

DRAFT 2016 Request for Proposals Disadvantaged Community Involvement

Integrated Regional Water Management
January 2016



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) Grant Program Request for Proposal (RFP) for the Proposition 1 Disadvantaged Community Involvement funding.

This document is not a standalone document and the applicant will need to refer to the 2016 IRWM Program Guidelines (2016 IRWM Guidelines) for additional information. The 2016 IRWM Guidelines can be found at <http://www.water.ca.gov/irwm/grants/prop1index.cfm>.

Grant Program Website

DWR will use the internet as a communication tool to notify interested parties of the status of the grant funding opportunities and to convey pertinent information. DWR will post information at the following website: <http://www.water.ca.gov/irwm/grants/prop1index.cfm>.

See the 2016 Proposition 1 IRWM Grant Program Guidelines (2016 IRWM Guidelines), Volume 1, Appendix A for other useful web links and Appendix B for common usage of terms and definitions.

Mailing List

In addition to the above-referenced website, DWR will distribute information via e-mail. If you are not already on the IRWM e-mail distribution list and wish to be placed on it, please visit the following site: <http://www.water.ca.gov/irwm/grants/subscribe.cfm>.

Contact Information

For questions about the 2016 IRWM Guidelines, how to submit a Proposal, or other issues, please contact DWR's Financial Assistance Branch at (916) 651-9613 or by e-mail at DWR_IRWM@water.ca.gov.

For questions about this RFP, please contact:

- ◆ Craig Cross at (916) 651-9204 or Craig.Cross@water.ca.gov
- ◆ Melissa Sparks at (916) 651-9221 or Melissa.Sparks@water.ca.gov

I. INTRODUCTION

This document contains the California Department of Water Resources' (DWR) Request for Proposals (RFP) for the Disadvantaged Community Involvement Program (Program) authorized by the Water Quality, Supply, and Infrastructure Improvement Act (Proposition 1). The 2016 IRWM Guidelines can be found at the link listed in the Foreword.

Water Code §79745 requires DWR to expend not less than 10 percent of the Proposition 1, Chapter 7 funds authorized for the IRWM Grant Program, \$51 million, for the purpose of ensuring involvement of disadvantaged communities (DACs), economically distressed areas (EDAs), or underrepresented communities (in this document collectively referred to as DACs) in IRWM planning efforts. DWR is establishing this Program to support the following objectives:

- 1) Work collaboratively to involve DACs, community-based organizations, and stakeholders in IRWM Planning efforts to ensure balanced access and opportunity for participation in the IRWM planning process
- 2) Increase the understanding, and where necessary, identify the water management needs of DACs on a Funding Area basis
- 3) Develop strategies and long-term solutions that appropriately address the identified DAC water management needs

DWR will call for and evaluate Funding Area level proposals designed to support the above-referenced objectives. It is DWR's intent to move forward efficiently with the RFP process so that the needs of DACs can be more fully included in IRWM planning efforts and future funding opportunities through the IRWM Grant Program or other financial assistance programs.

DWR is seeking a single Funding Area-wide proposal from each of the 12 Proposition 1 Funding Areas. DWR will work with IRWM region(s), within each Funding Area, to develop proposals to perform activities that involve DACs in IRWM planning, including helping define, understand, and address DAC water management needs through a collaborative approach.

II. FUNDING

The funding dispersed by this RFP will be allocated and awarded with not less than 10 percent by Funding Area, as shown in Table 1.

Because the Program is focused on involvement of or benefits to DACs, DWR is waiving the local cost share requirement of 50 percent of the total proposal costs.

Proposition 1 Funding Areas	Minimum Available Funds
North Coast	\$2,650,000
San Francisco Bay Area	\$6,500,000
Central Coast	\$4,300,000
Los Angeles	\$9,800,000
Santa Ana	\$6,300,000
San Diego	\$5,250,000
Sacramento River	\$3,700,000
San Joaquin River	\$3,100,000
Tulare/Kern	\$3,400,000
Lahontan	\$2,450,000
Colorado River	\$2,250,000
Mountain Counties	\$1,300,000

III. PROGRAM SCHEDULE

The schedule in Table 2 outlines the timeframe for this Program. Updates for the events listed in this schedule may be required. Any schedule updates will be posted on the DWR website listed in the Foreword.

Table 2 – DAC Involvement Program Schedule	
Milestone or Activity	Schedule
Release of Draft DAC Involvement RFP and Public Comment Period Opens	January 22, 2016
Public Workshops: February 22, 2016, 1:30pm California EPA Building 1001 I Street, Byron Sher Auditorium Sacramento, CA 95812 This meeting will be web broadcast via the following link: http://www.calepa.ca.gov/broadcast/ March 9, 2016, 10:00am Visalia Branch of the Tulare County Library 200 West Oak Avenue, Blue Room Visalia, CA 93291 March 16, 2016, 10:00am California Tower 3737 Main Street, Highgrove Room #200 Riverside, CA 92501	February/March 2016
Draft DAC Involvement RFP Public Comment Period Closes	March 18, 2016
Release of Final DAC Involvement RFP	April 2016
Funding Area Coordination Meetings	July 2016
Approval of Funding Awards	September 2016

Italics denote a specific date that may vary dependent on previous activity deadline.

IV. ELIGIBLE COSTS

Costs incurred after the award of grant funds are eligible for reimbursement. Eligible costs include, but are not limited to, expenditures for involvement activities identified in Table 3. Grantees are encouraged to limit direct administrative costs to no more than 5 percent of the total grant share amount.

V. PROPOSAL PROCESS

DWR is requesting that one entity act as the Applicant, and subsequently as the Grantee, on the behalf of the DACs and Regional Water Management Group(s) (RWMG(s)) within the Funding Area. That entity must be an eligible applicant as defined in the 2016 IRWM Guidelines Sections III.A and Appendix B and shown below:

- ◆ Public agencies
- ◆ Non-profit organizations
- ◆ Public utilities
- ◆ Federally recognized Indian tribes
- ◆ State Indian tribes listed on the Native American Heritage Commission’s Tribal Consultation list
- ◆ Mutual Water Companies

The Applicant will act as a single point of contact and will work with DWR, the DACs, RWMG(s), community based organizations, and stakeholders in the Funding Area to develop a proposal that is responsive to this RFP.

A. Funding Area Coordination

Prior to submitting a proposal to DWR, prospective applicants should, at a minimum, undertake the following actions, in conjunction with the DACs, RWMG(s), community based organizations, and stakeholders:

- ◆ Discuss interest in being the Grantee for the execution and management of the DAC Involvement agreement
- ◆ Develop an initial list of potential involvement activities

- ◆ Evaluate whether the initial list of potential involvement activities aligns with the eligible activities listed below or whether those activities are ineligible

B. Eligible Activities

Table 3 provides guidance to Applicants on the types of activities that are eligible for State reimbursement under this Program. Proposed activities submitted that fall outside of this guidance will need to be justified in the proposal for DWR to approve of the proposed activity and intended outcome.

For examples of previous DAC pilot projects funded by the IRWM grant program and other DAC Reports and Studies, See Appendix A of the 2016 IRWM Guidelines. Applicants are encouraged to review the documents and build off the prior works and general recommendations to the extent feasible.

Table 3 - Eligible DAC Involvement Activities		
General Activity	Examples of Activity	Desired Outcome
Technical assistance	Service provider trainings, local circuit rider programs to train water and wastewater staff	Technical, financial or managerial assistance that results in community staff that are able to support local water resource decision making, gain knowledge, and retain technical skills within the Funding Area
Needs assessments	Surveys or meetings with community members to identify water management needs	Needs assessments provide a better understanding of water management needs of the community to help direct resources and funding
Project development activities	Planning activities, environmental compliance, or pre-construction engineering/design activities	Project development activities for future implementation/construction funding
Site assessment	Water quality assessments, median household income surveys, data and mapping activities	Site assessment that results in extensive knowledge gained by staff and DAC members on specific water management needs, data, and development for future water-related project(s)
Engagement in IRWM efforts	DAC regional engagement coordinator role, DAC Advisory Committee to RWMG, DAC representatives in governance	Engagement activities should result in increased activity and roles of DACs in RWMG decision making and increased participation in IRWM efforts
Governance Structure	Evaluation of existing governance structures and related plan financing efforts, assessments of the level of DAC involvement in decision making processes	Development or implementation of RWMG governance structures that ensure participation in IRWM efforts regardless of the ability to contribute financially to the IRWM plan
Community outreach	Public project meetings open to community members, door-to-door outreach	Outreach should result in increased participation of DACs in project development activities and IRWM planning activities
Education	Translation or interpretive services for information sharing, water education campaigns for community members, education for RWMGs on DAC needs	Education and interpretive services should result in the better understanding by community members of their water management needs
Facilitation	Facilitated RWMG meetings, facilitated project development meetings	Facilitation services should result in community participation and stakeholders being able to resolve or overcome obstacles in communicating water management needs
Enhancement of DAC aspects in IRWM Plans	Development of Funding Area-wide DAC plan to be utilized as a unified approach for all IRWM plans	IRWM Plan DAC-related changes should result in tangible changes to the IRWM plan that support the IRWM's understanding of their DAC water management needs in the region

C. Ineligible Activities and Costs

Ineligible activities and costs are not reimbursable by this Program and include, but are not limited to, the following items:

- ◆ Application preparation costs for funding opportunities not consistent with the purposes of the Proposition 1 IRWM funding
- ◆ Meals not directly related to travel
- ◆ Payment of stipends

D. Proposal Review and Approval

Complete proposals must be submitted in PDF format to DWR via email listed in the Foreword. Once proposals are submitted, DWR, in coordination with the State Water Resources Control Board (SWRCB), will review the materials for its responsiveness to this RFP and then contact the Funding Area applicant to schedule, if necessary, a coordination meeting. At this meeting, DWR may ask general questions regarding the proposal development process and discuss comments pertaining to the submittal. DWR may hold subsequent meetings with the Funding Area applicant regarding eligibility information and any needed proposal changes to ensure the proposed activities are appropriate for the Program. Throughout proposal development and implementation, DWR expects broad participation by the Applicant, members of DACs or community-based organizations, RWMG representatives, and stakeholders.

Once all requirements of the RFP are met and DWR approves the proposal, DWR will announce awards by issuing a commitment letter on a per Funding Area basis. If an acceptable proposal is not developed in a timely manner, DWR may directly expend the funds to support DAC involvement actions within the relevant Funding Area or the Funding Area funds will remain un-awarded until such time that a responsive proposal is submitted. The approval of the grant award has been delegated from DWR's Director to the Chief of the Division of IRWM, modifying the 2016 Program Guidelines, Section V.C for this Program only.

VI. RESPONDING TO THIS RFP

Applicants must submit the following information to DWR.

A. Applicant

Provide the Applicant contact information and a short statement (500 characters or less) of how the Applicant was selected by the DACs, RWMG(s), community based organizations, and stakeholders within the Funding Area.

B. DAC Background

Provide a baseline understanding on DAC water management needs from each Funding Area's perspective. This section must not exceed 5,000 characters and shall include the following:

- ◆ A description of the known DAC water management needs in the Funding Area
- ◆ An outline of the existing Funding Area strategy(ies) to address DAC water management needs across the Funding Area
- ◆ A discussion of whether the Funding Area has or has not been able to involve or engage DAC members in past IRWM activities; if not, identify the barriers encountered
- ◆ A map that identifies and distinguishes all known DAC, EDA, and underrepresented communities within the Funding Area. Please show on the map all IRWM region boundaries and all proposed involvement activity boundaries. DWR's DAC and EDA mapping tools may be useful references and can be found at the links listed in the 2016 IRWM Program Guidelines, Volume I, Appendix A
- ◆ A discussion of the underrepresented communities within the Funding Area

C. Activity Descriptions

Provide a detailed description of the proposed activities. There is no page or character limit on this section, but applicants are encouraged to be clear and concise. The description should include the following:

- ◆ Provide a title, description, and task outline for the proposed activities
- ◆ Justify how the proposed activities meet one or more of the intended outcomes in Table 3; or other potential intended outcomes not listed in Table 3
- ◆ Include a list of deliverables that will result from the proposed activities, including the development of a Funding Area-wide assessment final report (discussed below in Section VII, Reporting Requirement)
- ◆ A description of the key milestones of proposed activities and any related assumptions for the proposal schedule

D. Statement of Qualifications

The proposal must include a discussion of the entities that are anticipated to be tasked to undertake the proposed activities. The discussion must include a statement of qualifications for each activity that demonstrates that each entity tasked possesses the appropriate qualifications to interface and work with DAC members. This section must not exceed 5,000 characters and should include the following:

- ◆ List the necessary qualifications of staff, community-based organizations, or consultants that are needed to work on the proposed activities
- ◆ Identify participants, if known, including the Applicant, RWMG representatives, community-based organizations, or consultants who currently work with DACs. If known, describe the existing participant's qualifications with the following criteria:
 - Past performance on similar projects
 - Qualifications and expertise in involvement activities listed in Table 1
 - Ability to proactively manage the proposed activities to ensure a timely and successful completion

E. Schedule

Provide a schedule of the key milestones for the proposed activities. Gantt charts, bar charts, or other graphic displays are acceptable. The schedule should assume a start date of no earlier than June 1, 2016 and not exceed two years in duration. The schedule should show the anticipated overall start date and end date of each proposed activity and also show quarterly and final reporting obligations. Activity tasks and sub-task schedule dates are not required.

F. Budget

Provide a budget in tabular form for the Proposal. This budget must include the anticipated overall budget for each proposed activity and the basis of estimate for the activities described within the budget. The budget must also include the estimate for all administrative costs, if any.

VII. REPORTING REQUIREMENTS

Funds will not be disbursed until there is an executed grant agreement between DWR and the Grantee. As part of the grant agreement, the Grantee will be required to submit quarterly progress reports and invoices. DWR may request formal visits or meetings to monitor activities through the duration of the agreement.

As part of the grant agreement, a final grant completion report that includes a Funding Area-wide assessment and other deliverables will be required to be submitted. The following are required topics that must be included in the Funding Area-wide assessment section of the grant completion report:

- ◆ Description of water-related needs of the DACs, EDAs, and underrepresented communities in the Funding Area
- ◆ Map(s) identifying all DACs, EDAs, and underrepresented communities in the Funding Area with the IRWM regions overlaid
- ◆ Discussion of DACs, EDAs, and underrepresented communities, and other interested stakeholders engaged and involved in Program efforts
- ◆ Description of successful involvement activities performed in this Program
- ◆ Identification of projects developed through the DAC involvement activities, if applicable
- ◆ Identification ongoing barriers for DAC involvement in IRWM efforts
- ◆ Recommendations for water managers on future DAC involvement activities

Funding Areas may be requested by DWR to provide a presentation of completed activities near the end of the agreement. If requested, presentations will occur prior to termination of the agreement.

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