



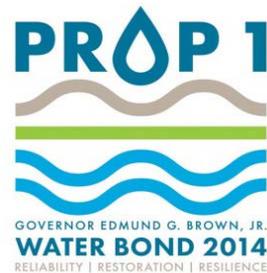
Department of Water Resources

CalConserve Water Use Efficiency Revolving
Fund Proposition 1



CALCONSERVE WATER USE EFFICIENCY REVOLVING FUND

PROPOSITION 1

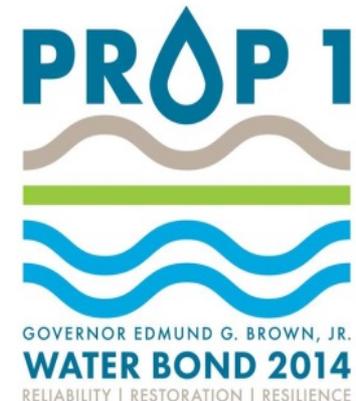


FINAL LOAN GUIDELINES AND PROPOSAL SOLICITATION PACKAGE (PSP)

LEGISLATIVE AUTHORITY

Proposition 1 - The Water Quality, Supply, and Infrastructure Improvement Act of 2014

- **Chapter 7** - Regional Water Security, Climate and Drought Preparedness
- **Section §79746(a)(1)** - Authorizes funds for loan and grant programs to support water conservation and water use efficiency projects and programs



LEGISLATIVE AUTHORITY

Assembly Bill (AB) 2636

- Established the CalConserve Water Use Efficiency Revolving Fund in 2014, commencing with Section 81000 of the California Water Code.

AB 92 (Statutes of 2015)

- Authorized the transfer to the CalConserve Water Use Efficiency Revolving Fund \$10 million from Proposition 1 for specific types of water conservation and water use efficiency projects and programs.

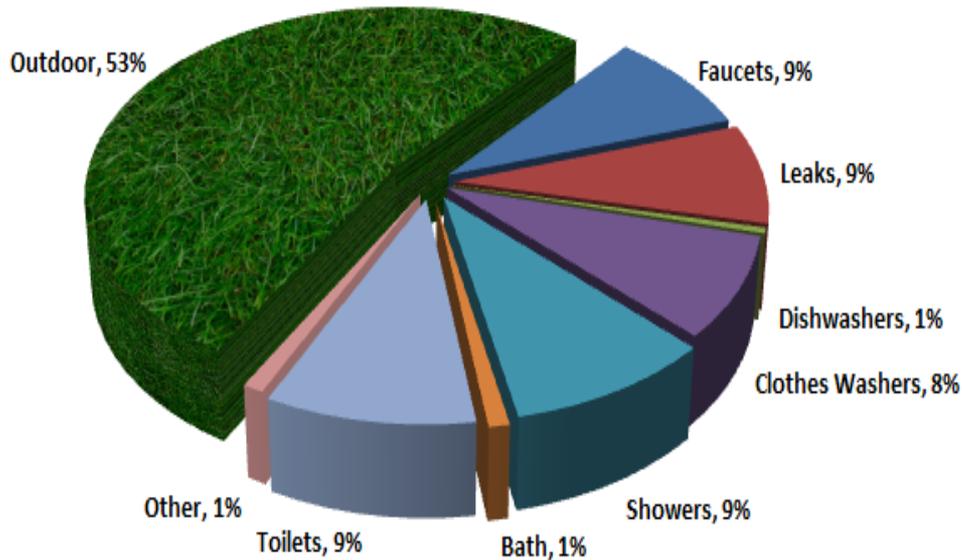
PROGRAM PURPOSE

The CalConserve Revolving Fund Loan Program is an innovative funding program developed to provide zero-interest loans to local agencies.

These agencies will then provide low-interest loans to their customers for urban water use efficiency upgrades and water conservation.

INTRODUCTION

Residential Average Water Use



Source: California Single Family Water Use Efficiency Study, June 2011

Objective -

Pilot program to provide loans to local agencies to help their customers through:

- Installation of water-saving upgrades
- Leak repair/replacement

ELIGIBLE APPLICANTS

- **Local public agencies** (*AB 2636, SEC. 2 Division 30 Chapter 825; Section 81005*)
 - Cities
 - Counties
 - Special districts (Reclamation Districts, Flood Control Districts, etc.)
 - Joint powers authorities
 - Political subdivisions of the state
 - Public utilities (*Section 216 of Public Utilities Code*)
 - Mutual water companies (*Section 2725 of Public Utilities Code*)

ELIGIBLE APPLICANTS (CONTINUED)

Groundwater Plans - Public agencies

- A local agency that does not prepare, adopt, and submit a Groundwater Plan in accordance with groundwater planning requirements established under Division 6 (commencing with §10000) is not eligible to apply until the plan is prepared and submitted in accordance with requirements (*CWC §79742(b)*).

Public Benefit – Mutual Water Companies

- Projects from investor-owned utilities regulated by the California Public Utilities Commission and mutual water companies must have a clear and definite public purpose and must benefit water system customers, not the investors (*CWC §79712(b)(1)*).

COMPLIANCE - LAWS AND REGULATIONS

- **As an Urban Water Supplier:**
 - **Urban Water Management Plans & water conservation (SBx7-7)**
 - **Urban Water Supplier Best Management Practices (AB 1420)**
 - **Water Meters (CWC §525 et seq.)**
- **Surface Water Diversion Reporting (CWC §5103(e)(2))**
- **Groundwater Monitoring (CWC §10920 et seq.)**
- **Groundwater Management Plans (CWC §10753.7)**
- **Labor Code**
- **State Conflict of Interest Laws**
- **Local laws and regulations**

COMPLIANCE - LAWS AND REGULATIONS

(CONTINUED)

- **Confidentiality – all public information**
- **Intellectual and Proprietary Rights – must be waived**
- **Environmental Documentation**
 - Include plan for compliance
 - Estimation of GHG emissions required
- **If also an agricultural water supplier:**
 - Agricultural Water Management Plans (AWMPs) and Agricultural Efficient Water Management Practices (EWMPs) (*Part 2.8 and Part 2.55, SBx7-7*)
 - Agricultural Water Measurement (*CCR 597 et seq.*)
 - Aggregated Farm-Gate Water Delivery Report (*CWC §531 et seq.*)

ELIGIBLE PROJECTS

- There are two types of urban water use efficiency projects and programs eligible for funding under this PSP (*CWC §81023(a)*):
 - \$5 million for a pilot project to provide loans to local agencies for water efficiency upgrades to eligible residents at no upfront costs.
 - \$5 million for local agencies to provide low-interest loans to customers to finance the installation of onsite improvements to repair or replace leaking water pipes.
- Maximum loan of \$3 million per local agency (*CWC §81023(b)*)

TYPES OF PROJECTS

Examples include, but are not limited to:

- Provide customers efficient dishwasher or clothes washer upgrades
- Install water-saving fixtures including toilets, showerheads, faucets, and other upgrades
- Install hot-water recirculating pumps
- Provide leak detection, repair and/or replacement
- Install landscape irrigation system upgrades
- Provide for water conservation landscape conversion
- Commercial, institutional, and industrial water use efficiency improvements

PROGRAM PRIORITIES

- Provide measurable reductions in urban per capita water use. *(CWC §81000(b))*
- Establish a pilot program for reduction in potable water use, leak detection, and/or repair. *(CWC §81023(a))*
- Provide for increased use of recycled water. *(CWC §81000(b))*
- Reduce greenhouse gas emissions and water and energy use. *(CWC §81000(b))*
- Provide residents on-bill financing of water use efficiency upgrades. *(CWC §81046)*
- Remove first-cost barriers to customers by providing equipment, installation, and supplies for effective upgrades. *(CWC §81023(a))*

FUNDING RULES

Proposition 1:

- 50% non-state cost share required - ***waived or reduced for a disadvantaged community or an economically distressed area***
- 10% of funds will go to disadvantaged communities or economically distressed areas

SELECTION AND AWARD PROCESS

Phase 1: Proposal Selection

- The first phase will consist of a proposal submittal and scoring according to the selection criteria.
- Applicants are required to submit PART A of the application online through [GRANTS](#) by the application deadline.
- The highest passing scored proposal(s) may be invited to Phase 2.

LOAN TERMS

- The financing term is up to 20 years or the useful life of the project, whichever is less.
- Loans to local agencies serving a disadvantaged community can be financed for up to 25 years.
- The loan repayment shall begin within 1 year of project completion, depending on the repayment schedule established with DWR accounting.
- The interest rate is equal to 0%.

SELECTION CRITERIA

Score	Criteria
15	Agency's loan program advertisement and customers' outreach
30	Process for selecting loan recipients to maximize anticipated water savings and benefits
30	Loan program implementation and on-bill financing or other structured mechanism to remove first-cost barriers to efficiency upgrades
20	Mechanisms for monitoring and reporting water savings and other project benefits
5	10% or more of the funds reserved for DACs/EDAs

SCHEDULE

<i>June 16, 2016</i>	Final PSP Released
<i>July 15, 2016</i>	Public Workshop for Final PSP – Sacramento
<i>August 31, 2016</i>	Proposals Due
<i>September 2016</i>	Announce CalConserve Draft Funding Awards
<i>October 2016</i>	Comments on the Draft Funding Awards Due Public Workshop for Draft Funding Awards – Sacramento
<i>November 2016</i>	Announce CalConserve Final Funding Decision CalConserve Loan Contract Negotiations Begin

HOW TO APPLY

- **Part A** of the Application will be completed by **all applicants**. All part A attachments must be submitted in GRANTS for the proposal to be scored.
- **Part B** of the Application is ***only*** for proposals that have received a passing score and have been invited to Phase 2.

PART A: ALL APPLICANTS

Part A: Attachments & Requirements

- **A-1** Application Signature Page
- **A-2** Agency's Loan Program Advertisement and Customers' Outreach
- **A-3** Loan Recipient Selection Criteria
- **A-4** Loan Program Administration and Plan of Implementation
- **A-5** Monitoring/Reporting Water Savings & Other Project Benefits
- **A-6** Budget
- **A-7** Compliance with SB X7-7, AB 1404, AB 1420 & Other Req.
- **A-8** Reduction or Waiver of Cost Share Requirements

ATTACHMENT 1 – SIGNATURE PAGE

ATTACHMENT 1 – SIGNATURE PAGE

Applicant: _____

Project Title: _____

By signing below, the official declares the following:

- The truthfulness of all representations in the proposal;
- The individual signing the form has the legal authority to submit the proposal on behalf of the applicant;
- There is no pending litigation that may impact the financial condition of the applicant or its ability to complete the proposed project;
- The individual signing the form read and understood the conflict-of-interest and confidentiality section and waives any and all rights to privacy and confidentiality of the proposal on behalf of the applicant;
- The applicant will comply with all terms and conditions identified in this Proposal Solicitation Package if selected for funding; and
- The applicant has legal authority to enter into a contract with the State.

Name

Title

Signature

Date

ATTACHMENT 2 – AGENCY’S LOAN PROGRAM ADVERTISEMENT AND CUSTOMERS’ OUTREACH

2.0 Loan Program Advertisement and Customers’ Outreach

Project Title:

Applicant:

Complete Attachment 2 to describe how the agency will advertise its loan program and how it will provide outreach to its customers.

Please limit to 1 page

2.1 Describe how the agency will advertise its loan program and how it will outreach to its customers. Describe the type of information to be provided to potential borrowers.

ATTACHMENT 3 – LOAN RECIPIENT SELECTION CRITERIA

3.0 Loan Recipient Selection Criteria	
Project Title:	
Applicant:	
Customer Selection Criteria	
Complete Attachment 3 and describe how the agency will select loan recipients and the types of upgrades it will fund in order to maximize water savings and other benefits.	
Please limit to 3 pages	
3.1	Provide a description of the criteria to be used for selecting projects and loan recipients to ensure water savings and economic benefits of projects.
3.2	Provide a description of the types of projects to be funded, eligible upgrades, targeted customers (residential, industrial, CII).
3.3	Will DACs and EDAs benefit from the program? Estimate participation. Describe how priority will be given to DACs and EDAs and how much funding will target this segment.

ATTACHMENT 4 – LOAN PROGRAM

ADMINISTRATION AND PLAN OF IMPLEMENTATION

4.0 Plan of Implementation	
Project Title:	
Applicant:	
<p>Describe the proposed loan program. Explain the method and plan of implementation and how agency will administer the loan program. Describe method of repayment and include a timeline.</p> <p>Identify the project location and areal extent, as applicable (e.g., specific districts within the City of Los Angeles). A site location map is suggested – this will not be included in the page limit.</p> <p>Provide a schedule of implementation.</p>	
Please limit to 4 pages	
4.1	Describe how the loan program will be administered and implemented. Describe proposed customers' on-bill financing system, interest rates charged, estimated administrative costs, source of funds used to cover administrative costs, repayment timeline, and how the non-repayment of loans will be handled. List the funds requested for water use efficiency program upgrades, for customer leak repair and for DAC/EDA.
4.2	Describe Agency's plan for loan repayment to the State.
4.3	Provide a schedule for loan program implementation.
4.4	List and describe the role of any external cooperators that will be used for the program.

ATTACHMENT 5 – MONITORING AND REPORTING WATER SAVINGS AND OTHER PROJECT BENEFITS

(next page)

5.0 Monitoring and Reporting Water Savings and Other Project Benefits

Project Title:

Applicant:

The goals of Monitoring and Evaluation Plan are to:

- Provide a plan for monitoring and evaluation of successful implementation of the loan program to customers and ensure implementation of proposed water use efficiency upgrades
- Document post-implementation benefits (water savings and other benefits) to determine the success of the loan program

If a proposed project is selected for funding, applicants are required to conduct an adequate monitoring program and collect sufficient data to verify project results and water conservation and water use efficiency benefits. This plan must demonstrate that the applicant will collect necessary data and conduct an analysis of the data to show proposed project results and benefits.

Please
limit to 3
pages

5.1	Describe pre-project conditions and baseline data, the basic assumptions being used, and the anticipated accuracy of the data to be produced:
5.2	Describe the monitoring plan to ensure successful implementation of proposed water use efficiency upgrades:
5.3	Describe the monitoring and evaluation plan to estimate and report post-implementation water savings and other benefits achieved through the loan program:

ATTACHMENT 6 – BUDGET

6.0 Program Budget	
Project Title:	
Applicant:	
Please limit to 2 pages	
6.1	List all sources of non-state secured funds to be used as matching (totaling not less than the amount of the loan requested, unless claiming DAC or EDA status).
6.2	Complete Table 1. <ul style="list-style-type: none">• Enter the proposed program budget including the requested loan and any matching funds.• Show the portion of matching funds to be used for customer loans and the portion to be used for administering the program. State loan funds cannot be used for administrative costs.

ATTACHMENT 6 – BUDGET TABLE 1

Table 1: Program Budget				
Project Title:				
Applicant:				
Please provide a general program budget to include both local funds and requested state loan. State loan funds shall not be used for local agency administrative costs. (CWC §81033)				
Description	State Loan Funds		Cost Share*	Program Total
	Amount	% Provided to DACs/EDAs		
Administrative Costs	N/A	-	\$	\$
Loans to Customers**	(Water use efficiency upgrades) or (Repairs and replacement of leaky pipes)	\$	%	\$
Total		\$	%	\$

(*) Cost share requirement: [Cost Share] must equal or exceed [State Loan Funds Amount] x (1-[% Provided to DACs/EDAs]/100).

(**) Loan applicants can apply for either water use efficiency upgrade loans or customer leak repair loans or both. If applying for both, a separate application must be submitted for each.

ATTACHMENT 7 – COMPLIANCE WITH SB X7-7, AB 1404, AB 1420, OTHER REQUIREMENTS

7.1	Are you an urban water supplier? If yes, are you in compliance with:
	<ul style="list-style-type: none"> Urban Water Management Plan? – if you provide over 3,000 acre-feet of water annually, or serve more than 3,000 urban connections you are required to submit an UWMP every five years. (See http://www.water.ca.gov/urbanwatermanagement/)
	<ul style="list-style-type: none"> AB 2572 Water Meter Requirements in CWC §525 et seq.? (See www.water.ca.gov/wateruseefficiency/finance/)
	<ul style="list-style-type: none"> AB 1420 requirements? (See www.water.ca.gov/wateruseefficiency/finance/) Did you adopt a pricing structure for water customers based at least in part on quantity delivered?
	<ul style="list-style-type: none"> Are you in compliance with CWC §10920 et seq. - Groundwater Monitoring Program requirements? (See www.water.ca.gov/groundwater/casgem/) Did you implement all locally cost effective EWMPs?
	<ul style="list-style-type: none"> Are you in compliance with Part 5.1 (commencing with §5100) of Division 2 of the CWC. - Surface Water Diversion Reporting requirements? (See www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/index.shtml) If not implementing EWMPs (measurement, pricing, and other EWMPs), have you submitted to DWR a schedule, financing plan, and budget for implementation?
	<ul style="list-style-type: none"> SB X7-7 Requirements—on and after July 1, 2016, an urban water supplier is not eligible for a water grant or loan awarded or administered by the State unless the supplier complies with SB X7-7 water conservation requirements outlined in Part 2.55 (commencing with §10608) of Division 6 of the CWC.

ATTACHMENT 7 (CONTINUED)

7.2	Are you an agricultural water supplier serving irrigated acreage of more than 25,000 acres excluding recycled water or supplying 2,000 acre-feet or more of surface water annually for agricultural purposes or serving 2,000 or more acres of agricultural land? If yes, did you submit AB 1404 aggregate farm-gate delivery to DWR? If yes, indicate compliance status with SB X7-7 requirements. (See DWR Guidebook to Assist Water Suppliers at www.water.ca.gov/wateruseefficiency/sb7/committees/ag/a6/section)	
7.3	Are you in compliance with Part 5.1 (commencing with §5100) of Division 2 of the CWC. - Surface Water Diversion Reporting requirements? (See www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/index.shtml)	

ATTACHMENT 8 – REDUCTION OR WAIVER OF COST SHARE FOR DACs OR EDAs

8.0 Reduction or Waiver of Local Cost Share	
Project Title:	
Applicant:	
<p>All applicants are required to provide the minimum cost share of 50 percent. Projects that benefit communities with a Median Household Income (MHI) of the population less than \$48,875 or that serve an EDA, may request a reduction or waiver of the required cost share. To request a reduction or waiver of the required cost share, the applicant must complete Attachment 8.</p>	
<p>Please limit to 3 pages; pages will not be counted in total page limit</p>	
8.1	Documentation of the Presence of Disadvantaged or Economically Distressed Communities: (Screen shots or information from the Mapping tools mentioned above can be used).
8.2	Documentation of Disadvantaged or Economically Distressed Community Participation:
8.3	<p>Calculating Population and Medium Household Income for the disadvantaged community or economically distressed area:</p> <p>Provide sample calculations showing the MHI of the population served by the water from the project. Applicants are required to submit maps or other information depicting the boundary of the applicant’s service area. Applicants must provide documentation for the MHI of all individuals served by the water from the project (land owners, and other residents served by the project) in the applicant’s service area.</p>
8.4	<p>Reduced or waived local share: Explain why the local share has to be reduced or waived. Enter the proposed local share in Budget Table, Attachment 6.</p>

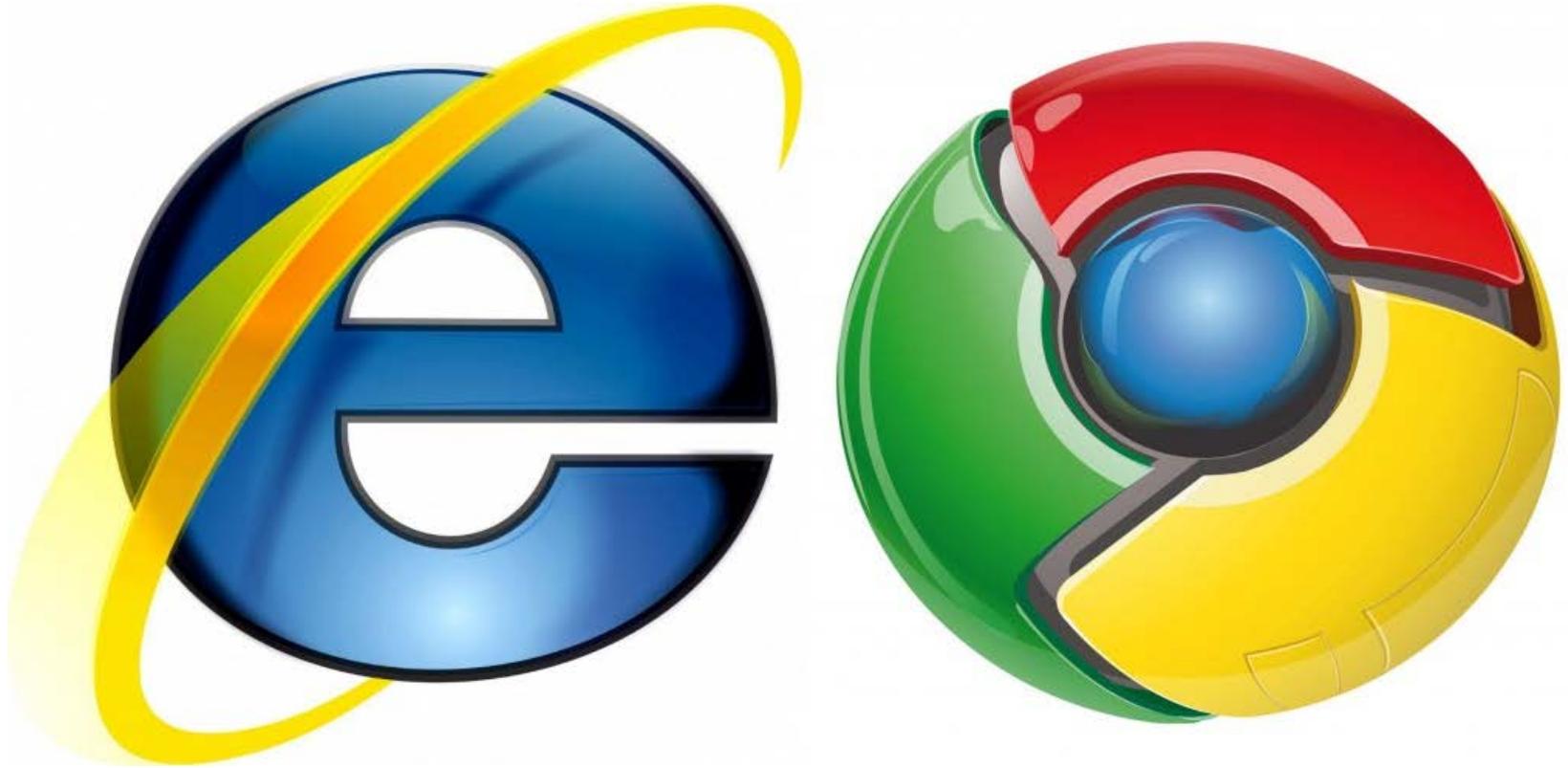
GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

TOPICS

- I. *GRANTS Registration*
- II. *Becoming an Organization Administrator*
- III. *Becoming an Authorized User*
- IV. *Organization Admin: User Management*
- V. *Forgot Password*
- VI. *Account Locked*
- VII. *Completing a Proposal*
- VIII. *Submitting a Proposal*

PLEASE USE INTERNET EXPLORER OR GOOGLE CHROME



Other browsers are not supported.

Source: <http://news.filehippo.com/2013/01/browser-wars-2012-who-won/>

WWW.WATER.CA.GOV/GRANTS/

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

Welcome to the Department of Water Resources (DWR) Grants Review and Tracking System. GRanTS is a web-based tool that can be used to:

- Apply for bond funded grants and loans.
- Manage bond funded contracts and track projects.
- Submit electronic contract deliverables and invoices.

Open Solicitations

- The Proposition 84-funded Delta, San Joaquin and Sacramento Rivers Water Quality Grant program released the final Group II – Franks Tract and other Delta Region Projects – Proposal Solicitation Package (PSP) on February 6, 2015. Applications must be submitted by 5:00 p.m. on April 9, 2015.
- The Local Levee Assistance Program released its final guidelines and proposal solicitation package on December 17, 2014. Applications must be submitted by 5:00 p.m. on March 17, 2015.
- Please "Sign in" to access the GRanTS application.

GRanTS Outages

- Thursday, April 2, 2015 from 5:00 PM to 8:00 PM for maintenance and upgrades.

Recent Changes in GRanTS

- **02/02/2015:** Users can return to the page they left on the list of My/All Projects or My/All Contracts, when the user clicks Return workbook (gray tab). DWR reviewers can use Review Import feature without any problems. In addition to Project Name, Program Name, Start Date, and End Date, My Projects and All projects now include BMS I/O Group Code, Project Status, and Project Cost.
- **11/24/2014:** DWR users can view all proposals for a proposal solicitation package in read-only format. This allows reviewers to have access to all proposals, not just the ones they are reviewing.
- **10/09/2014:** Users can filter Contracts by Program, Organization, DWR Contract Manger, Start year, End year,

Sign in

HOME

USER GUIDES

- » Quick Start Guide
- » Public User Guide
- » Frequently Asked Questions (FAQ)

INTERNAL (DWR) USER GUIDES

VIDEOS

- » How to Register (New)
- » How to Complete a Grant Application (New)

PROJECT MAPPING TOOL

FINANCIAL ASSISTANCE

SUPPORT

GRanTS Helpdesk
Tel: (888) 907-4267
Email:GRanTSadmin@water.ca.gov

AVAILABLE RESOURCES

Sign in

HOME

USER GUIDES

- » Quick Start Guide
- » Public User Guide **1**
- » Frequently Asked Questions (FAQ) **2**

INTERNAL (DWR) USER GUIDES

VIDEOS

- » How to Register **(New)** **3**
- » How to Complete a Grant Application **(New)** **4**

PROJECT MAPPING TOOL **5**

FINANCIAL ASSISTANCE

SUPPORT

GRanTS Helpdesk **6**
Tel: (888) 907-4267
Email:GRanTAdmin@water.ca.gov

REGISTRATION

Users need to register under their own agency

For example, User A works for XYZ Consulting firm and plans to submit a proposal on the behalf of City of Sacramento

User A will register under XYZ Consulting firm

User A will then contact City of Sacramento to become an authorized user under City of Sacramento Organization

REGISTRATION HYPERLINK



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

A screenshot of a web application interface titled "LOG ONTO GRanTS". It contains a "User Name:" field, a "Password:" field, and a "Log In" button. Below the password field, there is a "Forgot Password" link and a "Registration" link. The "Registration" link is highlighted with a red rectangular box. A red arrow points from this box to a callout bubble on the right.

LOG ONTO GRanTS	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	
Forgot Password	
Registration	

**Click on the Registration
hyperlink.**

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Contact Information



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Complete the Contact information.

User Profile

Contact

Organization

Account

First Name: *

Middle Name:

Last Name: *

Phone (Office): () _ - _ Ext: _ *

Phone (Direct): () _ - _ Ext: _

Phone (Mobile): () _ - _

Fax: () _ - _

Next

Cancel

Mandatory fields



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

First Name:	John *	1	Phone (Office):	(123) 123-1234 Ext: ___ *	3
Middle Name:			Phone (Direct):	() ___ - ___ Ext: ___	
Last Name:	Doe *	2	Phone (Mobile):	() ___ - ___	
			Fax:	() ___ - ___	

Next

Cancel

Register under your own agency

Users need to register under their own agency/organization

For example, User A works for XYZ Consulting firm and plans to submit a proposal on the behalf of City of Sacramento

User A will register under XYZ Consulting firm

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Organization Information



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Complete the Organization information.

User Profile

Contact

Organization

Account

Organization:	<input type="text" value="Search for Organization..."/> * Add New	Division/Address List:	<input type="text" value="Search for Division..."/> * Add New
Address1:	<input type="text"/> *	Address2:	<input type="text"/>
City:	<input type="text"/> *	State:	<input type="text" value="California"/> *
Zip:	<input type="text"/> *	Phone:	<input type="text" value="() _ - _ Ext: _"/>
Web site:	<input type="text"/>		

Next

Cancel

Search for your Organization



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

When selecting the Organization, you can type your organization's name and the name will auto populate.

User Profile

Contact

Organization

Account

Organization:	<input type="text" value="Search for Organization..."/>	Add New	Division/Address List:	<input type="text" value="Search for Division..."/>	Add New
Address1:	<input type="text"/>		Address2:	<input type="text"/>	
City:	<input type="text"/>		State:	<input type="text" value="California"/>	
Zip:	<input type="text"/>		Phone:	<input type="text" value="() - - Ext:"/>	
Web site:	<input type="text"/>				

Next

Cancel

Add a New Organization



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Organization:	<input type="text" value="Search for Organization..."/>	* Add New	Division/Address List:	<input type="text" value="Search for Division..."/>	* Add New
Address1:	<input type="text"/>	*	Address2:	<input type="text"/>	
City:	<input type="text"/>	*	State:	<input type="text" value="California"/>	*
Zip:	<input type="text"/>	*	Phone:	<input type="text" value="() _ - _ Ext: _"/>	
Web site:	<input type="text"/>				

If your organization is not listed, click the Add New hyperlink.

Next

Cancel

Identify Branch/Division



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Selected Organization: 'West Sacramento' is Registered.

Organization:	West Sacramento	* Add New	Division/Address List:	Search for Branch...	* Add New
Address1:	<input type="text"/>	*	Address2:	<input type="text"/>	
City:	<input type="text"/>	*	State:	California	▼ *
Zip:	<input type="text"/>	*	Phone:	() - - Ext:	
Web site:	<input type="text"/>				

Next you'll need to identify the Division.

Next

Cancel

Add a new Division to an Organization



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

If your division is not listed, click the Add New hyperlink.

User Profile

Contact

Organization

Account

Organization:		West Sacramento	* Add New	Division/Address List:		Search for Branch...	* Add New
Address1:			*	Address2:			
City:			*	State:		California	▼ *
Zip:			*	Phone:		() _- _ Ext. _	
Web site:							

Next

Cancel

Address field auto populates



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Once the organization and division are identified, the address information will auto populate.

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento	* Add New	Division/Address List:	Sac. Desalination Program : 245 W. Pa	* Add New
Address1:	245 W. Palmer Street	*	Address2:		
City:	Sacramento	*	State:	California	*
Zip:	95634	*	Phone:	() _-__ Ext: __	
Web site:					

Next

Cancel

User Account Information



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Complete the Account information.

Username/Email:

Password:

Confirm Password:

Security Question 1:

Select Question

Answer:

Security Question 2:

Select Question

Answer:

Save

Cancel

User Name is email address



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Username/Email:

Password:

Confirm Password:

Security Question 1:

Select Question

Answer:

Security Question 2:

Select Question

Answer:

Save

Cancel

The user name is your email address.

Password Requirements



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Password must be at least 7 characters and contain at least three of the four character types (lowercase alpha, uppercase alpha, numeric, and special characters).

User Profile

Contact

Organization

Account

Username/Email:

testemail@gamil.com *

Password:

_____ *

Confirm Password:

_____ *

Security Question 1:

Select Question

Answer:

_____ *

Security Question 2:

Select Question

Answer:

_____ *

Save

Cancel

Security Questions



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Username/Email:

testemail@gamil.com *

Password:

..... *

Confirm Password:

..... *

Security Question 1:

Select Question

Answer:

..... *

Security Question 2:

Select Question

Answer:

..... *

Save

Cancel

Email and answers to the Security Questions are required to retrieve your password when you forget it.

Organization Administrator

Welcome: ddhillon@ucdavis.edu [Logout](#)



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

[Home](#) [PSPs](#) [Projects](#) [Contracts](#)

[My Projects](#)

Contact the Organization Administrator. If you do not see the Organization Administrator contact information, please contact the GRanTS Helpline.

[Public User Guide \(4MB\)](#)

NEW SOLICITATIONS

[16](#) New solicitations are available!

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

AUTHORIZED USER

Welcome: ddhillon@ucdavis.edu [Logout](#)



Department of Water Resources

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[My Projects](#)

Contact the Organization Administrator. If you do not see the Organization Administrator contact information, please contact the GRanTS Helpline.

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Acting as Organization Administrator



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Organization Admin

Select Organization	<input type="text" value="RJOrg"/>
Organization Name:	<input type="text" value="RJOrg"/> *
Tax ID:	<input type="text" value="123499999"/> *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Organization Administrator can add/authorize users in the Organization Admin tab

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

1 1 of 4 Pages >>

Manage Users

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Department of Water Resources

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Organization Admin

Select Organization	<input type="text" value="RJOrg"/>
Organization Name:	<input type="text" value="RJOrg"/>
Tax ID:	<input type="text" value="123499999"/>
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

1 1 of 4 Pages >>

Users associated to the organization are listed in the "Users" panel

Manage User Privileges



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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg *
Tax ID:	123499999 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

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Modify Existing User Privileges

Click on the user email hyperlink.

Modify User Privileges



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Add/Modify User

User ID	<input type="text" value="devdhillon1234@gmail.com"/>
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input checked="" type="checkbox"/>

Modify Existing User Privileges

Organization Admin can authorize users, unlock user account and grant Organization Admin privileges.

Add New Authorized User



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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg *
Tax ID:	123499999 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Add New User

To add a new user, click on the Add New hyperlink.

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

1 1 of 4 Pages >>

Identify Registered User

Welcome: ddhillon@ucdavis.edu [Logout](#)



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Add/Modify User

User ID	<input type="text"/>
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input type="checkbox"/>

Enter the email address of the user you want to add to the organization.

Click on the "Authorized User" to add an authorized user.

Organization Administrator can also unlock user accounts and grant other administrative privileges.

FORGOT PASSWORD



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GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

LOG ONTO GRanTS

User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	
Forgot Password	
Registration	

Click the Forgot Password
hyperlink.

Verify Registered email



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Forgot Password

Username/Registered email:

Validate User ID

Cancel

Enter your email and
click Validate User ID.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Answer Security Questions



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Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?	<input type="text"/>
What is your pet's name?	<input type="text"/>

You have maximum of 3 unsuccessful attempts.

Answer the security questions and an email will be sent with a temporary password and instructions.

LOCKED ACCOUNT



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GRANTS

LOG ONTO GRanTS

User Name:	<input type="text" value="ddhillon@ucdavis.edu"/>
Password:	<input type="password"/>
Your account is locked. Please contact the System Admin.	
<input type="button" value="Log In"/>	

[Forgot Password](#)
[Registration](#)

Five unsuccessful password entries locks your account.

Contact your Organization Administrator or GRanTS Helpline to unlock your account.

Locating a Solicitation



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NEW SOLICITATIONS

[17](#) New solicitations are available!

YOU ARE THE

RJOrg

Click on the New Solicitation hyperlink.

Organization Tax ID(FEIN).

123499999

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YOUR ORGANIZATION

Organization Name	Administrator	Email	Phone Number
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RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

Start a Proposal



Department of Water Resources

Welcome: kris4real@icloud.com [Logout](#)

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Active PSPs

Program Name	PSP Name ^	Released On	Due Date	Action	Attachments
Prop 1 Urban Water Conservation - LA	CalConserve Loan Program	06/16/2016	8/31/2016 5:00 PM	Start Proposal	Attachments

Navigation: [Home] [Previous] [1] [Next] [End] Page size: 10 1 items in 1 pages

Click on the Start Proposal Hyperlink.

Archived PSPs

Archived PSP Name: Select Fiscal Year:

For information regarding GRanTS please call (888) 907-4287 or email GRanTSadmin@water.ca.gov.

Unauthorized Error Message



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Applicant Info

Projects

Attachments

More Attachments

Full View

Applicant Information

APPLICANT INFORMATION

You are not authorized to create a proposal. To become an authorized user, please contact your organization administrator listed on your home page

Organization Name

Tax ID

Point Of Contact*

Point Of Contact Position Title*

Proposal Name

Proposal Objective

Existing Re

Maximum Character Limit: 150

Maximum Character Limit: 2000

BUDGET

Other Contribution

Local Contribution

If you are not an authorized user, you will see this message.

Please contact your Organization Administrator to become an authorized user.

COMPLETING A PROPOSAL



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Applicant Info

Projects

Section 1 Name

DELTA SECTION

Full View

Applicant Information

APPLICANT INFORMATION

Organization Name	Please Select
Tax ID	
Point Of Contact*	<input type="radio"/> Existing Registered Users <input type="radio"/> Add New User
Point Of Contact Position Title*	
Proposal Name	
Proposal Objective	

BUDGET

Other Contribution	
Local Contribution	
Federal Contribution	
Inkind Contribution	
Amount Requested	*
Total Project Cost	*

Start the Proposal

The mandatory fields (*) in the Applicant Info tab must be populated and saved to begin a proposal.

After the application is started and saved, you can switch between tabs.

ALWAYS SAVE.

ELIGIBILITY TAB

Applicant Info **Eligibility** Attachments Close

PROJECT AND APPLICANT ELIGIBILITY
(Unless specified, all questions are mandatory.)

Question 1: Applicant eligibility

Is the applicant a local agency?
"Local agency" means a city, county, city and county, municipal utility district, community services district, sanitary district, sanitation district, water district as defined in Section 20200 from the California Water Code (CWC), public water system as defined in Section 116275 of the Health and Safety Code, or private water company under the jurisdiction of the Public Utilities Commission. (AB 2636, SEC. 2 Division 30 Chapter 825; Section 81005).

a) City
b) County
c) City and county
d) Municipal utility district
e) Community services district
f) Sanitary district
g) Sanitation district
h) Water district
i) Other

Question 2: Eligible Project Type

Is the project an urban water use efficiency project located in the State of California?

a) Yes. Eligible to apply
b) No. Not eligible, cannot apply.

Question 3: Type of Project - Please submit a separate application for each project type:

There are two types of urban water use efficiency projects and programs eligible for funding under this PSP:

1) A pilot project to provide loans for water efficiency upgrades to eligible residents at no upfront costs.
2) Low-interest loans to customers to finance the installation of onsite improvements to repair or replace leaking water pipes.

a) Water Efficiency Upgrades
b) Leaky Pipes

Question 4: Project Duration

Estimated duration for the completion of the proposed project (____ years plus ____ months).

Question 5: Project Lifetime

Attachment Upload

Applicant Info Eligibility **Attachments**

ATTACHMENT SECTION
(You can attach up to five separate files. Each attachment file size must be 50 MB or less. Must attach at least one file per attachment question.)

Attachment 1 Please upload the word document including the attachments 1-8.

Upload the word document containing the following attachments:
Part A: Attachments & Requirements

- _____ Attachment-1 Application Signature Page
- _____ Attachment-2 Agency's Loan Program Advertisement and Customers' Outreach
- _____ Attachment-3 Loan Recipient Selection Criteria
- _____ Attachment-4 Loan Program Administration and Plan of Implementation
- _____ Attachment-5 Monitoring and Reporting Water Savings and Other Project Benefits
- _____ Attachment-6 Budget
- _____ Attachment-7 Compliance with SB X7-7, AB 1404, AB 1420, and Other Requirements
- _____ Attachment-8 Reduction or Waiver of Cost Share Requirements

Please use the template provided on the CalConserve website under Proposal Attachments at: <http://www.water.ca.gov/wuegrants/Docs/CalConserve%20Application%20Template.docx>

SUBMITTING A PROPOSAL



Department of Water Resources

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Applicant Info

Projects

Section 1 Name

DELTA SECTION

Section 1 Header

This is Question 1.

Maximum Character Limit: 64

test

Save

Back

Submit

If any sections are incomplete, you will be notified after clicking Submit.

After you submit a proposal, you will receive an email confirming the submission.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov

CONTACT US

GRANTS Administration Team

Phone: (888) 907-4267

or

E-mail: GRANTSadmin@water.ca.gov

PREPARING FOR THE LOAN

Phase 2: Loan Processing

- For selected proposals, phase two consists of submitting PART B of the loan application, loan processing and approval.
- Preparation of loan documents will begin as soon as an applicant receives a passing score.
- Part B of the application is only for proposals that have received a passing score and have been invited to phase two.

PART B: SELECTED APPLICANTS

Part B of the application is only for proposals receiving a passing score and invited to Phase 2.

The attachments included in Part B of the loan application are to determine the financial and repayment structure of the loan.

PART B: LOAN DOCUMENTS

Part B: Loan & Financial Requirements

(only selected applicants will submit part B)

- **B-1** Financial statements
- **B-2** Cash reserves
- **B-3** Existing debt
- **B-4** Repayment method
- **B-5** Loan security
- **B-6** Rate and service structure
- **B-7** Environmental Information Form and Documents
- **B-8** GHG Emission Calculations

ATTACHMENT B-1 – FINANCIAL STATEMENTS

B-1 Financial Statements	
Project Title:	
Applicant:	
Submit one copy of audited financial statements covering the last three fiscal years of operation. Include balance sheets, income statements, sources and uses-of-funds statements, and the most recent annual budget. Provide separate details for the water enterprise fund if applicable for your organization.	Not in page limit
Please submit financial statements by email to wuegrants@water.ca.gov or mail to: Department of Water Resources Water Use and Efficiency Branch Attention: Fethi BenJemaa P.O. Box 942836 Sacramento, California 94236-0001	

ATTACHMENT B-2 – CASH RESERVES

B-2 Cash Reserves	
Project Title:	
Applicant:	
	Not in page limit
List all cash reserves (restricted and unrestricted) and any planned uses of those reserves.	

ATTACHMENT B-3 – EXISTING DEBT

B-3 Existing Debt
Project Title:
Applicant:
Provide a summary of all existing long-term debt including bonds. List any pending indebtedness (e.g., USDA Rural Utilities Service loans, Economic Development Agency loans, or other loans).

ATTACHMENT B-4 – REPAYMENT METHOD

B-4 Repayment Method	
Project Title:	
Applicant:	
Repayment	
Indicate the proposed repayment method for the loan: <ol style="list-style-type: none">1. On-bill Financing2. Excess revenues (specify source)3. Cost savings4. User fees5. Assessments6. Standby charges7. Other (<i>describe</i>)	
If methods 1, 4, or 5 are to be used for loan repayment, include a proposed plan to divide costs among the system users. Use dollar estimates.	
Amortization	
Provide an amortization table demonstrating semi-annual repayment increments spanning 20 years (25 years for a qualifying disadvantaged community).	

ATTACHMENT B-5 – LOAN SECURITY

B-5 Loan Security	
Project Title:	
Applicant:	
Not in page limit	
	Explain how the loan will be secured if required by the State (e.g., dedicated revenues, assessments, etc.). Cite your organization’s statutory authority to use this method of loan security.
	Provide description of a set-aside structure account for payments from customers and repayments to the state.
	Explain the method of repayment utilizing a fiscal agent or third party to manage collected funds from customers and repayment to the State. DWR will require borrowers to secure the services of a bank or other financial institution acceptable to DWR and execute a fiscal services agreement between the borrower, the bank, and DWR. The fiscal agent accrues the repayment reserve fund and manages the repayment account from which loan repayments to DWR are made.
	Explain how the loan will be secured if required by the State (e.g., dedicated revenues, assessments, etc.). Cite your organization’s statutory authority to use this method of loan security.

ATTACHMENT B-6 – RATE AND SERVICE STRUCTURE

B-6 Rate and Service Structure	
Project Title:	
Applicant:	
Not in page limit	
	Attach the water rate structure for the last three operating years.
	Is there any pending litigation that may impact the financial condition of the applicant?

ATTACHMENT B-7 – ENVIRONMENTAL INFORMATION FORM AND DOCUMENTS

ENVIRONMENTAL INFORMATION FORM

The borrower is responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (CEQA). Work that is subject to the CEQA shall not proceed under the loan agreement until document(s) that satisfy the CEQA process are received by the Department of Water Resources (DWR) and DWR has completed its CEQA compliance. 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. **This form is to be completed by the Lead Agency.**

DWR Agreement #: To be determined

Lead Agency: _____

Project Title: _____

Project Manager: _____

Phone Number: _____

Address: _____

1. List the source of any other grants or funds received from DWR to implement a portion of this project.
-

ATTACHMENT B-8 – GHG EMISSION CALCULATIONS

B-8 GHG Emission Calculations											
Project Title:											
Applicant:											
<i>Complete Attachment B-8 to show project effect on Greenhouse Gas emissions. Energy savings include savings in electricity use and fossil fuel consumptions (diesel, natural gas, gasoline, etc.). If the applicant's project generates renewable energy, add the amount of renewable energy to the category of electricity saving.</i>	Please limit to 1 page										
<p>Calculate GHG Emission Reduction:</p> <p>To convert the energy/fuel savings to the avoided Greenhouse Gas (GHG) emissions, use the following equation:</p> <p>GHG Emission Reduction from electricity savings = (Energy Savings) x (Emission Factor) or GHG Emission Reduction from fossil fuel savings = (Fuel Savings) x (Emission Factor)</p> <p>For calculation convenience, below are some Emission Factors quoted from a State Air Resources Board's report: www.arb.ca.gov/cc/protocols/localgov/pubs/lgo_Protocol_v1_1_2010-05-03.pdf</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Type of Energy/Fuel</th> <th>Emission Factors</th> </tr> </thead> <tbody> <tr> <td>Diesel</td> <td>10.21 kgCO₂/gallon</td> </tr> <tr> <td>Natural Gas</td> <td>0.0545 kgCO₂/scf</td> </tr> <tr> <td>Gasoline</td> <td>8.78 kgCO₂/gallon</td> </tr> <tr> <td>Electricity</td> <td>424.1 kgCO₂e/MWh¹</td> </tr> </tbody> </table> <p>scf – standard cubic foot. Standard condition refers to the air condition at temperature of 60 degrees Fahrenheit with 1 atmospheric pressure. MWh – Megawatt-hours, an electricity unit.</p>		Type of Energy/Fuel	Emission Factors	Diesel	10.21 kgCO ₂ /gallon	Natural Gas	0.0545 kgCO ₂ /scf	Gasoline	8.78 kgCO ₂ /gallon	Electricity	424.1 kgCO ₂ e/MWh ¹
Type of Energy/Fuel	Emission Factors										
Diesel	10.21 kgCO ₂ /gallon										
Natural Gas	0.0545 kgCO ₂ /scf										
Gasoline	8.78 kgCO ₂ /gallon										
Electricity	424.1 kgCO ₂ e/MWh ¹										

ADDITIONAL INFORMATION

Water Use Efficiency Website

- www.water.ca.gov/wuegrants/index.cfm

DWR Website

- www.water.ca.gov

DWR Financial Assistance Page

- www.water.ca.gov/funding/

Bond Accountability Website

- www.bondaccountability.ca.gov

CALCONSERVE WATER USE EFFICIENCY REVOLVING FUND

Website:

www.water.ca.gov/wuegrants/CalConserve.cfm

Phone Contacts:

Fethi BenJemaa, Program Manager

- (916) 651-7025

Kristyne Van Skike, Research Program Specialist

- (916) 651-0728

Program Email:

wuegrants@water.ca.gov



DISADVANTAGED COMMUNITY (DAC)

Disadvantaged Community = *an Applicant whose entire community that is served by the water from the project has (CWC § 79505.5 (a)):*

- ❑ An annual MHI less than 80% of the statewide MHI (= less than \$48,875).
 - ❖ Refer to Exhibit II for how to document status
 - ❖ DAC mapping tool available at:
http://www.water.ca.gov/irwm/grants/resources_dac.cfm

ECONOMICALLY DISTRESSED AREA (EDA)

Economically Distressed Area = *an Applicant whose entire community that is served by the water from the project has: (CWC § 79702(k)):*

- ❑ An annual MHI less than 85 % of the statewide MHI (= \$59,930)
AND
- ❑ One of the following:
 - ❖ A municipality with a population of 20,000 persons or less,
OR
 - ❖ A rural county, **OR**
 - ❖ A reasonably isolated and divisible segment of a larger municipality where the segment of the population is 20,000 persons or less

ECONOMICALLY DISTRESSED AREA (CONTINUED)

AND one of the following:

- ❖ Financial hardship **OR**
- ❖ Unemployment rate at least 2% higher than the statewide average **OR**
- ❖ Low population density

Refer to Exhibit II for how to document status

EDA mapping tool (under development) available at:

http://www.water.ca.gov/irwm/grants/resources_eda.cfm

EDA mapping tool instructions at:

<http://www.water.ca.gov/irwm/grants/docs/Resources/EDA/Final Proposition%201 Economically%20Distressed%20Area%20Instructions.pdf>