

# LGA Grant Applicant Workshop

Department of Water Resources  
Division of Integrated Regional Water Management  
Financial Assistance Branch

June 5 – Sacramento\*

June 6 – Redding

June 8 – Fresno

June 11 – Riverside

\*webcast at: <http://www.calepa.ca.gov/broadcast/>

webcast email: [DWR\\_IRWM@water.ca.gov](mailto:DWR_IRWM@water.ca.gov)



# Purpose

- To assist applicants with the LGA Grant application process

# Agenda

- Introductions
- New Program Requirements
- What to Submit
- Overview of Scoring Criteria
- Questions and Answers

# Available Funding

- \$4.7 million in Proposition 84 IRWM funds
- Maximum award of \$250,000 per individual applicant
- No cost share requirement
  - Must include in budget if needed to complete project
  - Do not include cost share activities not directly related to the project goal and objective

# New Program Requirements

- Assembly Bill (AB) 1420 and Water Meter Compliance
  - AB 1420 requires Urban Water Suppliers (CWC 10610 *et.seq*) to have implemented Best Management Practices
  - Both documented via self certification forms submitted with the LGA application
  - No need to resubmit if already submitted, unless if tables are over one year old or change in information
  - If BMPs are not yet implemented, can submit implementation plan
  - Forms are available at:
    - <http://www.water.ca.gov/wateruseefficiency/finance/>

# New Program Requirements

- Surface Water Diversions
  - Eligibility requirement applicable to recipient of grant funds
  - Reporting surface water diversions
  - DWR will consult with the SWRCB
  - CWC 5103 (e)(2)

# New Program Requirements

- California Statewide Groundwater Elevation Monitoring (CASGEM)
  - Eligibility requirement that applies to applicant
  - Grant staff will confer with CASGEM staff
  - CWC 10933.7

# PSP Revisions

- No Capacity Building Grants
- Electronic submittal (BMS)
- GWMP review streamlined
- Letters of Support no longer required
- Existing LGA agreement performance

# Comparison of Scoring vs. Prior Funding Rounds

## 2012 PSP

- Status of GWMP (0, 3, or 5)
- Technical Adequacy (0-35)

TOTAL (Reviewer) Points = 40  
TAP Geographic Balance (0-5)

## Prior PSP

- Quality of GWMP (0-30)
- Technical Adequacy (0-40)
- Use of Info (0-20)
- Outreach/Support (0-10)

TOTAL (Reviewer) Points = 100  
TAP Geographic Balance (0-10)

# Application Process

- What needs to be submitted to DWR
  - Upload all attachments to BMS
  - 3 hardcopies of work plan, budget, schedule
    - Can be black and white, double-sided
    - Does not need to include fancy covers
    - Must identify application name consistent with BMS designation
  - 1 hard copy with wet signature of AB1420 and Water Meter compliance forms
    - As a courtesy, please scan and upload to BMS as well

# Tips for Application Preparation

- Read and pay close attention to GL and PSP
- Walk through Table 2 – BMS checklist
- Carefully review the Scoring Criteria table
- Only what's in the application gets scored
  - Do not assume someone “knows” the rest of the story
  - Be your own advocate by including a needed info
  - More words are not necessarily better due to limited staff time availability

# BMS Checklist - Page 14 PSP

Table 2 – Grant Application Checklist

## APPLICANT INFORMATION TAB

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

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

# BMS Checklist - Page 15 PSP

<b>GEOGRAPHIC INFORMATION</b>	
<input type="checkbox"/>	<u>Latitude and Longitude</u> : Provide the Latitude and the Longitude at the center of the proposed project. BMS requests latitude and longitude in degrees, minute, and seconds. You may use converters on the web such as <a href="http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html">http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html</a> .
<input type="checkbox"/>	<u>Longitude/Latitude Clarification</u> : Use only if necessary.
<input type="checkbox"/>	<u>Location (100 character limit)</u> : Brief description of the project location. If multiple project locations are difficult to describe with 100 characters or less, the applicant should make a map reference here and attach a map of appropriate scale to the work plan.
<input type="checkbox"/>	<u>County(ies)</u> : Provide the county(ies) in which the region is located. If the region covers multiple counties hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Groundwater Basin(s)</u> : Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 ( <a href="http://www.water.ca.gov/groundwater/bulletin118/gwbasin_maps_descriptions.cfm">http://www.water.ca.gov/groundwater/bulletin118/gwbasin_maps_descriptions.cfm</a> ) in which your Project is located. For proposals covering multiple groundwater basins, hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Hydrologic Region(s)</u> : Provide the hydrologic region(s) in which your Project is located. For proposals covering multiple hydrologic regions, hold the control key down and select all that apply.
<input type="checkbox"/>	<u>Watershed(s) (250 character limit)</u> : Provide the name of the watershed(s) in which your Project is located. A map of the CA watersheds can be found at the following link: <a href="http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf">http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf</a> . If your Proposal covers multiple hydrologic regions, you may only provide the "Unique Watershed Number" as listed on the watershed map.
<b>LEGISLATIVE INFORMATION</b>	
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district, please enter each district.

# BMS Checklist - Page 15 PSP

	<b>PROJECT INFORMATION</b>
<input type="checkbox"/>	<u>Create Project Names and Enter Project Specific Information:</u> Enter a project name, implementing organizations, start and end dates, scope of work, project description and objective for one or more projects. Use the “add new” link to add additional projects. To switch between projects, use the pull down list and highlight the desired project.
	<b>PROJECT BENEFITS INFORMATION</b>
<input type="checkbox"/>	<u>Add Benefits:</u> Select the Benefit Level, Benefit Type and Benefit from the pull down list. At least one primary level benefit must be identified for each project. Many benefit types listed are not applicable to the LGA program and are for use in other grant programs. Common LGA benefit types include; water quality, monitoring, water management, and research/planning. Provide a brief description of how the benefit will be attained. Quantify the benefit with units of measurement (i.e., acre feet, acres, sq. mi., cfs, etc).
	<b>BUDGET</b>
<input type="checkbox"/>	<u>Enter Project Budget(s):</u> If only one project is being proposed, use the “Copy Budget data from Applicant Info” feature to transpose previously entered data. Otherwise, enter individual budgets for each project in the same manner as described for the Applicant Information tab. The sum of all of the project budgets must total the proposal budget on the Applicant Info tab.
	<b>GEOGRAPHIC INFORMATION</b>
<input type="checkbox"/>	<u>Enter Geographic Information for Project(s):</u> If only one project is being proposed, use the “Copy Geographic data from Applicant Info” feature to transpose previously entered data. Otherwise, enter the geographical information for each project in the same manner as described for the Applicant Information Tab.

- **Add Benefits**
  - **Benefit Level = Primary**
  - **Benefit Type = (e.g., water quality, monitoring, water mgmt, research/planning, etc.)**
  - **Benefit = Groundwater Management**
  - **Description = Brief benefit description of how benefit attained**
  - **Measurement = quantify the benefit with units, if applicable**

# BMS Checklist - Page 16 PSP

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

## Project Description

- Who
- What's being produced
- Short – 5 sentences
- Used for reporting to Bond Accountability DB

# BMS Checklist - Page 17 PSP

## APPLICATION ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in Section III of this PSP. For instructions on attaching files, please refer to the [BMS User Manual](#). Requirements for information to be included in these attachments are found in Section III of this PSP. Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy. Maps, photographs, documents, and reports should be formatted with no component larger than 50 megabytes (MB). However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, and appendices).

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

- **Submit each Attachment**
- **Attachment 10 – Include if recipient of grant funds is an UWS and it's been over one year (even if no change), or if something has changed since last submittal**

# Overview of Scoring Criteria

- An application will be evaluated on all the information required in the PSP and in accordance with the Scoring Criteria
- The application will be scored based only on what is contained in the application. DWR does not allow reviewers to add or fill in information in an application during review regardless of knowledge of the GWMP or proposal



# Scoring Standards - Page 23 of PSP

- Two Scoring Standards
  - General – 5 to 0 based on presentation, thoroughness and level criterion is addressed
  - GWMP or Equivalent – 5, 3 or 0 based on whether GWMP exists (adopted), in progress, or not planned
    - 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 (local groundwater ordinances and court adjudications). Provide evidence that the GWMP has been officially adopted.
    - For applicants without an adopted GWMP – Documentation of intent to develop and adopt a GWMP can be submitted in various forms including a MOU, JPA, a court order, or a work plan to add a groundwater management component of an IRWM Plan
    - Nonresponsive

# Criteria Table - Page 24 of PSP

Table 5—Scoring Criteria and Scoring Standards				
Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
<b>GWMP or Program</b>	<i>Maximum Score of 5 Points</i>			
<b>Assess the Status of the GWMP</b> (1) Was a GWMP or equivalent formally adopted by the submittal date of the application and (2) If a GWMP does not exist, does the schedule include a date for adoption of a GWMP within two years after the applicant's resolution of intention to prepare the GWMP? (3) Is the applicant not developing, proposing, or considering a GWMP or equivalent groundwater management program?	1	0, 3, or 5	0, 3, or 5	Groundwater Management Plan or Program Scoring Standards

# Criteria Table - Page 24 of PSP

Technical Adequacy of Work to Be Performed	<i>Maximum Score of 35 Points</i>			
<p><b>Assess whether the Project Description documented the following items:</b></p> <p>(1) A complete, detailed description of the proposed project, including the goals of the proposal, needed facilities, their location, and the area affected.</p> <p>(2) The application demonstrates collaboration by the local public agency with other local public agencies with regard to the management of the affected groundwater basin.</p> <p>(3) Demonstration of the long-term need for and merit of the proposed project.</p> <p>(4) Demonstration that a definite and achievable quantity of new knowledge and improvement in groundwater management will be obtained that is consistent with the goals and objectives of the GWMP or other groundwater management program.</p> <p>(5) An explanation of how the ongoing use of the product(s) of the proposed project, including any required ongoing monitoring or maintenance, once grant funding is expended, will be funded.</p>	1	0-5	0-5	General Scoring Standards

## Project Description

- Detailed description that includes project goal and area affected
- Demonstrate collaboration
- Describe project lifecycle, particularly after grant work is complete

# Criteria Table - Page 24 of PSP

Technical Adequacy of Work to Be Performed	<i>Maximum Score of 35 Points</i>			
<p><b>Assess whether the Work Plan addressed the following items:</b></p> <p>(1) Described in sufficient detail what will be done and what the product will be.</p> <p>(2) Are the tasks consistent with the schedule and budget? Can the proposed tasks reasonably fulfill the objectives of the proposal? Do the tasks relate to improving groundwater management, including supporting the GWMP and related IRWM Plan, where applicable?</p> <p>(3) Present a sound strategy for evaluating progress and performance at each step of the proposed project.</p> <p>(4) If applicable, were assurances provided that access to private property will be granted?</p> <p>(5) How information gained by the proposed project will be disseminated to the public, stakeholders, agencies, and other interested parties.</p> <p>(6) Adequately explain a plan for compiling with CEQA, obtaining permits, and fulfilling any other applicable regulatory requirements, or provide appropriate documents meeting the requirements.</p> <p>(7) Include environmental compliance and permits in the work plan, budget and schedule, as appropriate. Include regional projects or programs.</p>	2	0-5	0-10	General Scoring Standards

## Grant Work Plan

- Weighting factor of 2
- Scope of work for agreement
- Enough detail to support/be consistent w/ Budget & Schedule
- Not a generalization just to maximize flexibility
- Connect the tasks
  - Product from Task A doesn't end at Task A

# Criteria Table, page 25 of PSP

<p><b>Assess whether the Budget addressed each of the following items:</b></p> <p>(1) Inclusion of details and assumptions that is realistic, documented, and cost effective in meeting the proposal's objectives.</p> <p>(2) Is the Budget consistent with and supported by the work plan and schedule?</p> <p>(3) Present cost share and grant share amounts broken down by tasks consistent with the work plan and schedule.</p> <p>(4) Identify other sources of funding and which tasks they pertain to.</p>	1	0-5	0-5	General Scoring Standards
<p><b>Assess whether the Schedule addressed each of the following items:</b></p> <p>(1) Inclusion of timelines that are realistic for the work to be performed and that agree with any work plan sequencing and the budget.</p> <p>(2) Presented appropriate detailed tasks defining how the schedule was derived.</p> <p>(3) Were the start and end dates within the PSP designated time frame?</p> <p>(4) Did the applicant describe that it will be ready to proceed when funding becomes available?</p>	1	0-5	0-5	General Scoring Standards

- Work Plan, Budget, and Schedule should support each other
- Explanatory text in Attachment 6 should allow the reviewer to understand how the budget estimate was developed (basis of estimate).

# Questions and Answers

- Questions after the workshop
  - Talk to your Regional Service Representative
  - Contact Jason Preece at (916) 651-9636, or Tom Lutterman at (916) 651-9263
  - Email: **dwr\_irwm@water.ca.gov**
  
- Applications due **July 13, 2012 by 5 p.m.**
  - Both Upload to BMS and hard copies
  - <http://www.water.ca.gov/lgagrants/>