

DRAFT 2016 Planning Grant Proposal Solicitation Package

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

The California Department of Water Resources (DWR) is administering an Integrated Regional Water Management (IRWM) Planning Grant solicitation using funds authorized by Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1). This document is the Proposal Solicitation Package (PSP) for the Proposition 1 IRWM Planning Grant Program that includes 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 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 solicitations and to convey pertinent information. DWR will post information at the following website: <http://www.water.ca.gov/irwm/grants/prop1index.cfm>.

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 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 Grant Review and Tracking System (GRanTS), please contact GRanTS administration at (888) 907-4267 or by email at GRanTSadmin@water.ca.gov.

For questions regarding Urban Water Management Plan, Agricultural Water Management Plans, or Water Meter Implementation compliance, please contact Elizabeth Vail at (916) 651-9667 or by email at Elizabeth.Vail@water.ca.gov.

Due Date

The complete application and all supporting documentation must be submitted via DWR's GRanTS and must be received at DWR by 5:00 p.m. on **MONTH DAY, 2016**. Applicants must submit a complete application on-line using DWR's Grant Review and Tracking System (GRanTS) which can be found at the following link: <https://grants.water.ca.gov/>.

I. INTRODUCTION

The IRWM Grant Program is designed to encourage integrated regional management of water resources and provide funding for proposals that support integrated water management planning and implementation. This PSP works in conjunction with the 2016 IRWM Guidelines to disburse the scheduled round of planning grant funding under Proposition 1, which includes among other items the IRWM Plan Standards and related guidance. This PSP is intended to provide instructions to applicants who are seeking planning grant funding for the: (1) development of an IRWM plan that meets the IRWM Plan Standards, (2) to comply with recent legislation or (3) improvement of an existing IRWM plan. The 2016 IRWM Guidelines are posted on the DWR IRWM Grant website at the link listed in the Foreword.

A complete list of acronyms used throughout this PSP is available on page 5 of of the 2016 IRWM Guidelines and a glossary of terms used throughout this PSP is available in Appendix B of the 2016 IRWM Guidelines.

II. ELIGIBILITY

Applications for IRWM grants must meet all Eligibility Criteria in order for the application to be considered for grant funding. A general list of eligibility requirements that apply to the IRWM Grant Program is included in Section III of the 2016 IRWM Guidelines.

Applications for Proposition 1 planning grant funding must meet all eligibility criteria in order for the application to be considered to receive grant funding. Eligibility requirements included in the 2016 IRWM Guidelines that specifically apply to this solicitation are discussed in Section. V, Table 2 of this PSP.

A. Eligible Applicant

Eligible applicants are listed below and defined in the 2016 IRWM Guidelines, Section III.A and Appendix B:

- ◆ Public agencies
- ◆ Non-profit organizations
- ◆ Public utilities
- ◆ Federally recognized Indian tribes
- ◆ California Native American Tribes
- ◆ Mutual water companies

Only one application will be accepted per IRWM region. An applicant will submit an application on behalf of specific IRWM planning region that have been accepted into the grant program through the Region Acceptance Process (RAP). For this planning grant solicitation only, DWR will allow all regions that have not been through the RAP to submit the RAP materials at the time of a planning grant application submittal. DWR will then review both the RAP materials and the planning grant application simultaneously. For more information about the RAP, see the 2016 IRWM Guidelines, Volume II, Section VI.

IRWM regions that have an active Proposition 84 planning grant agreement at the application submittal due date, listed in Table 1, will not be considered for Proposition 1 planning grant funding.

Eligible proposal types include:

- (1) **New Plan:** DWR will provide funding to Regional Water Management Groups (RWMGs) that are developing an initial IRWM Plan that is consistent with the IRWM Plan Standards. Applicants must make it apparent within the Work Plan that the end result of the proposed work effort is an adopted IRWM Plan that meets the IRWM Plan Standards as detailed in Volume 2, Section II of the 2016 IRWM Guidelines.
- (2) **Update or Improvement of an Existing Plan:** DWR will provide funding to RWMGs to update or improve an existing IRWM Plan. Updates or improvements to an existing IRWM Plan include, but are not limited to the following examples:

- (a) For those IRWM regions with areas of nitrate, arsenic, perchlorate, or hexavalent chromium contamination, actions to include in their IRWM Plan a description of each of the following: (1) the location and extent of that contamination in the region, (2) The impacts caused by the contamination to communities within the region, (3) existing efforts being undertaken in the region to address the impacts, and (4) any additional efforts needed to address the impacts (Water Code § 10541(e)(14)).
 - (b) The incorporation of the components of a stormwater resource plan into the IRWM plan (Water Code § 10562 (b) (7)). Additional information on the components of a stormwater resource plan can be found at the following link:
http://www.swrcb.ca.gov/water_issues/programs/grants_loans/swgp/docs/prop1.pdf
- (3) Improve section(s) of an IRWM Plan to address concerns identified by DWR during the IRWM Plan Review Process.

III. FUNDING

A. Maximum Grant Amount

This solicitation provides up to \$5,000,000 in funding to eligible proposals. The maximum grant amount for developing a new IRWM Plan is \$1,000,000 per IRWM Region. The maximum grant amount to Update or Improve an Existing Plan is \$250,000 per IRWM Region. The minimum grant amount to be awarded shall be no less than \$50,000.

B. Local Cost Share

Applicants must demonstrate that a minimum of 50% of the total proposal costs will be paid for with non-State funds (Water Code §79742(C)). Applications that do not demonstrate the minimum local cost share may not be awarded funding. Costs incurred after November 4, 2014 can be used as local cost share; in-kind services may also be used for local cost share.

IRWM regions may request the local cost share requirement be waived or reduced if the proposal directly benefits a disadvantaged community(ies) (DAC) or an economically distressed area(s) (EDA). Please see Attachments 6 and 7 for the submittal requirements to request a waiver or reduction in local cost share for DAC and EDA, respectively.

DWR will evaluate DAC and EDA submittals based on the DAC and EDA criteria necessary to meet each respective definition. In determining if a waiver applies, DWR will consider a combination of DAC and EDA areas that cover 100 percent of the project benefit area. In determining if a reduction applies, DWR will consider a combination of DAC and EDA areas that cover a proportion of the project benefit area, either by population or geographic area. The specified proportion will be utilized by DWR to determine the reduction in local cost share.

IV. SOLICITATION SCHEDULE

Table 1 shows the program timeline from release of the PSP through the award of funding for Proposition 1 planning grants. 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. In addition, email updates will be sent to the parties who have signed on to the IRWM mailing list.

Table 1 – IRWM Planning Grants Proposal Solicitation Schedule

Milestone or Activity	Schedule
Release of Draft Planning Grant PSP for public review	January 15, 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 Planning Grant PSP Public Comment Deadline	March 18, 2016
Release of Final Planning Grant PSP	<i>April 2016</i>
Applicant Workshop (<i>Web Ex broadcast</i>)	<i>May 2016</i>
Planning Grant applications must be submitted to DWR via GRanTS by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.	June XX, 2016
Release of Draft Funding Award Recommendations	<i>August 2016</i>
Approval of Final Awards	<i>September 2016</i>

Italics denote approximate dates.

V. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The Application Instructions section consists of two subsections: What to Submit and How 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. 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 1. The grant application consists of four sections (Tabs) outlined in Table 2, Grant Application Checklist.

Attachments 1 through 5 are required for all applications. Attachments 6 through 8 are necessary if they are applicable to the proposal or applicant. Failure to submit any required attachment will render 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 are summarized in Table 2.

B. How to Submit

Applicants must submit a complete application on-line using DWR’s GRanTS. GRanTS can only be accessed with Internet Explorer or Google Chrome. The online GRanTS application can be accessed through the GRanTS log-in screen at the link listed in the Foreword. To establish an account in GRanTS, click on the Registration hyperlink from the GRanTS home page.

The name of the PSP in GRanTS is “Proposition 1 Planning”. The online application will be available no later than **Month Day, 2016 <at least 1 month before the application due date>**.

Applicants are encouraged to watch the "How to Register" and the "How to Complete a Grant Application" videos and review the GGrants Public User Guide and Frequently Asked Questions, available at the GGrants home page, listed in , Appendix A of the 2016 IRWM Guidelines prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP or questions or problems with GGrants, 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 the GGrants Administration staff listed in the Foreword.

Within GGrants, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. GGrants will allow applicants to type text or copy and paste information from other documents directly into a GGrants submittal screen. When uploading an attachment in GGrants, the following attachment title naming convention must be used:

Att#_P1PG_Agency_AttachmentName_#ofTotal#

Where:

- a. "Att#" is the attachment number
- b. "P1PG" is the code for this planning 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_P1PG_HWA_WorkPlan_2of3".

File size for each file submitted via GGrants is limited to 50MB and GGrants allows you to upload a maximum of five files for each attachment (5x50MB=250MB). 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, GGrants submittal must be received by the application deadline. Late submittals will not be reviewed or considered for funding.

i. Grant Application Checklist

This checklist is intended to help ensure the applicant has submitted the proper information in the application in electronic 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 2 - Grant Application Checklist

APPLICANT INFORMATION TAB

The following information is general and applies to the applicant and the overall proposal. Specific proposal information should be detailed on separate project tabs provided in the GGrants application.

APPLICANT INFORMATION

Organization Name: Provide the name of the applicant.

Tax ID: Please verify the federal tax ID number of the applicant.

Point of Contact: Select "Existing Register Users" to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, e-mail, etc.) are auto populated once the above registered user is selected.

Point of Contact Position Title: Provide the title of the point of contact person

Proposal Name: Provide the title of the Proposal.

Proposal Objective: Briefly describe your region's objectives in applying for this IRWM Planning Grant (250 characters).

BUDGET

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

Table 2 - Grant Application Checklist

Other Contribution: Provide the total amount of other funds (including any State funding). Provide the amount of other funds not included in the other funding categories. If there is no other contribution, enter zero.

Local Contribution: Provide the local cost share that will be committed to the Proposal from local sources such as local agencies and organizations, **excluding any in-kind service**. Section III.B of this PSP provides additional information regarding local cost share 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 Cost Share instead of actual funds from the grantee being used as cost share. If there is no in-kind contribution, enter zero.

Amount Requested: Provide the amount of total grant funds requested.

Total Proposal 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, as shown in Exhibit C.

Longitude/Latitude Clarification: Use only if necessary.

Location: Brief (100 characters) description of the proposal 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/index.cfm>) in which your Proposal 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 Proposal 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 Proposal is located. For proposals covering multiple watersheds, hold the control key down and select all that apply.

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 Proposal that includes more than one district, please enter each district.

PROJECT TAB

This section contains information about the project contained in the proposal. For the Planning Grant, much of the information (budget, geographic information, and legislative information) can be brought forward from the APPLICATION INFORMATION TAB using a function (COPY) within GRanTS.

PROJECT INFORMATION

Project Name: Provide the title of the proposal: (Maximum Character Limit: 125 characters).

PROJECT BENEFITS INFORMATION

Please complete your project benefits information as follows:

<i>Benefit Type</i>	<i>Benefit</i>	<i>Measurement</i>	<i>Description</i>
<i>Research/Planning (including Science)</i>	<i>Management Plans-IRWMP</i>	<i>0</i>	<i>Develop new IRWMP</i>
<i>Research/Planning (including Science)</i>	<i>Management Plans-IRWMP</i>	<i>0</i>	<i>Update/Improve IRWMP</i>

BUDGET

Please click on “Copy budget data from application Info” to bring the same information from Applicant Info tab.

GEOGRAPHIC INFORMATION

Please click on “Copy Geographical data from application Info” to bring the same information from Applicant Info tab.

LEGISLATIVE INFORMATION

Please click on “Copy Legislative data from application Info” to bring the same information from Applicant Info tab.

QUESTIONS 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. Please note if the Proposal will facilitate or support the participation of DAC or EDA in the IRWM planning effort.

Q2. Proposal 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 Proposal Director.

Q3. Proposal Manager: Provide the name, title, agency, address, phone number, and email of the Proposal 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. DAC Cost Share Waiver or Reduction: Is the applicant applying for a DAC waiver or reduction in local cost share?

Table 2 - Grant Application Checklist

Q6. EDA Cost Share Waiver or Reduction: Is the applicant applying for an EDA waiver or reduction in local cost share?
Q7. Advanced Pay: Does the project and applicant qualify for advanced pay provisions per 2016 IRWM Guidelines, Appendix G?
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".
Q9. Eligibility: List the urban and agricultural water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and email address. Those urban water suppliers listed must submit self-certification of compliance with CWC §525 <i>et seq.</i> If there are none, so indicate.
Q10. Eligibility: Have all of the urban water suppliers, listed in Q9. above, submitted complete 2015 Urban Water Management Plans to DWR? If not, explain.
Q11. Eligibility: Have all of the agricultural water suppliers, listed in Q9. above, submitted complete 2015 Agricultural Water Management Plans to DWR? If not, explain.
Q12. Eligibility: Is the applicant a surface water diverter? If yes, has the applicant submitted to the State Water Resources Control Board their surface water diversion reports in compliance with requirements outlined in Parts 5.1 (commencing with §5100) of Division 2 of the CWC? If not, explain and provide the anticipated date for meeting the requirements. If the applicant is not a surface water diverter, please indicate so.
Q13. Completeness Check: Have all of the fields in the application been completed? If no, please explain.

ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the GRanTS application. When attaching files, please use the naming convention found in Section V.B. of this PSP. For instructions on attaching files, please refer to the GRanTS User Manual. Requirements for information to be included in these attachments are found in Section V.Bii. of this PSP.

Attachment 1	Authorizing Documentation
Attachment 2	Eligible Applicant Documentation
Attachment 3	Work Plan
Attachment 4	Budget
Attachment 5	Schedule
Attachment 6	Disadvantaged Community (if applicable)
Attachment 7	Economically Distressed Area (if applicable)
Attachment 8	Water Meter Implementation Compliance (if applicable)

ii. Attachment Instructions

Attachments 1 through 5 are required for all applications. Attachments 6 through 8 are necessary if they are applicable to the proposal or applicant. Failure to submit any required attachment will render the application incomplete, and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided below.

ATTACHMENT 1. AUTHORIZING DOCUMENTATION

For the "AttachmentName" in the naming convention of GRanTS, use "AuthDoc" for this attachment.

The applicant must 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 Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Water Code Section 79700 *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 GRanTS, use “EligDoc” for this attachment.

The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

- Is the applicant an eligible applicant as defined in Appendix B of the 2016 IRWM 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.
- Please include a short statement regarding the determination of the applicant as the submitting entity for multiple IRWM regions, if applicable.
- Include a copy of the certificate of incorporation for the organization, if applicable.

ATTACHMENT 3. WORK PLAN

For the “AttachmentName” in the naming convention of GRanTS, 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 or improve on an IRWM Plan. 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 or improvement of an existing plan; 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. Similarly, if the proposal will include incorporation of a stormwater resource plan, the level of detail must be sufficient such that the reviewer is able to evaluate the adequacy of the work tasks toward development of an stormwater resources plan that meets relevant plan standards

Please reference Exhibit A for a detailed explanation of the Work Plan.

ATTACHMENT 4. BUDGET

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

The budget must be based on and support the work plan. The budget attachment should consist of a budget table and explanatory text. In the table, a budget line item estimate should be presented, as well as a breakdown of the applicant’s local cost share and requested grant funds.

Please reference Exhibit B for a detailed explanation of the Budget.

ATTACHMENT 5. SCHEDULE

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

The schedule must be consistent with the work plan and budget and identify a start and end date of each task identified in the work plan. The schedule should show **Month Date, 2016** as an assumed effective date of the

grant agreement and an end date no later than **Month Date, 2018 <above +2 years>**. 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. DISADVANTAGED COMMUNITY (IF APPLICABLE)

For the “AttachmentName” in the naming convention of GRanTS, use “DAC” for this attachment. Attachment 6 is optional and is only required if the applicant is claiming all or a portion of the IRWM region as a DAC. DWR will use the information in Attachment 6 to evaluate the application with regard to DAC waiver or reduction of funding match, if requested by the applicant.

For regions that include a DAC within a larger planning area, provide a description of how DACs have been involved and engaged in the development and preparation of the new plan or plan improvement. Please also describe the proportion of plan benefits to the DAC within the larger planning area, based on either population or geography.

Applicants should consult Appendix E of the 2016 IRWM Guidelines, to determine if the proposal benefit area includes a DAC. Applicants should ensure the description of the DAC is adequate for DWR to determine whether the communities meet the definitions.

- Include a description that supports the proposal benefits to a DAC(s). Also, include a map or shapefile that shows the proposal benefit area and the location of the DAC(s).
- Where the lack of representative census data that adequately represents the community can be documented, alternative studies (local income surveys, a subset of a block group, etc.) may be substituted in the attachment.
- In determining the MHI for DACs, applicants may use a single type of census geography or combinations of census geographies that best represent the DAC.
- For applicants with GIS capability, the GIS data files used within the DAC mapping tool are available to download and use; see the link provided in Appendix A of the 2016 IRWM Guidelines. These GIS files will allow applicants to combine proposal area shape files with DAC data layers. This will help applicants show the extent of overlap or proposal areas with DACs.

ATTACHMENT 7. ECONOMICALLY DISTRESSED AREA (IF APPLICABLE)

For the “AttachmentName” in the naming convention of GRanTS, use “EDA” for this attachment. Attachment 7 is optional and is required only if the applicant is claiming all or a portion of the IRWM region as an EDA. DWR will use the information in Attachment 7 to evaluate the application with regard to EDA waiver or reduction of funding match, if requested by the applicant.

For regions that include EDAs within a larger planning area, provide a description of how EDAs have been involved and engaged in the development and preparation of the new plan or plan improvement. Please also describe the proportion of plan benefits to the EDAs within the larger planning area, based on either population or geography.

Applicants should consult Appendix F of the 2016 IRWM Guidelines, to determine if the proposal benefit area includes an EDA. Additional EDA information, including the EDA Tool can be found at the link listed in Appendix A of the 2016 IRWM Guidelines. Applicants must submit the following items:

- ◆ The fillable form that can be found at EDA webpage
- ◆ A map and a description of the EDA criteria met and how it corresponds to the needs of the IRWM region
- ◆ The efforts of the work plan activities for DWR to be able to determine if a local cost share reduction or waiver can be provided.

For the applicants with GIS capability, the GIS data files used within the EDA mapping tool are available to download and use; see the link provided in Appendix F of the 2016 IRWM Guidelines. These GIS files will allow applicants to combine proposal area shape files with EDA data layers. This will help applicants show the extent of overlap or proposal areas with EDA.

ATTACHMENT 8. WATER METER IMPLEMENTATION COMPLIANCE (IF APPLICABLE)

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with Water Meter Implementation (Water Code §525 *et seq.*) requirements. The Water Meter Compliance Self-Certification form and instructions can be found at the link provided in Appendix A of the 2016 IRWM Guidelines. The Water Meter Compliance Self Certification form must be filled out, signed, and uploaded to GRanTS. For further information about Water Meter Implementation compliance please contact DWR as indicated in the Forward to this PSP.

VI. REVIEW AND SCORING CRITERIA

First, applications will be screened for eligibility and completeness in accordance with Section III of the 2016 IRWM Guidelines and Section II of this PSP. The information provided by applicants in GRanTS, as well as Attachments 1 through 8 of the application, will be used in determining eligibility and completeness. Applications that are complete and eligible will be scored based on the evaluation questions presented in Table 3. Each of the questions will be evaluated by a technical review team, who will determine whether the question has been adequately addressed, by responding “yes” or “no”. A “yes” answer will result in the proposal receiving 1 or 2 points for each question as documented in Table 3. A “no” will result in 0 points being awarded. Information not provided in the application cannot be used to score the application.

Following completion of the review of all eligible proposals, DWR will convene a Selection Panel to review the technical scores and comments. The Selection Panel will generate a preliminary ranking list, of the proposals and make the initial funding recommendations. The Selection Panel may recommend reducing grant amounts from that requested because of available funding limitations or other relevant factors.

Table 3 - Application Evaluation Criteria

Questions		Possible Points	Attachmet(s)
Work Plan			
1)	Does the applicant provide a thorough description and intended objective(s) of the proposal?	1	3
2)	Does the applicant provide sufficient justification for the need of the proposal?	1	
3)	Does the applicant describe how the proposal will benefit the region?	1	
4)	Is it clear that the tasks in the Work Plan will result in a completed proposal?	2	
5)	Does the Work Plan demonstrate either (a) an adopted IRWM Plan, that meets the IRWM Plan standards will be produced or (b) the proposed activities will result in improvement(s) to an existing IRWM Plan?	2	
6)	Will the activities described in the work plan achieve the objective(s) listed in question 1)?	1	
7)	Are the deliverables listed for each task considered reasonable for the work proposed to be performed?	1	
Budget			
8)	Based on the Work Plan, does the Budget seem reasonable?	1	4
9)	Does the Budget estimate contain hours and rates as appropriate?	1	
10)	Are the costs presented in the Budget reasonably supported?	1	
Schedule			
11)	Based on the Work Plan, does the Schedule seem reasonable?	1	5
12)	Is the Schedule consistent with the Work Plan?	1	
13)	Does the schedule demonstrate that the proposal will start by month 2016 and be completed by month 2018?	1	
Benefit to DAC/EDA (if applicable)			
14)	Does the applicant demonstrate an effective strategy to facilitate and support sustained DAC/EDA participation in the IRWM planning process?	1	6 & 7
15)	Does the applicant include a regional map indicating the targeted DAC/EDA areas for outreach and involvement?	1	
Program Preference			
16)	Is the Proposal Type “Develop new IRWM Plan”?	2	
Score = Sum of number of “Yes” answers; maximum score = 19 points			

EXHIBIT A WORK PLAN

The work plan should consist of at least two and possibly three sections: current status in meeting IRWM standards, grant work plan content, and additional work performed outside the grant. The work plan must also contain the work plan activities that for, successful applicants will be included in the grant agreement.

Current Status of IRWM Plan

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 compliant IRWM Plan that has already met all IRWM Plan standards via DWR's Plan Review Process. If the proposal is not focused on making an IRWM Plan standards compliant, this section of the work plan should explain how the IRWM Plan is already standards compliant; then justify the need for the proposed work. It is not necessary that the grant cover all areas of needed work; any work areas needed that will be funded outside the grant 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 development or improvement of an IRWM Plan. If meetings are part of the work plan, what are the desired outcomes of the meetings and how does that information meet your listed objective? 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 DAC or EDAs 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, or improve on an already 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 section below for the grant agreement 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.

This section of the exhibit provides guidance for developing the Work Plan activities that will be included in the grant agreement (for the successful applicants). The Work Plan must include the necessary tasks, and as necessary sub-task, for each activity within the grant agreement. The Work Plan must be broken out by the following categories:

- ◆ Direct Proposal Administration
- ◆ Plan Development or Improvement
- ◆ IRWM Plan Outreach

The Work Plan must also contain the following items:

- ◆ For each activity, a concise description of each task needed to complete the activity. Include the current status of each task with a brief overview of work already completed and work to be performed.
- ◆ The objective(s), as listed in Table 2, of the activities listed in the work plan.
- ◆ Direct Proposal Administration reporting tasks including the submittal of Quarterly Progress Reports, Invoices, and Final Reports.
- ◆ Procedures for coordinating with its partner agencies and organizations that may receive funding from the grant including any contracts, memorandums of understanding (MOUs), and other formal agreements.

Table A – Example of Work Plan Tasks

Category (a): Direct Proposal Administration

Task 1: Administration: [Description of work]

Deliverables: Preparation of grant agreement and other deliverables as specified in the Grant Agreement.

Task 2: Invoicing: [Description of work]

Deliverable: Submission of invoices as specified in the Grant Agreement.

Task 3: Reporting: [Description of work]

Deliverables: Submission of quarterly and final reports as specified in the Grant Agreement.

Category (b): Plan Development or Improvement

Task 4: Governance Section: [Description of work]

Deliverables: IRWMP Chapter.

Task 5: Climate Change Vulnerability Section: [Description of work]

Deliverables: IRWMP Chapter.

Task 6: Water Quality Section and AB 1249 Compliance: [Description of work]

Deliverables: IRWMP Chapter.

Category (c): IRWM Plan Outreach

Task 7: IRWM Plan Development Outreach: [Description of work]

Deliverables: Copies of outreach materials.

Task 8: IRWM Plan Public Workshops: [Description of work]

Deliverables: Workshop Photos, Workshop , etc.

Table A is an example that provides an outline of a typical work plan that may be submitted for this grant program. The proposed work plan does not need to include the same tasks identified in Table A, but may be a useful guide for developing the required work plan.

EXHIBIT B BUDGET

This exhibit provides guidance for developing the supporting documentation for the Proposal Budget; Table B provides an example format for presenting the budget summary. The supporting documentation would be necessary for the development of the grant agreement. 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. Sources for local cost share must be identified. Applicants should read the discussion on reimbursable costs in Appendix B of the 2016 IRWM Guidelines Applicants are encouraged to limit direct proposal administrative expenses to less than 5% of the total proposal costs.

The budget must be based on and support the work plan. The Local Cost Share (i.e., Grantee’s non-state cost share) can include, subject to DWR approval, eligible costs borne by the applicant after November 4, 2014 but prior to the Grant Award Date.

As stated previously, the minimum local cost share is 50% of the total Proposal cost, unless waived or reduced for a proposal benefiting DACs or EDAs. **For planning purposes only**, when developing the budget, applicants can assume that a requested waiver or reduction will be granted.

Table B – Proposal Budget Template

Line Item	Local Cost Share*	Requested Grant Share	Total
Personnel Services These individuals must be employed by the Grantee. If work is done by Grantee’s employee, costs are incurred in this category.	\$	\$	\$
Grantee Expenses All Grantee expenses directly associated with the project. Examples: Document Reproduction, Office Supplies, Office Expenses, Permit Fees, materials, equipment.	\$	\$	\$
Professional and Consultant Services List type of services contracted out. Examples: stakeholder meetings, Report Preparation, etc.	\$	\$	\$
TOTAL *Consists of local, federal, and value of in-kind service.	\$	\$	\$

EXHIBIT C

CENTER POINT LATITUDE AND LONGITUDE OF IRWM REGIONS

IRWM Regions – Approximate Center Point		
IRWM Region	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

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