions as the scope of work for the grant agreement; and such that the work plan allows reviewers to understand the level of effort of the work being performed in order to further substantiate the cost estimates in the budget. If the applicant does not have an existing IRWM Plan, then it should use this section to detail the process by which one will be created.

The work plan should consist of at least two and possibly three sections: (1) current status in meeting IRWM standards, (2) grant work plan content, and (3) additional work performed outside the grant. Note that for future implementation funding, IRWM Plans will be evaluated on their progress toward meeting the IRWM Plan Standards.

Current Status in Meeting IRWM Plan Standards

This section should be used to provide a short summary of the areas of the IRWM Plan in which more work is necessary to meet one or more IRWM Plan standards or which component of a IRWM Plan requires creation or modification. The IRWM Guidelines (Section IV) detail sixteen separate standards that all IRWM Plans must meet. The grant proposal should indicate the areas of work needed in the development of a new IRWM Plan or in the improvement of an existing IRWM Plan that will meet all IRWM Plan standards. If the proposal is not focused on making a IRWM Plan standards compliant, this section of the work plan should explain how the IRWM Plan is already standards compliant or how the IRWM Plan is becoming standards compliant. Then justify the need for the proposed work (i.e. need to fill data gap or how the IRWM Plan improvements are necessary). It is not necessary that the grant cover all areas of needed work; any work areas needed that will be funded outside should be explained in the Additional IRWM Plan Work section discussed below.

Grant Work Plan Content

Work plan tasks are specific tasks that will be performed as part of the grant proposal. In addition, the work plan must contain, as specific tasks, the submittal of: progress reports, a final report, and other deliverables expected to be generated during performance of the proposal. Exact numbers of meetings, trips, etc are not mandatory, but approximate numbers, minimum or maximum are helpful in determining consistency with budget estimates. Linkages between tasks need to be fully explained so that it is clear to reviewers how the product of a task will be used in subsequent tasks and ultimately in the update or development of the IRWM Plan. If meetings are part of the work plan, what are the desired outcomes of the meetings and how is that information incorporated into the work plan in subsequent tasks? If decision points are necessary in the work plan, these decision points should be clearly articulated as well as how that decision impacts the work plan direction or will be incorporated in the work plan. Where possible, work that facilitates and supports the involvement of DACs in the IRWM planning effort should be presented as separate tasks or subtasks. This will help clearly identify such work and clearly identify associated costs in the budget.

Additional IRWM Plan Work

If there is work that will be performed in addition to the grant scope of work to produce a standards compliant IRWM Plan, applicants must give a brief description of the additional work. This description must include:

- ↗ Short summary or listing of work to be completed
- ↗ Approximate timing of work to be completed including an anticipated finish date
- ↗ Anticipated funding source(s)

The work described in this section along with the work described in the grant work plan must be consistent with the information in the Status of Meeting IRWM Plan Standards section so that reviewers understand how the applicant will arrive at a standards compliant IRWM Plan.

If no additional work is needed to arrive at a compliant IRWM Plan, the applicant should include a statement in the Work Plan Content section described above that clearly states, no additional work is needed to arrive at a standards compliant IRWM Plan.

ATTACHMENT 4. BUDGET

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

The budget must be consistent with the work plan and schedule. The budget attachment should consist of a budget table (Table 4) 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. The 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 their logic for using a lump sum basis of estimate. The minimum Funding Match is 25% of the total proposal costs (See Exhibit A). The sources for funding match must be identified. Applicants should read the discussion on reimbursement of costs in Section V.L of the Guidelines. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs.

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.

ATTACHMENT 5. SCHEDULE

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

The schedule must be consistent with the work plan and budget. The schedule should show August 6, 2012 as an assumed effective date of the grant agreement and an end date approximately two years from the effective date. If IRWM Plan adoption is scheduled to occur after the end date of the grant agreement, show this information and explain how the RWMG will ensure the IRWM Plan adoption.

ATTACHMENT 6. PROGRAM PREFERENCES

Summarize how the work to be completed will result in an IRWM Plan that addresses the IRWM Program Preferences. Discuss how the work will result in an IRWM Plan that meets each individual program preference claimed. The IRWM Program Preferences can be found in the Guidelines Section II.F and Section IV of this PSP.

In considering which program preference will be addressed through implementation of the revised IRWM Plan, applicants should consider work plan tasks included in this grant application as well as other work tasks planned and funded with other resources. If the program preference will be met with funding obtained from outside sources (that is, it is not detailed in the scope of work to be performed under this grant) additional detail discussing the specifics of the work to be performed and how it will result in accomplishing the program preference being addressed must be included in Attachment 6. If the existing IRWM Plan already accommodates one or more program preferences, indicate which ones and describe how the current IRWM Plan addresses each program preference.

In describing how a preference is met, applicants should highlight portions of the IRWM Plan or revised IRWM Plan that, when implemented, will meet the preference. For example, if one of the IRWM Plan's objectives is to prepare the region for a multi-year drought, the applicant should highlight that IRWM Plan objective and any projects that have been identified in a IRWM Plan's priority list of projects that will help achieve the objective.

ATTACHMENT 7. AB 1420 AND WATER METER IMPLEMENTATION COMPLIANCE

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with AB 1420 (CWC §10631.5) requirements and Water Meter Implementation (CWC §525 *et seq.*) requirements.

AB 1420 Compliance

If the applicant is an urban water supplier or an urban water supplier will be receiving funding from the proposed grant, the AB 1420 Compliance Tables 1 and 2 for each urban water supplier receiving funds must be completed. The AB 1420 Compliance Tables may be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>. An urban water supplier who has already submitted Tables 1 and 2 will need to re-submit updated tables and must include any changes in the implementation schedule, financing, budget, and level of coverage. If there are no updates or changes to the tables, then there is no need to re-submit; just include a statement that the tables have already been submitted to DWR's Water Use and Efficiency Branch and there are no changes or updates.

Water Meter Implementation Compliance

The Water Meter Compliance Self Certification form and instructions can be found at http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm at the bottom of the page. The certification document must be filled out, signed, and submitted in hardcopy.

Both the AB 1420 self certification documentation and the Water Meter Compliance Self Certification form must be signed, uploaded to BMS, and submitted in hardcopy. **Only a single hard copy submittal is required for this attachment; do not submit three (3) hard copies. Applicants can submit this information prior to the application due date as a stand alone attachment.** For further information about AB 1420 compliance and Water Meter Implementation compliance please contact DWR as indicated in the Forward to this PSP.

VII. REVIEW AND SCORING CRITERIA

Applications will first be screened for eligibility and completeness in accordance with Section V of the [Guidelines](#) and Section II 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. Applications that are complete and eligible will be scored based on the evaluation criteria summarized in Table 5. Each criterion will be scored by technical reviewers and assigned a score within the range of points shown in Table 5. The score for each criterion will then be multiplied by the weighting factor in Table 5 and summed for a total score to be assigned to the application.

The review process is discussed in detail in Section V.G of the Guidelines.

Table 5 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
<p>Work Plan</p> <p>Scoring is based on the completeness and appropriateness of detail and planning that the applicant demonstrated within the application that supports the development of a standards compliant IRWM Plan or component of a IRWM Plan.</p> <p>Is the Work Plan complete? Does it include appropriate sections and adequate information? Does the Work Plan demonstrate that a standards compliant IRWM Plan will be produced? If a standards compliant IRWM Plan is not the focus of the proposal, is the need for the work justified?</p> <p>Is the submitted Work Plan sufficiently detailed to be the scope of work in a grant agreement?</p> <p>Does the amount of detail in the Work Plan tasks support the budget and schedule?</p>	3	0-15	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
<p>DAC Involvement</p> <p>Scoring is based on the specificity and appropriateness of tasks included within the Work Plan to show how the IRWM Region will facilitate and support sustained DAC participation in the IRWM planning process. This can include specific outreach and engagement activities, work on governance, work on project selection, etc.</p>	2	0-10	0-5	Standard Scoring Criteria (See Section V.G of Guidelines).
<p>Schedule</p> <p>Scoring is based on specificity and consistency of the Schedule with respect to work plan tasks and budget items, and the reasonableness of the proposed timeline.</p> <p>Is the schedule consistent with the Work Plan and the Budget? Based on the Work Plan task descriptions does the Schedule seem reasonable?</p>	1	0-5	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
<p>Budget</p> <p>Scoring is based on completeness and specificity of the Budget items, the degree to which each cost is reasonable and provided with appropriate supporting documentation, the degree to which the Budget is consistent with the Work Plan and Schedule.</p> <p>Is the basis of estimate presented for budget items reasonable and logical?</p> <p>Is the Budget consistent with the Work Plan and Schedule?</p>	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
<p>Program Preference</p> <p>Points are awarded for each Program Preference below that will be addressed in the updated IRWM Plan or is currently addressed in the IRWM Plan.</p>	See below		One half point will be awarded for each of Program Preferences that will be met in the IRWM Plan, up to a maximum of 5 points. Program Preference points will be granted if it is clear that the preference will be met upon IRWM Plan implementation.	
Include regional projects or programs	1	0-0.5	0-0.5	As above

Table 5 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
Effectively integrate water management programs and projects within a hydrologic region identified in the California Water Plan; the Regional Water Quality Control Board region or subdivision; or other region of sub-region specifically identified by DWR	1	0-0.5	0-0.5	As above
Effectively resolve significant water-related conflicts within or between regions	1	0-0.5	0-0.5	As above
Contribute to attainment of one or more objectives of the CALFED Bay-Delta Program, i.e., (1) improve delta water quality, (2) maintain and improve integrity of delta levees, (3) reduce the mismatch between delta water supplies and beneficial uses demands, or (4) improve ecological health of the Bay-Delta watershed	1	0-0.5	0-0.5	As above
Address critical water supply or water quality needs of disadvantaged communities within the IRWM region.	1	0-0.5	0-0.5	As above
Effectively integrate water management with land use planning	1	0-0.5	0-0.5	As above
Include actions designed to integrate the Stormwater Resource Plan requirements specified in CWC Section 10562 into an IRWM Plan	1	0-0.5	0-0.5	As above, see Section V of this PSP
Drought Preparedness	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Use and reuse water more efficiently	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Climate Change Response Actions	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Expand environmental stewardship	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Practice integrated flood management	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Protect surface and groundwater quality	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Improve tribal water and natural resources	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Ensure equitable distribution of benefits	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Total Range of Points Possible Without Balance Points = 0-45				

Table 5 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
<p>Tie Breaker</p> <p>Up to five (5) points may be awarded to aid in the distribution of funds.</p>	1	0-5	0-5	<p>These points may be applied in cases where applications have a tied score. Tie breaker points will be added to proposal scores for regional proposals from IRWM planning efforts that have not yet received Proposition 84 IRWM Planning Grant funding or interregional proposals over applicants that already have a Round 1 IRWM Planning Grant award. These points will be assigned by the Selection Panel after consensus technical reviews are complete.</p>

Exhibit A

Funding Match Information

Purpose

The purpose of this exhibit is to provide examples for the applicant that show how a funding match is calculated. It is also to describe what the applicant must provide DWR to demonstrate its source of funding match.

What Can be Used as Funding Match

As specified in the Guidelines and in this PSP, the funding match must be from non-State sources. Applicants can use in-kind services, federal grant dollars, or local agency/organization funds as funding match. In addition to costs paid or in-kind services performed under a grant agreement, costs paid or in-kind services performed from non-State sources **may** be presented as a funding match if they occur between September 30, 2008, and the effective date of the grant agreement. In the event that an applicant receives a grant, DWR may consider such costs as part of the funding match and may disallow portions or all, if deemed ineligible.

Examples of Funding Match

EXAMPLE 1: In this example the total cost of the proposal (\$2,554,000) is more than the maximum grant limit of \$1,000,000; therefore, the applicant must pay for costs exceeding \$1,000,000. Under Example 1, the applicant is providing a 61% funding match made up in part by local agency services on the project.

Work Item	Applicant Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$300,000	\$125,000	\$425,000
2. Prioritize Management Issues	\$250,000	\$55,000	\$305,000
3. Integrate /Prioritize Projects	\$350,000	\$25,000	\$375,000
4. Conduct Stakeholder Meetings and Planning Studies	\$124,000	\$395,000	\$519,000
5. Write Draft Plan	\$200,000	\$300,000	\$500,000
6. Prepare Final Plan	\$300,000	\$100,000	\$400,000
7. Adopt Plan	\$5,000	\$0	\$5,000
8. Quarterly and Final Reports	\$25,000	\$0	\$25,000
Totals	\$1,554,000	\$1,000,000	\$2,554,000

The funding match for Example 1 = $\$1,554,000 / \$2,554,000 \times 100 = 61\%$.

EXAMPLE 2: Under Example 2, the applicant is providing a minimum 25% funding match and the grant amount is less than the maximum amount.

Work Item	Applicant Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$18,750	\$56,250	\$75,000
2. Prioritize Management Issues	\$6,250	\$18,750	\$25,000
3. Integrate /Prioritize Projects	\$6,250	\$18,750	\$25,000
4. Conduct Stakeholder Meetings and Planning Studies	\$50,000	\$150,000	\$200,000
5. Write Draft Plan	\$37,500	\$112,500	\$150,000
6. Prepare Final Plan	\$17,500	\$52,500	\$70,000
7. Adopt Plan	\$75	\$225	\$300
8. Quarterly and Final Reports	\$6,250	\$18,750	\$25,000
Totals	\$142,575	\$427,725	\$570,300

The funding match for Example 2 = $\$142,575/\$570,300 \times 100 = 25\%$.

Presenting Funding Match

The funding match appears in several places in the application. An applicant will directly enter into BMS the funding match amount and grant request ([Table 3](#)). Applicants must show applicant funding match and grant fund allocations in their budgets. Applicants must also identify the source of the applicant's funding match.

Exhibit B

Center Point Latitude and Longitude of IRWM Regions

IRWM Regions - Approximate Center Point		
IRWMRegion	Latitude (Y)	Longitude (X)
(1) American River Basin	38.5086664	-121.308979
(2) Antelope Valley	34.7492228	-118.040245
(3) Anza Borrego Desert	33.0746712	-116.340695
(4) Yosemite - Mariposa	37.5598364	-119.945966
(5) Coachella Valley	33.7463410	-116.308666
(6) Cosumnes American Bear Yuba	39.0577114	-120.705196
(7) East Contra Costa County	37.9214996	-121.717162
(8) Eastern San Joaquin	37.9798408	-121.154896
(9) Gateway	33.8977391	-118.129648
(10) Greater Los Angeles County	34.1507991	-118.293150
(11) Greater Monterey County	36.1529523	-121.137758
(12) Imperial	32.9745827	-115.452301
(13) Inyo-Mono	36.7063644	-117.672089
(14) Kaweah River Basin	36.2761829	-119.346604
(15) Kern County	35.3126442	-119.049320
(16) Madera	37.2228297	-119.651057
(17) Merced	37.3427695	-120.511139
(18) Mojave	34.7865090	-117.041807
(19) Mokelumne/Amador/Calaveras	38.3482663	-120.602430
(20) Monterey Peninsula, Carmel Bay, So Monterey	36.4237436	-121.701509
(21) North Coast	40.4612527	-123.457435
(22) North Sacramento Valley Group	39.8009147	-122.130781
(23) Pajaro River Watershed	36.7973175	-121.306433
(24) Poso Creek	35.6336473	-119.315658
(26) San Diego	33.0727850	-116.945687
(27) San Francisco Bay Area	37.8101152	-122.133900
(28) San Luis Obispo	35.4490947	-120.450158
(29) Santa Ana Watershed Project Authority	33.9323053	-117.397921
(30) Santa Barbara Countywide	34.7469226	-119.973489
(31) Santa Cruz County	37.0859237	-122.121667
(32) So. Orange Co WMA	33.5649034	-117.637824
(33) Southern Sierra	36.6864211	-118.816724
(34) Tahoe-Sierra	38.9438945	-120.034860
(35) Tule	35.9962977	-119.339329
(36) Tuolumne-Stanislaus	38.0363868	-119.926265
(37) Upper Feather River Watershed	39.9811477	-120.824248
(38) Upper Kings Basin Water Forum	36.6335685	-119.758410
(39) Upper Pit River Watershed	41.1673903	-120.937792
(40) Upper Sacramento-McCloud	41.1327614	-122.069935
(41) Upper Santa Clara River	34.5372302	-118.509937
(42) Upper Santa Margarita	33.5553146	-117.069123
(43) Watersheds Coalition of Ventura County	34.4755720	-119.109119
(44) Westside - San Joaquin	36.8347140	-120.609586
(45) Westside (Yolo, Solano, Napa, Lake, Colusa)	38.6485711	-122.039978
(46) Yuba County	39.1362492	-121.484174
(47) East Stanislaus	37.6295730	-120.873962
(48) Fremont Basin	35.2904846	-118.007371
(49) Lahontan Basins	40.5126097	-120.290019