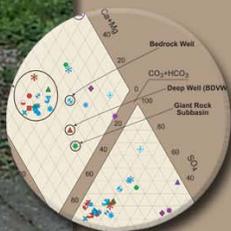


**DRAFT Guidelines and
Proposal Solicitation Package
Local Groundwater Assistance
Grant Program
November 2009**



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

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ACRONYMS AND ABBREVIATIONS

AB	- Assembly Bill
BMP	- Best Management Practice
CEQA	- California Environmental Quality Act
CLC	- California Labor Code
CWC	- California Water Code
DWR	- Department of Water Resources, State of California
EIR	- Environmental Impact Report
FY	- Fiscal Year
GIS	- Geographical Information System
GWMP	- Groundwater Management Plan
IRWM	- Integrated Regional Water Management
IRWMP	- Integrated Regional Water Management Plan
JPA	- Joint Powers Authority
LGA	- Local Groundwater Assistance
MOA	- Memorandum of Agreement
MOU	- Memorandum of Understanding
PRC	- Public Resources Code
PSP	- Proposal Solicitation Package
TAP	- Technical Assistance Panel
QA/QC	- Quality Assurance/Quality Control
UWMP	- Urban Water Management Plan
UWMPPA	- Urban Water Management Planning Act
WUEB	- Water Use and Efficiency Branch of DWR

FOREWORD

This document contains the California Department of Water Resources (DWR) Local Groundwater Assistance (LGA) Grant Program Guidelines and Proposal Solicitation Package (PSP). These Guidelines and PSP apply only to grants that will be funded with Proposition 84, Chapter 2 funds (Public Resources Code Division 43 Chapter 2 Sections 75026 and 75027).

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

The goal of the LGA Program is to improve groundwater resource management and the knowledge of various groundwater basins throughout the state by funding projects that will provide long-term benefit to the management of groundwater.

GRANT PROGRAM WEBSITE

DWR will use the internet as a communication tool to notify interested parties of the status of the program and to convey pertinent information. Information on the LGA Grant Program will be posted at the following website:

<http://www.water.ca.gov/lgrant>

LOCAL GROUNDWATER ASSISTANCE GRANT GUIDELINES

I. PURPOSE

The purpose of these LGA Guidelines is to establish the process that DWR will use to solicit applications, evaluate proposals, award grants, and assist applicants who apply for funding. The Guidelines also provide a framework for grant applicants and DWR to follow to ensure the grant solicitation and award process is fair and transparent. They provide a formal evaluation process that includes standards, procedures, and criteria to promote consistency and to help protect against favoritism or conflicts of interest.

II. INTRODUCTION

The LGA Guidelines are based on requirements contained in CWC Section 10795 and legislation related to the funding source and State bond funded programs, including Senate BillX2 1 in PRC 83002 (b)(3)(A) and Proposition 84 in PRC Section 75027.

III. ELIGIBLE PROJECTS AND GRANT AMOUNTS

ELIGIBLE PROJECTS

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

Table 1. Example Topics

Groundwater Studies	<ul style="list-style-type: none"> • Collect and evaluate data related to groundwater management, such as subsurface geological, hydrological, or geophysical characteristics; pumping rates and well yields; or stream flows • Evaluate the potential for natural or artificial recharge • Evaluate conjunctive use opportunities • Develop and calibrate a groundwater model to assist in managing groundwater resources • Examine alternative methods of reducing the impact of high water tables • Evaluate the potential to deliver untreated water or to reuse treated wastewater for groundwater recharge • Perform aquifer tests • Gather information or perform studies for developing or improving groundwater management
Groundwater Monitoring	<ul style="list-style-type: none"> • Develop and implement a groundwater monitoring program to measure water levels, water quality, and subsidence • Install monitoring wells, extensometers, or other monitoring devices • Install data loggers in wells at strategic locations • Retrofit existing wells to make them suitable for monitoring
Groundwater Management	<ul style="list-style-type: none"> • Plan variations in amount and locations of pumping to better utilize the basin storage capacity • Develop or expand a local or regional GWMP • Evaluate alternatives to improve water supply reliability or to protect and improve water quality • Develop a public outreach and stakeholder involvement process • Develop local or regional groundwater basin management objectives • Integrate groundwater management with other water management strategies • Evaluate potential groundwater related third-party impacts and mitigation options • Well destruction to eliminate potential contaminant conduits • Develop a geographic information system (GIS) or other data management system for storage and evaluation of groundwater data

CAPACITY BUILDING GRANTS

A Capacity Building Grant may also be awarded funding to local public agencies to initiate groundwater planning related work: such as to conduct public outreach, develop components of a GWMP, perform reconnaissance studies, or do other preliminary activities. These grants will only be awarded to applicants who have not previously received an LGA grant. Such a grant is intended to improve groundwater management in areas not previously covered by a GWMP and where such work will bring about substantial improvements in groundwater management.

GRANT AMOUNTS

Maximum grant amounts to a single agency applicant will be designated in the PSP for each funding cycle. Only one grant will be awarded per local agency and partnering agency.

ELIGIBLE COSTS

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

IV. ELIGIBILITY REQUIREMENTS

ELIGIBILITY

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

Agencies that have received an LGA grant from DWR, which is not complete, must be in compliance with the terms of the grant, including up-to-date progress reports and invoicing, at the time of awards to be eligible to receive funds for another LGA grant from DWR.

PARTNERSHIPS

DWR encourages partnerships to improve regional groundwater management. Parties that want to collaborate on a project may elect to use a contractor-subcontractor relationship, joint venture partnership, JPA, MOU, or other similar agreement. **Grant agreements will be executed with only one applicant, which must be a local public agency.**

URBAN WATER MANAGEMENT COMPLIANCE

Urban water suppliers, as defined by the Urban Water Management Planning Act (UWMPA) CWC Section 10610 *et seq.* must have a complete Urban Water Management Plan (UWMP) to be eligible for funding through DWR. The UWMP review process information is located on the Water Use Efficiency Branch UWMP web site in Appendix B, which includes the 2005 UWMP Guidebook and DWR Review Sheets.

Further, Assembly Bill (AB) 1420 (Stats. 2007, ch.628) effective January 1, 2009, states that receipt by an urban water supplier of water management grants and loans, as defined by the law, which includes the LGA grant program, must be conditioned on the implementation of Demand Management Measures [equated to urban Best Management Practices (BMP)]. Compliance with AB 1420 means the urban water supplier has already implemented their BMPs. However, an urban water supplier who is not in compliance with implementation of all their BMPs will be eligible to receive grant or loan funds if that urban water supplier submits a schedule, budget, and financial plan for implementation of all BMPs to be included in the grant or loan agreement. More information on AB 1420 compliance is available on the DWR Water Use Efficiency Branch (WUEB) website listed in Appendix B.

GROUNDWATER MONITORING

On November 6, 2009, Senate Bill 6 (SBx7-6) was enacted. SBx7-6 revised CWC section 10920 *et seq.* and established a groundwater monitoring program designed to monitor and report groundwater elevations in all or part of a basin or subbasin. These new requirements also limit counties and various entities (CWC Section 10927.(a)-(d), inclusive) ability to receive state grants or loans in the event that DWR is required to perform ground monitoring functions pursuant to CWC 10933.5.

V. PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

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

LAWS AND CONFLICT OF INTEREST

All applicants are subject to State and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, California Government Code Section 1090 and California Public Contract Code Sections 10410 and 10411.

WAIVER OF CONFIDENTIALITY

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

LABOR CODE COMPLIANCE

Compliance with applicable laws, including California Labor Code (CLC) requirements of prevailing wage provisions will become an obligation for the grant recipient under the terms of the Grant Agreement with DWR. The grant recipient under terms of the grant agreement must, independently or through a third party, adopt and enforce a Department of Industrial Relations-certified Plan meeting the requirements of CLC Section 1771.5 for projects funded by Proposition 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006; PRC Sections 75076 *et seq.*). A Grantee's failure to comply with CLC requirements may be considered a breach of the Grant Agreement. At the State's request, the Grantee must promptly submit written evidence of Grantee's compliance with the CLC requirements. Please refer to the California Department of Industrial Relations website in Appendix B for more information.

CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE

Activities funded under the LGA grant program, regardless of funding source, must be in compliance with the California Environmental Quality Act (CEQA) (PRC Section 21000 *et seq.*) as stated in the Grant Agreement requirements below.

TRIBAL NOTIFICATION REQUIREMENTS

PRC Section 75102 mandates a California Native American Tribe Notification requirement for projects funded with Proposition 84 funds. PRC Section 75102 states:

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

Tribal notification should be either part of Public Outreach or the CEQA review for the project requesting funding under Proposition 84. While LGA eligible projects may or may not have tribal involvement, formal notification required by PRC Section 75102 ensures that tribes have an opportunity to consult with lead agencies regarding impacts to cultural resources prior to the closing of the CEQA process. This requirement does not relieve the responsibilities of a lead agency of other cultural resource notification and preservation obligations.

MONITORING AND DATA SUBMITTAL REQUIREMENTS

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

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

CWC Section 10927 requires various entities, including local agencies that are managing all or part of a groundwater basin pursuant to CWC 10750, to assume responsibilities for groundwater elevation monitoring and reporting, as required by CWC Section 10920 et seq.

VI. PROPOSAL AND APPLICATION PROCESS

SOLICITATION NOTICE

DWR will solicit proposals with a LGA Grant Program PSP. The PSP will provide detailed instructions on the mechanics of submitting proposals and specific information on submittal requirements. This document will be available on the DWR website listed in the Foreword. A solicitation notice will also be e-mailed to all interested parties via a DWR Integrated Regional Water Management (IRWM) e-mail distribution list, which includes LGA stakeholders. If you are not already on the IRWM contact list and wish to be placed on it, please e-mail your contact information to: DWR_IRWM@water.ca.gov.

The LGA program may use an online application. Online submittal instructions will be provided in the PSP.

APPLICANT ASSISTANCE WORKSHOPS

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

VII. REVIEW, EVALUATION, AWARD, AND AGREEMENT PROCESS

REVIEW AND AWARD PROCESS

All applications will undergo eligibility and completeness review for the required items listed in the PSP. If an application is not eligible or complete, it will not be reviewed or considered for funding. All eligible and complete grant applications will undergo a technical evaluation. Technical reviewers will individually evaluate and score the proposals in accordance to the Scoring Criteria contained in the PSP. The technical review team will be comprised of DWR staff with knowledge and expertise in groundwater management and DWR grant programs. Other agencies, with similar expertise, may participate depending on need and availability of staff. Following completion of the individual technical reviews, the reviewers will discuss the proposal and develop a consensus evaluation and score. After completion of the consensus review, DWR senior level staff and management will review, finalize evaluations and scores, and develop a preliminary ranking for Technical Advisory Panel (TAP) review and public review and comment.

EVALUATION AND SCORING

An application for an LGA grant will be evaluated on all the information required in the PSP and in accordance with the Scoring Criteria in the PSP.

According to CWC Section 10795.6(a), priority for funding should be given to a local public agency that has adopted a GWMP and that collaborates with other local public agencies with regard to the management of the basin. Therefore, the Scoring Criteria will give preference to those agencies with an adopted GWMP and that have demonstrated cooperation with other agencies. An agency's GWMP will be evaluated on how well it complies with CWC Section 10753 and other related code.

To curtail multiple reviews of the same GWMPs, the evaluation and scores of a GWMP, determined from a prior PSP and evaluation, may be used in future proposal evaluations. This will only be done with the applicant's permission. Scores for GWMPs will not be used in future proposal evaluations, if substantial changes to the GWMP evaluation criteria are made, such as the result of major changes to related the CWC. To encourage continued use, the GWMP will continue to be evaluated during each funding cycle on how well it is being implemented and updated.

TECHNICAL ADVISORY PANEL

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

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

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

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

GEOGRAPHICAL BALANCE

In accordance with CWC Section 10795.6 (b), DWR is to ensure that the money in the LGA Fund is allocated in a geographically balanced manner. DWR after technical review and under advice of the TAP, may award points to ensure that the LGA funds are allocated in a geographically balanced manner. The maximum Geographical Balance Points that may be awarded will be designated in the PSP.

AWARDS

Based on the individual evaluations of each proposal, the preliminary ranking list and initial funding recommendations developed by the TAP, and the comments received during a public comment period, the DWR

Director will approve a final funding list and the associated funding commitments. Following approval by the DWR Director, the selected grant recipients will receive a commitment letter officially notifying them of their selection and the grant amount.

GRANT AGREEMENT AND CEQA

Following funding commitment, DWR will execute a grant agreement with the grant recipient. The work plan, schedule, budget, and other parts of the application will be part of the contract agreement. DWR is statutorily authorized to enter into a contract agreement with the applicant, and the agreement may include provisions that DWR determines are necessary under CWC Section 10795.8. All conditions required by DWR must be met before the grant agreement can be fully executed including Environmental Compliance.

The Grantee must demonstrate that the planned work is or will be compliant with all applicable requirements of CEQA by stating how compliance will be met and submitting copies of any appropriate environmental documents. DWR will enter into a grant agreement after reviewing the plan for compliance and including it in the Project Work Plan. Work that is subject to a CEQA document shall not proceed until and unless approved by DWR. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations, or other mitigation.

Once conditions in the letter awarding the grant are met, the Grantee Authorized Representative and DWR must sign the agreement. Grant recipients must sign a grant agreement with DWR before the State can disburse grant money. Refer to the DWR grant agreement template posted at the LGA website.

DRAFT

LOCAL GROUNDWATER ASSISTANCE PROPOSAL SOLICITATION PACKAGE

This PSP has been completed in tandem with the attached Guidelines for the LGA program. The application portion of the PSP will be available electronically (via a web link) on the LGA website. The PSP contains information on the LGA Grant Program, detailed application submittal requirements; the proposal review, evaluation, and grant approval process, and the grant program schedule. A complete application must be received by DWR no later than **5p.m. on [REDACTED]**. Applications and supporting documentation received after this time will not be reviewed or considered for funding.

A total of approximately \$4.7 million in funding from Proposition 84 is available for FY 2009-2010 LGA Grant Program. For questions about this PSP, please contact Harley H. Davis by telephone at (916) 651-9229 or by e-mail at hdavis@water.ca.gov. No funding is allocated for Capacity Building Grants in this funding cycle.

I. APPLICANT AGENCY

Applications for grants will be accepted only from local public agencies. Applicants that are partnerships must identify one partner as the lead agency responsible for payments, reporting, and accounting. Part A (applicant information) must be completed for that partner. The application must include a description of how the partners will operate, including the allocation of decision-making authority and responsibility.

II. MAXIMUM GRANT AMOUNT AND COST SHARE

No single applicant will receive more than \$250,000 in grant funds. No cost share is required.

III. HOW TO SUBMIT AN APPLICATION

The grant application process for the FY 2009-2010 round of grant funding will be a combination of an electronic online and a hard copy submittal.

DETAILS WILL BE INSERTED IN THE FINAL VERSION OF THE PSP

A detailed checklist of required information is in Appendix C.

Submit hard copies of Parts A and B to the appropriate address below:

By U. S. mail:	Overnight courier:	or Hand-deliver:
Department of Water Resources Division of Integrated Regional Water Management P. O. Box 942836 Sacramento, CA 94236-0001 Attn: Harley H. Davis	Department of Water Resources Division of Integrated Regional Water Management 1416 Ninth Street, Room 338 Sacramento, CA 95814 Attn: Harley H. Davis	Department of Water Resources 901 P Street, Guard Station Sacramento, CA 95814 Attn: Harley H. Davis

IV. SCHEDULE

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

Table 2. FY 2009-2010 Schedule	
Milestone or Activity	Schedule
PSP is available to the public on the DWR website in Introduction	MM, DD, 2010
Application Workshops:	
<Insert workshop locations here and below>	
<Insert due date> Proposals are due by 5:00 p.m.	
Review and preliminary rankings of proposals by DWR staff is completed	Typically 4 months after application due date
Technical Advisory Panel Public Meeting	Typically 1 month after DWR review
DWR approve grant awards	Typically 1 month after TAP recommendations

V. APPLICATION EVALUATION PROCESS

COMPLETENESS AND ELIGIBILITY EVALUATION

Each application will be evaluated for completeness using the checklist contained in Appendix C. Applicants that will be receiving grant funds must also meet the eligibility requirements as in the LGA Guidelines under Eligible Projects and Eligibility Requirements. If an application is not eligible or complete, it will not be reviewed or considered for funding.

PART A APPLICATION INFORMATION COMPONENT

A.1. PROJECT AND APPLICANT RELATED INFORMATION

Application Information	
Proposal Title <Insert project title>	
Amount of Grant Requested <Insert amount of grant requested>	
Total Project Cost <Insert total project cost>	Total Cost Share <Insert total cost share, >
Name of Applicant Agency <Insert agency name>	
Tax ID Number <Insert tax ID number>	
Day-to-Day Contact <Insert day-to-day contact>	
Address <Insert address>	
Telephone Number <Insert telephone number>	Fax Number <Insert fax number>
E-mail address <Insert e-mail address>	
Duration of Project <Insert duration of project>	
Counties of Proposed Project Location <Insert counties of proposed project location; if more than one county, delimit by semicolon >	
Urban Water Suppliers	
Is the agency (applicant or partner that will receive LGA grant funds) an urban water supplier? <Yes or No>	
If yes, then show proof of compliance. <Insert agency name> <Attach proof of compliance with 2005 UWMP update> <Attach AB 1420 compliance tables and supporting documentation>	

Applicants with an Existing LGA Grant	
Does the applicant agency have an outstanding LGA grant? <Yes or No>	
If yes, are the progress reports up-to-date? <Yes or No> <Date of latest progress report _____>	
And is the invoicing up-to-date? <Yes or No> Invoice number _____, Date _____; Total amount invoiced to date \$ _____ and _____ % of total grant amount invoiced to date.>	
GWMP Related	
Date Groundwater Management Plan Adopted, if any <Insert date of groundwater management plan adopted, if any>	
Pursuant to Water Code Section <Insert water code section>	
Or other legal Authority (Please identify) <Insert name of legal authority >	
GIS shape files of the area managed under the approved or proposed GWMP* <Insert name of the GIS shape files of the GWMP area here and attach the shape files>	
Map Projection of GIS Shape File of GWMP Area* <Insert map projection name (UTM, State Plan, etc.)>	Datum of GIS Shape File of GWMP Area* <Insert datum name>
Data Source of GIS Shape File of GWMP Area <Insert source of data for GIS shape files>	Units of GIS Shape File of GWMP Area <Insert units (ft. m. etc.) >
Specific Project Location	
Representative Project Coordinates: Latitude (North) <Insert latitude in decimal format>	Representative Project Coordinates: Longitude (West) <Insert longitude in decimal format>
GIS shape files of the proposed project(s) <Insert name of the GIS shape files of the proposed project(s) here and attach the shape files>	
Map Projection of GIS Shape File of the Proposed Project* <Insert map projection name (UTM, State Plan, etc.)>	Datum of GIS Shape File of the Proposed Project* <Insert datum name>
Data Source of GIS Shape File of Project Area <Insert source of data for GIS shape files>	Units of GIS Shape File of Project Area <Insert units (ft, m. etc.) >
Bulletin 118-03 Hydrologic Region of Project (HR)** <Insert HR number>	Project Groundwater Budget Type (see page 110 in Bulletin 118-03 for explanation)** <Insert Budget Type>
Bulletin 118-03 Basin/Subbasin Number of Project** <Insert Basin/Subbasin number>	Bulletin 118-03 Basin/Subbasin Name of Project** <Insert Basin/Subbasin name >

* Preferably UTM 10 or 11 projection, in NAD 27 datum, units in meters.

** Bulletin 118-03 refers to the DWR publication Bulletin 118 - Update 2003 California's Groundwater. Bulletin 118-03 can be found at the website in Appendix B.

A.2. APPLICATION TRACKING INFORMATION

Name, title, address, telephone number, fax number, and e-mail address of the person of the applicant's governing body (such as mayor, district manager, supervisor, department head, board president, secretary, or chairman) authorized by the Agency's resolution to file the application and enter into an agreement with DWR as the Authorized Representative:

Name <Insert Name>	Phone <Insert Phone #>	Fax <Insert Fax #>
Title <Insert Title>	E-mail <Insert E-mail Address>	
Address <Insert Mailing Address>		
City <Insert City>		Zip <Insert Zip Code>

Name, title, address, telephone number, fax number, and e-mail address of applicant agency person (not a consultant) to be designated as the Applicant's Grant Manager:

Name <Insert Name>	Phone <Insert Phone #>	Fax <Insert Fax #>
Title <Insert Title>	E-mail <Insert E-mail Address>	
Address <Insert Mailing Address>		
City <Insert City>		Zip <Insert Zip Code>

Name, title, address, telephone number, fax number, and e-mail address of the person to be designated as the Applicant's Day-to-Day Project Contact:

Name <Insert Name>	Phone <Insert Phone #>	Fax <Insert Fax #>
Title <Insert Title>	E-mail <Insert E-mail Address>	
Address <Insert Mailing Address>		
City <Insert City>		Zip <Insert Zip Code>

State Senate and Assembly District numbers for project area:

State Senate District Number <Insert Number; if more than one, delimit by semicolon >
State Assembly District Number <Insert Number; if more than one, delimit by semicolon >

A.3. NARRATIVE DESCRIPTION OF PROPOSAL

The applicant must include a summary of the essential facts of the proposal that includes the applicant name, the title of the proposal, and a succinct and factual description of the proposed project. The summary must be shorter than 1,000 characters. The text box below provides example narrative descriptions.

Example Narrative Descriptions

Example 1: The ABC Water Agency proposes to develop a groundwater model to support the analysis of alternative management scenarios. The model would then be used to conduct a hydrogeological evaluation of the Blank Basin to enhance management for long-term water supply.

Example 2: DEF City proposes to construct, test and sample eight nested monitoring wells at two borehole locations where there is very little geologic and hydrogeologic information available. These wells will be used to characterize the Water Supply Aquifer to better analyze, understand, and manage the basin and reduce the risk of poor water quality.

Example 3: The GHI County proposes to update an existing agency GWMP and lead an effort to develop a regional GWMP for a regional groundwater basin. The County with its regional partners will develop a regional groundwater monitoring plan and use the completed GWMP to direct efforts in developing regional conjunctive use programs.

A.4. AUTHORIZING RESOLUTION

The applicant must provide a copy of a resolution adopted by the applicant's governing body that designates an authorized representative to file an application and enter into a grant agreement. The Authorizing Resolution should be submitted with the application. If the Authorizing Resolution is unavailable for submittal with the application, the applicant must state in this section of the application the date for submittal of the Authorizing Resolution, which must occur immediately following the next meeting of the governing body. The text box below provides a template of the information that needs to be included in the Authorizing Resolution.

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 for a Local Groundwater Assistance Grant pursuant to the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Water Code Section 79560 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:

A.5. APPLICANT AUTHORITY

The applicant must address each of following questions regarding the applicant's authority to enter into a grant agreement. The response to each question must include a citation of statutory authority or other reference.

1. Is the applicant a local public agency, as provided under CWC Sections 10795 or 10701 (see Sections IV. Eligibility in the Guidelines and I. Applicant Agency in the PSP Section)? Please explain.
2. Does the applicant have the legal authority to enter into a grant agreement with the State of California?
3. What is the statutory or other legal authority under which the applicant was formed and is authorized to operate? Refer to the Agency's Charter or similar documentation.
4. Describe any legal agreements among partner agencies or organizations that ensure performance of the proposed project and tracking of funds.

A.6. URBAN WATER MANAGEMENT COMPLIANCE

Is the applicant or partnering agency that will receive LGA Program grant funding an urban water supplier according to the UWMPA (CWC Section 10610 et seq.)? If no, then this section is not applicable.

Applicants and participating agencies that are urban water suppliers who are required by the UWMPA to submit an UWMP to DWR may apply for grant funding, but must have a complete UWMP by the time a grant is awarded to be eligible to receive funding. Applicants must show proof of compliance. For questions about the UWMPA compliance, please contact David Todd by telephone at (916) 651-7027 or by e-mail at dtodd@water.ca.gov.

Under AB 1420, an urban water supplier who may be receiving LGA funds must submit the applicable compliance tables and supporting documents specified at <http://www.owue.water.ca.gov/finance/index.cfm> along with the LGA application to DWR at the time of the application submittal. A separate AB 1420 compliance submittal to DWR WUEB is **not** necessary. Unlike the other LGA application required components, submit only one hard copy and an on-line attachment of the applicable signed compliance tables and supporting documentation.

PART B - DETAILED DESCRIPTION COMPONENT

Applicants should provide information on all of the following items. Information should be thorough and complete, but provided as succinctly as possible. If awarded a grant, the information on the project provided in the application will form the basis of the grant agreement with DWR.

B.1. GWMP AND RELATED PROGRAMS

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

B.1.1. Proof of Adopted GWMP

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

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

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

B.1.2. Purpose, Goals, and Map

Summarize the purpose and goals of the GWMP and explain where in the GWMP they are located. A GWMP must contain at least one map that clearly delineates the boundaries of the groundwater basin as defined in Bulletin 118-03, local agencies subject to the GWMP, area managed under the GWMP, other local agencies that overlie the basin, and any adjacent groundwater management agencies that abut the basin. Bulletin 118-03 maps can be found in Appendix B. Provide the GWMP page numbers or figure numbers where the map(s) are found. For a draft GWMP, provide draft map(s) that will be used in the GWMP or clearly state what maps will be developed according to the work plan for the proposed project.

B.1.3. Implementation and Updating

Summarize how the GWMP has been or will be implemented and updated. Explain how the GWMP has or will be adapted so that it is considered a “living document” including keeping stakeholders and the public informed on activities. If the existing GWMP has not been implemented, schedule to complete and action has not been met, or no schedule is provided in the GWMP, explain why not. Include a description of the major accomplishments occurring within the basin or subbasin since the adoption of the GWMP, or those that are projected to occur within the next 6 months to a year that shows the GWMP goals and objectives are being met. Document how the GWMP has improved or will improve groundwater management and knowledge of the groundwater basin.

For a draft or proposed GWMP, provide a schedule showing when and how the proposed GWMP will be adopted. Describe what is planned to be implemented and how the GWMP will increase knowledge of and improve groundwater management in the basin and improve groundwater management.

B.1.4. Public Process and Cooperation

Explain the public process that was used or will be used to develop the GWMP. Discuss whether the GWMP is supported or opposed by basin stakeholders. Discuss how opposition was addressed. Discuss stakeholder outreach, public review, or other procedures used to inform the public of the development and implementation of the GWMP. Describe ongoing public involvement in the implementation of the GWMP. Provide evidence of local and regional cooperation and participation with other agencies in groundwater activities. Discuss how disputes have been or will be resolved. Provide evidence of cooperation with IRWMP efforts and explain how the GWMP is coordinated with the applicable IRWMP. Explain any related planned or existing relationships with State and federal regulatory agencies.

Demonstrate support from basin stakeholders and collaboration for the GWMP. Explain the purpose of an MOA, MOU, JPA, or similar agreements with partner agencies/applicants. Partnership or cooperative agreements could also include funding sources, monitoring agreements, access to property, supply water agreements, tribal entities, and other involvement that might be affected or benefit from the proposed work. Such formal and informal cooperative ties should also be described in the work plan. Explain the value and your agency’s involvement, in regional groundwater basin management.

B.1.5. Groundwater Management

Explain how the GWMP includes basin management objectives or equivalent groundwater management goals or targets for the groundwater basin. Explain how appropriate geologic and hydrologic principles are or will be used in making groundwater management decisions in the GWMP. Describe how the GWMP addresses or will address the following issues and components of groundwater management. If an issue is not applicable, explain why.

- ◆ The control of saline water intrusion
- ◆ Identification and management of wellhead protection areas and recharge areas

- ◆ Regulation of the migration of contaminated groundwater
- ◆ The administration of a well abandonment and well destruction program
- ◆ Mitigation of conditions of overdraft
- ◆ Replenishment of groundwater extracted by water producers
- ◆ Monitoring of groundwater levels and storage
- ◆ Facilitating conjunctive use operations
- ◆ Identification of well construction policies
- ◆ The construction and operation by the local agency of groundwater contamination cleanup, recharge, storage, conservation, water recycling, and extraction projects
- ◆ The development of relationships with State and federal regulatory agencies
- ◆ The review of land use plans and coordination with land use planning agencies to assess activities which create a reasonable risk of groundwater contamination

B.1.6. Monitoring Protocols

Discuss groundwater monitoring protocols and relate them to groundwater management in the GWMP. Explain how these monitoring protocols prescribed in the GWMP have generated or will generate information that promotes the collection of consistent, reproducible, and standardized data. As used in this context, groundwater monitoring protocols means the established procedures, locations, and frequencies for measurement or samples to be taken. Explain how the monitoring prescribed in the GWMP will lead to efficient and effective groundwater management that includes addressing the following issues, as appropriate:

- ◆ Groundwater quality degradation
- ◆ Inelastic land surface subsidence that will directly affect groundwater levels for basins where subsidence has been identified as a potential problem caused by groundwater pumping in the basin
- ◆ Changes in surface flow and surface water quality that will directly affect groundwater
- ◆ Groundwater levels, availability, water in storage, and/or beneficial uses

B.2. PUBLIC OUTREACH AND COMMUNITY SUPPORT FOR THE PROPOSED PROJECT

B.2.1. Public Outreach

Provide evidence that a process is or will be in place that informs groundwater users, stakeholders, and the general public about the project to be funded with the proposed grant and disseminates relevant reports and data. Explain and document how federal and other State agencies will be contacted. Examples include workshops, regularly scheduled groundwater association meetings, public notices, informational mailings, and websites. Demonstrate that stakeholders have been made aware of the proposed project before the application submittal date.

Public outreach components of the proposed project should be described in the project work plan and referenced appropriately in the budget and schedule that support the statement in this section. Explain how the public outreach process will be implemented during the proposed work and how public input will feed into execution of other project components. Discuss contacts made or proposed with landowners, such well owners and those providing access for monitoring, or others that may be affected by the proposed project.

B.2.2. Community Support and Collaboration

Discuss the level of support that has already been gained by those potentially affected by the proposed project and explain how it is broad-based and diverse. Supporting documentation must be specifically for the proposed project. Table B.1 is provided for use in the application submittal to summarize the support and opposition to the proposed project. If public participation has not occurred, please explain the strategies that will be implemented to disclose to the public and obtain public, agency, and stakeholder opinion of and support for the proposed project. Related

stakeholder and applicable public meetings should be described in the proposed project work plan, budget, and schedule.

Table B.1 Stakeholder Summary			
Applicant Name: <Insert>			
Proposed Project Title: <Insert>			
	Stakeholder	Support or Opposition	Signee and Date of Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<p>Please explain the support and opposition as noted above to the proposed project:</p>			

Note for the above form: list agencies, organizations, or other key stakeholders supporting or opposing the project and the stakeholder's primary focus or constituency. Attach any letters of support following this table; letters may be addressed to your agency. However, letters of support are not required.

The above form is meant to replace letters of support or opposition.

B.3. TECHNICAL ADEQUACY OF WORK TO BE PERFORMED

B.3.1. Project Description

Provide a complete, detailed description of the proposed project, including the goals of the project, needed facilities and their location, and the area covered. Maps are not required but can be very helpful in explaining the proposed project. Describe how the project supports the goals and objectives of the GWMP. Applicant must clearly explain the relevance of project to the GWMP, IRWMP, adjudication documents, and groundwater planning documents to the proposed project.

B.3.2. Work Plan

Provide a detailed work plan that describes the:

- ◆ Scope of the proposed project including (as appropriate) maps of agency area and area of proposed tasks;
- ◆ Specific purpose, goals, and objectives of the proposed project related to improving groundwater management and implementing the GWMP and/or where applicable the IRWMP;

- ◆ Work items to be performed under each task of the proposed tasks (consistent with the budget and schedule);
- ◆ Plan for environmental and regulatory compliance and related permits; and
- ◆ Project deliverables for assessing progress and accomplishments, which include quarterly progress and final reports.
- ◆ If access to private property is needed, provide assurance that access can be granted. For example, if wells will be constructed or sampled on private land, submit a letter or agreement that demonstrates that access for well construction and monitoring on the property has been obtained.
- ◆ Explain permits in a task other than environmental that will need to be obtained.

B.3.3. Budget

Provide a detailed budget itemized by task with sufficient explanation to determine how costs were derived. Include documentation supporting the costs shown on the budget, such as labor hours and rates, laboratory costs, bid quotes from well drillers, material costs, and catalog prices. Contingency, markup, and undefined costs must be explained. Administrative costs proposed to be reimbursed by the grant should not exceed 5%. Costs and time allotted should be consistent for similar work in the region. The budget must also show applicant cost share amounts by task and must be eligible project costs. To provide a standard format, Table B-2 must be used to present the proposed budget. Detailed budgets tiered off of Table B-2, which explain and justify the costs, are strongly encouraged.

Table B.2 Budget					
Applicant Name: <Insert>					
Project Title: <Insert>					
Task	Description	Requested Grant Funds	Cost Share	Total Costs	Source of Cost Share
	<add additional tasks as needed>				
	Grand Total (sum columns for each task)				
Comments:					

B.3.4. Schedule

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

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

B.3.5. Usefulness of Information Gained

Document the high quality and useful information that will be obtained using technically feasible methods. Include a discussion of data, technical methods, and analyses to be used. Detail should be sufficient to determine the technical feasibility of the proposed project. For example, if monitoring well installations are proposed, explain how well locations and proposed depths were determined, what drilling methods will be used, and how the wells will be developed.

B.3.6. Environmental Compliance, Permits, and Regulatory Requirements

The plan for environmental compliance and obtaining any permits and regulatory compliance approval must be included in the work plan and, as appropriate, the schedule and budget.

CEQA Compliance: Describe the plan, proposed efforts, and approach to environmental compliance, including addressing any CEQA obligations in connection with the proposal. Provide detail, including but not limited to, information concerning statutory and categorical exemptions, notices, negative declarations, and cite the specific references in the CEQA Guidelines. If CEQA is not applicable, explain fully why it is not and cite exemptions. CEQA information is available at the link in Appendix B.

Environmental Permits and Regulatory Requirements: Identify and explain the need for environmental related permits or entitlements that are needed for the project including but not limited to the Federal Clean Water Act Section 401 Certification and 404 Permits; Streambed Alteration Agreements pursuant to California Fish and Game Code Section 1602; and federal Endangered Species Act Section 7 consultation. Describe the proposed process and schedule for securing each environmental permit and any other regulatory agency approval.

Other Permits: Discuss any other applicable permits that will be required. Briefly describe the process and schedule for securing each permit/approval. Discuss necessary local drilling permits and the submittal of Well Completion Reports to DWR.

B.3.7. Quality Assurance

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

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

B.3.8. Past Performance

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

B.4. USE OF INFORMATION GAINED FROM THE PROPOSAL

B.4.1. Need and Value

Describe the need and value of work proposed and how the information to be derived from the proposed work will meet the goals and objectives of the work plan. Explain how an achievable and measurable improvement in groundwater management will occur in the basin or a quantity of **new** knowledge will be obtained as a result of this proposal. If prior work has been funded using LGA Program funds, explain the need and value for additional grant funding. If applicable, describe how the information gained from the proposed project will assist in the management of basins that lack adequate groundwater budget information as defined in DWR Bulletin 118-03 Figure 21, see web link to in Appendix B.

B.4.2. Performance of the Project

Project performance monitoring and evaluation will be required to ensure that the proposal meets its intended goals, objectives, and benefits. Therefore, discuss the strategy for evaluating performance during each step of the proposed project. Explain specifically how the strategy relates to evaluating the proposed project's performance, results in a useful and usable product, and enhances groundwater management of the basin. To provide assurance that quality work will be performed and the project schedule maintained, performance monitoring and evaluation must be incorporated into the work plan, budget, and schedule. Types of information that might be provided could include:

- ◆ Procedures for managing schedule and budget of the project;
- ◆ How each phase in the development and use of models, GIS, or data management systems, will be checked for accuracy and usefulness; or
- ◆ What oversight will take place and define under what situations modifications might be made during construction of monitoring wells to assure that useful information will be obtained?

B.4.3. Ongoing Use and Funding

The intent of the LGA Grant Program is to fund projects that will provide long-term benefit to the management of groundwater. In many cases, this will require that additional actions be taken after completion of the project, such as ongoing monitoring, additional studies, or updating a GWMP. Therefore, explain how ongoing use of the products derived from the proposed project will be funded after grant funds are expended. Additional State grant funds to continue with the funded project should not be a consideration. Provide examples of how often and under what funding mechanism monitoring wells will continue to be monitored, models maintained and used in the future, automated monitoring equipment maintained, or data management systems be updated and maintained. Include a discussion of measures that will be used to evaluate data and mechanisms to adapt the data collection process as new information is obtained. For proposals to develop a GWMP, explain how the GWMP will be implemented and how it will be funded.

B.4.4. Information Dissemination

Explain how the information derived from the grant will be made available to the public, stakeholders, agencies, and other interested parties. Document the dissemination process to be used and provide support by including it in the work plan, budget, and schedule.

APPENDICES

APPENDIX A - GLOSSARY

Applicant: The Local Public Agency that files an application for LGA funding.

Authorizing Resolution: A formal agreed by an agency's governing board that authorizes an action to be carried out on behalf of the agency. In the LGA PSP it authorizes the agency to apply for a grant and enter into an agreement with DWR.

Authorized Representative: A person identified in an authorizing resolution, who is responsible for carrying out a local agency's governing body's decision.

Cost Share: A funding match amount that is provided by the applicant, which may include federal, local, or other funds or in-kind services.

Grant Agreement: A contract between the Granting Agency and the grantee to perform grant work.

Grantee: A local public agency that is awarded a grant.

Local Public Agency: As defined in CWC 10701(a), is any city, county, district, agency, or other political subdivision of the State for the local performance of governmental or proprietary functions within limited boundaries.

Stakeholder: An individual, group, coalition, agency or others who are involved in, affected by, or have an interest in the implementation of a specific program or project.

APPENDIX B - WEB LINKS

DWR

Home Page:	http://www.water.ca.gov/
California Water Plan	http://www.waterplan.water.ca.gov
Division of Integrated Regional Water Management	http://www.dpla2.water.ca.gov
Northern Region	http://www.nd.water.ca.gov/index.cfm
North Central Region	http://www.cd.water.ca.gov/
South Central Region	http://www.sjd.water.ca.gov/
Southern Region	http://www.dpla.water.ca.gov/sd
LGA	http://www.grantsloans.water.ca.gov/grants/assistance.cfm
Water Use and Efficiency Branch (WUEB)	http://www.owue.water.ca.gov/finance/index.cfm
WUEB AB 1420 Compliance	http://www.water.ca.gov/wateruseefficiency/finance/
WUEB UWMP Review Process	http://www.owue.water.ca.gov/urbanplan/index.cfm
Water Use and Planning	http://www.water.ca.gov/nav/nav.cfm?loc=t&id=101
DWR Bulletin 118 California's Groundwater	http://www.groundwater.water.ca.gov/bulletin118
Groundwater Information Center	http://www.groundwater.water.ca.gov

State Water Resources Control Board Information and Programs

Homepage (Contains links to Regional Boards)	http://www.swrcb.ca.gov/
Surface Water Ambient Monitoring Program	http://www.swrcb.ca.gov/water_issues/programs/swamp/
Groundwater Ambient Monitoring Assessment	http://www.swrcb.ca.gov/water_issues/programs/gama/
Financial Assistance Application Tool	https://faast.waterboards.ca.gov/

CEQA Information

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

Other Information

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

Other Funding Sources

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

APPENDIX C - PSP APPLICATION CHECKLIST

- Part A Applicant Information Component
 - A.1 Project and Application Related Information
 - A.2 Application Tracking Information
 - A.3 Narrative Description of Proposal
 - A.4 Authorizing Resolution
 - Copy of Resolution or Date when it will be approved or submitted
 - A.5 Applicant Authority
 - A.6 Urban Water Management Planning Act Compliance
 - AB 1420 UWMP Compliance Submittal – online and hard copy (if applicable)

- Part B Detailed Description Component
 - B.1 GWMP and Related Programs
 - Copy of Existing or Draft GWMP (included with the Application as Supporting Documentation)
 - Shape Files of GWMP area
 - B.2 Public Outreach and Community Support for the Proposed Project
 - B.3 Technical Adequacy of Work to be Performed, including
 - Detailed Work Plan
 - Budget
 - Schedule
 - Other Technical Parts of the Proposal
 - B.4 Use of Information Gained from the Proposal

- Supporting documentation, as necessary, including a list of items provided – online only

APPENDIX D - SCORING CRITERIA

Applications determined to be complete and eligible will be evaluated by DWR according to the criteria in Table D.2. Points will be assigned based on how well the applicant addresses each criterion, as follows:

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

The evaluation Criterion D-1 (a) “Proof of Adopted GWMP” will be scored as follows:

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

Table D.2 Scoring Criteria (As based on information provided in Part B, as shown below)		
Section	Criteria	Maximum Score
D-1	<p>Quality and Effectiveness of GWMP or Program (B.1) Scoring criteria D-1 will apply to:</p> <ul style="list-style-type: none"> (1) finalized and adopted GWMPs; (2) draft GWMPs; (3) other formal groundwater management programs; or (4) scope of work for proposed or revised GWMP <p>If no GWMP is in place and the applicant is not developing, proposing, or considering a GWMP or equivalent groundwater management program, the applicant will receive the minimum score of zero points for each of the GWMP criterion below.</p> <p>For funding that includes a proposed or updated GWMP, the D-1 GWMP questions below must be addressed and supported in the work plan to receive the highest possible score.</p>	30
(a)	<p>Proof of Adopted GWMP (B.1.1): Is the GWMP for the basin where the proposed project would take place adopted by <Insert PSP due date> and has evidence of adoption been provided? For applicants using a groundwater component of an IRWMP for their GWMP, formal adoption must be by either the regional agency authorized to develop and implement the IRWMP or by the agency submitting the LGA application. Is the applicant clearly developing, proposing, or considering a GWMP or equivalent groundwater management programs and have they provided the authority and proof that they are working toward adoption? For a grant to complete or update a GWMP, does the schedule include the planned date for adoption of the GWMP?</p>	5
(b)	<p>Purpose, Goals, and Map (B.1.2): Does the GWMP have clearly stated purpose and goal(s)? Is at least one map included that clearly delineates the area of the basin, the area managed under the GWMP, and the boundaries of the local public agency (applicant) and other groundwater management agencies that overlie the basin? If no map, score for this criterion should be no higher than 3 points. For funding to develop or revise a GWMP, does the proposed work plan clearly state the purpose and goals of the GWMP and state what maps will be developed?</p>	5

Table D.2 Scoring Criteria (As based on information provided in Part B, as shown below)		
Section	Criteria	Maximum Score
(c)	<p>Implementation and Updating (B.1.3): Have the activities identified in the GWMP been carried out? Has or will implementation of the GWMP improve management of groundwater and increase knowledge of basin characteristics? Has the existing GWMP been updated or an explanation provided on why it has not been implemented? For a proposed or updated GWMP, did the applicant provide a schedule and process that directs implementation to increase knowledge of the basin and improve groundwater management that is supported by the work plan?</p>	5
(d)	<p>Public Process and Cooperation (B.1.4): Was a public process used in the development and adoption and is there ongoing public involvement in the implementation of the GWMP? Did the applicant demonstrate how disputes have been or will be resolved among stakeholders in its basin or adjoining groundwater basins? Did the applicant provide evidence of local and regional cooperation, integration, and/or participation with other agencies involved with groundwater activities, including with an existing IRWMP, regional groundwater management, MOU/JPA, or other agreement?</p>	5
(e)	<p>Groundwater Management (B.1.5): Does the GWMP have basin management objectives or the equivalent? Is the GWMP based on sound hydrogeologic principles and data to make groundwater management decisions? Does the GWMP address all appropriate issues and components of groundwater management?</p>	5
(f)	<p>Monitoring Protocols (B.1.6): Does the GWMP prescribe monitoring along with appropriate monitoring protocols or procedures (not just the monitoring performed) that promote efficient and effective groundwater management? For funding to develop or update a GWMP, is the development of monitoring protocols addressed adequately in the work plan?</p>	5

Table D.2 Scoring Criteria (As based on information provided in Part B, as shown below)		
Section	Criteria	Maximum Score
D-2	Public Outreach And Community Support for the Proposal (B.2)	10
(a)	Public Outreach (B.2.1): Did the application demonstrate a well-developed process for informing and collaborating with water users and stakeholders about the proposed project prior to submission of the proposal and/or during the proposed project? Is a public outreach task in the work plan, budget, and schedule? Were stakeholders made aware of the proposed project before the proposal submittal date?	5
(b)	Community Support and Collaboration (B.2.2): Did the application provide support, explain, and document on how stakeholders support for the proposed project is broad-based and complete? If applicable, were assurances provided that proposed project participants and/or partners will cooperate with the applicant and participate as proposed?	5
D-3	Technical Adequacy of Work to Be Performed (B.3)	40
(a)	Project Description (B.3.1): Did the applicant provide a complete, detailed description of the proposed project, including the goals, needed facilities and their locations, and the area covered? Did the applicant describe how the project supports the goals and objectives of the GWMP?	5
(b)	Work Plan (B.3.2): Was the proposed work described in sufficient detail to determine what will be done and what the product will be? Are the tasks presented consistent with the schedule and budget? Are the tasks likely to fulfill the objectives of the proposal and do they relate to improving groundwater management including supporting the GWMP and where applicable an IRWMP? If applicable, were assurances that access to private property will be granted?	5
(c)	Budget (B.3.3): Did the application include a detailed budget that is realistic and cost effective, and that will meet the project's objectives? Was an adequate explanation with supporting documentation provided on how costs were derived? Does the budget show how other funding sources, including cost-share, are related to the grant funded tasks?	5

Table D.2 Scoring Criteria (As based on information provided in Part B, as shown below)		
Section	Criteria	Maximum Score
(d)	<p>Schedule (B.3.4): Did the applicant include a detailed schedule that is realistic for the work to be performed and that agrees with the work plan and budget? Were appropriate subtasks provided, and explanation given on how the schedule was derived? Does the schedule start and end within the allocated time frame? Were expected obstacles explained and discussion provided on how to resolve obstacles and keep on schedule? Will the applicant be ready to proceed when funded? For a grant to complete or update a GWMP, did the schedule include a date for adoption within two years after the resolution of intention?</p>	5
(e)	<p>Usefulness of Information Gained (B.3.5): Did the application demonstrate that high quality and an appropriate quantity of useful information will be obtained using technically feasible and appropriate methods?</p>	5
(f)	<p>Environmental Compliance, Permits, and Regulatory Requirements (B.3.6): Has a method for compiling with CEQA, obtaining permits, and fulfilling regulatory requirements been provided and adequately explained? Were they included in the work plan, and as applicable, budget and schedule?</p>	5
(g)	<p>Quality Assurance (B.3.7): Did the applicant include project specific, appropriate, and well-defined QA/QC measures? Were the QA/QC measures adequately explained and described in the work plan?</p>	5
(h)	<p>Past Performance (B.3.8): Did the applicant (not the consultant) demonstrate that it and any partners performing the work are capable of performing high quality work, managing funds, and meeting deadlines for similar types of projects? Was documentation provided to support these claims?</p>	5

Table D.2 Scoring Criteria (As based on information provided in Part B, as shown below)		
Section	Criteria	Maximum Score
D-4	Use of Information Gained from the Proposal (B.4)	20
(a)	Need and Value (B.4.1): Did the applicant demonstrate the immediate need for and merit of the proposed project and value beyond what was funded in the past? Did the application demonstrate that a definite and achievable quantity of new knowledge and improvement in groundwater management will be obtained that is consistent with the goals and objectives of the GWMP?	5
(b)	Performance of the Project (B.4.2): Did the application include a sound strategy for evaluating progress and performance at each step of the proposed project? Was the evaluation process clearly part of the work plan, budget, and schedule?	5
(c)	Ongoing Use and Funding (B.4.3): Did the applicant explain how it will fund ongoing use of the product(s) of the proposed project, including any required ongoing monitoring or maintenance, once grant funding is expended? If prior work has been funded using LGA Program funds and the applicant is proposing to use the additional funding for ongoing use, then a score of 1 point should be given.	5
(d)	Information Dissemination (B.4.4): Did the applicant explain how information gained by this proposed project will be disseminated to the public, stakeholders, agencies, and other interested parties? Is the information dissemination process incorporated into the work plan, budget, and schedule?	5
Maximum Possible Score without Geographic Balance Points		100
D-5	Geographic Balance – Up to ten (10) points may be awarded to provide for geographic balance in the distribution of funds.	10