# Attachment 3

# Work Plan – Template

*The Work Plan must not exceed 30 pages, unless you are applying for multiple Component and then you should submit a Work Plan for each Component, using a minimum Arial, 10-point type font, not including maps, supporting letters, figures, or tables. All instructions and descriptions provided in this document must be removed prior to submitting the Work Plan into GRanTS. Do not remove any whole section provided or change the order of appearance. The template is provided to the applicants to ensure they are submitting the level of detail DWR is anticipating receiving for each proposal. Any changes made to this template, reluctance using the template, or changes made to the font type and size will not be reviewed or scored by DWR technical staff.*

*A separate Attachment 3 – Work Plan is required for each proposed Component for those application that includes multiple Components (Components for Grant Administration only does not require a separate Work Plan, only those Components that contain an implementation project). For proposals with multiple Components, the evaluation will be repeated for each Component’s Work Plan. The score for a proposal with multiple Components will be determined by summing each individual component’s total score, dividing that summation by the number of Components for the Component Average Score, and then rounding up or down to the nearest whole number (Final Score). See Table 9 in the PSP for an example of the scoring criteria.*

***Note:*** *For definitions of Tribes, Severely Disadvantaged Community (SDAC), Disadvantaged Community (DAC), and Economically Distressed Area (EDA), see Appendix B of the 2019 Guidelines. For definitions of California Communities Environmental Health Screening Tool (CalEnviroScreen 3.0), Classified DAC (EnvDAC), and Fringe Communities, see Section II.A of the 2020 Proposition 68 Implementation Proposal Solicitation Package (PSP). Unless specifically mentioned, SDAC, DAC, EDA, Tribes, EnvDAC, and Fringe Community will collectively be referred to as* *Underrepresented Communities within the 2020 Implementation PSP.*

*The following supplemental documentation is required and to be included in the beginning sections of the Work Plan as follows:*

|  |  |
| --- | --- |
| **Grant Proposal Title:**  |  |
| **Applicant:** |  |

1. **Project Description** (maximum of 18 points possible)

Provide a Project Description that addresses the requested information identified below. The description must not exceed 8 pages (not including tables and figures) using a minimum Arial, 10-point type font.

1. (3 points) The Project Description must include the following:
* A complete, detailed description of the overall proposed Project or Component; and
* An explanation as to why the proposed Project or Project Components were chosen over other projects included in the Projects and Management Actions section of the Groundwater Sustainability Plan (GSP) in terms of benefits provided, communities served, measurable objectives, minimum thresholds, plan implementation timeline, and feasibility.
1. (3 points) The Project Description must also include:
* A description of the circumstances that initiated the Project or Component;
* A description of the criteria that triggered the implementation of the Project or Component;
* A description of the process the Agency utilized to determine that conditions require Project or Component implementation;
* A description of the criteria that would trigger Project or Component termination; and
* GSP page references.

1. (3 points) The Project Description must also include:
* A brief description of the groundwater basin setting, beneficial uses, sustainability goal, measurable objectives, minimum thresholds, undesirable results, and impacts on groundwater users; and
* GSP page references.

1. (5 points) The Project Description must also include:
* A description of the proposed Project or Component’s goals, objectives, and needs;
* A description of how the goals, objectives, and needs will be met by the proposed Project or Component;
* A description of how Project components work together as a whole to address the goals, objectives and needs of the proposed Project if there are multiple components;
* A description of how the proposed Project or Component aligns with other planning documents, such as IRWM Plans, SWRP, etc.; and
* GSP page references.
1. (2 points) The Project Description must also include:
* Regional and Project map(s) clearly depicting the site location, current conditions, Underrepresented Communities and benefitting areas.

1. (2 points) The Project Description must also include:
* A map and narrative of current and historical land use(s) of the sites and surrounding area; and
* A description of current and historical groundwater and soil contamination issues at the site or in the vicinity of the Project or Component site.
1. **Project Benefits** (maximum of 17 points possible)

For any project, benefits are the expected measurable accomplishments of a project. Benefits should be based on estimated measures of the project’s annual accomplishments averaged over the period of the project’s life. Projects should provide quantifiable benefits to Underrepresented Communities, where applicable. The Project Benefits description must not exceed 8 pages (not including tables and figures) using a minimum Arial, 10-point type font.

1. (2 points) Describe if the project or Component:
	* Builds or help builds soil organics that increase water infiltration, storage, and percolation on natural and working lands;
	* Provides improvements to soil health and building soil organic matter; or
	* Explicitly improves water infiltration, retention and storage using agricultural practice that build healthy soils.
2. (5 points) Describe the quantifiable benefits (minimum of three) expected to be realized from the proposed Project or Component. See Section III.B of the 2020 SGM Implementation PSP for additional guidance regarding benefits.
* Include an explanation of the benefits that are expected to be realized from the proposed Project or Component.
* Describe how the claimed benefits will be evaluated and quantified.
* Describe how the proposed Project or Component benefits align with objectives and actions from other planning documents or State agency initiatives (e.g., Integrated Regional Water Management (IRWM) Plans, SWRPs, Water Resiliency Portfolio, Prop 1 IRWM DAC Involvement Needs Assessment Report, California’s Healthy Soils Initiative, Safe and Affordable Drinking Water Fund Expenditure Plan and Policy, the State Water Board’s SAFER Program, and other Integrated Watershed Management planning efforts).
* Describe how the proposed Project or Component benefits align with Proposition 68’s preferences.
* Describe how the proposed Project or Component benefits align with individual the GSP’s sustainability goal.
* Ensure that the benefits are well defined, clearly identified, and fully supported with backup documents.
1. (2 points) Will the proposed Project or Component positively impact issues associated with small water systems or private shallow domestic wells (groundwater contamination vulnerability, drawdown, etc.)?
* Provide justification such as domestic well census results, water system maps, service area maps, etc.
* Explain if the Project or Component will help address the needs of the State Water Board’s SAFER Program.
1. (2 points) Describe how stakeholders and the broader community will be engaged in the development and implementation of this project. Describe how this will improve upon GSA stakeholder and community engagement efforts to date.
2. (4 points) Explain if the proposed Project or Component will benefit an Underrepresented Communities.
* Will the proposed Project or Component be located within an Underrepresented Communities?
* Identify the Underrepresented Communities that the proposed Project or Component will be benefiting.
* Demonstrate how the goals and objectives of the proposed Project or Component will provide measurable benefits to the Underrepresented Communities.
* Provide a description of outreach activities provided to Underrepresented Communities.
* Explain how the concerns and priorities identified by Underrepresented Communities or community representatives were identified during stakeholder outreach activities.
* Provide letters of support from the Underrepresented Communities or representatives of Underrepresented Communities. Zero points will be awarded if the applicant does not provide support letters.
1. (2 points) Describe how the proposed Project or Component addresses the Human Right to Water (AB 685 Section 106.3) and supports the established policy of the State that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking and sanitary purposes.
2. **Technical Expertise** (maximum of 9 points possible)

Applicants must provide an explanation of their “Technical Need” for each proposed Project or Component. For example, the applicants should identify the roles and responsibilities of entities responsible for Project or Component completion, provide statement(s) of qualifications of entities responsible for Project or Component completion, and a describe the legal authority required for the Project or Component.

The applicant must provide documentation that tasks associated with implementation components in the Work Plan will be prepared by or under the direction of a professional geologist or professional engineer, per Public Resources Code § 354.12 Subarticle 2.

The explanation for each proposed project must not exceed 6 pages using a minimum Arial, 10-point type font.

1. (3 points) Demonstrate the appropriate experience, knowledge, and skills necessary to complete the proposed Project or Component.
* Explain the different roles and responsibilities of the key personnel responsible for the completion of the proposed Project or Component;
* Describe the key personnel’s experience, knowledge, and skills necessary to successfully complete the proposed Project or Component;
* Provide documentation that the plans, specifications, and construction activities will be completed by or under the direction of a licensed professional geologist or professional engineer with the experience required to complete those tasks, as applicable;
* If the applicant contacted the California Conservation Corp (CCC) to obtain their services for the proposed Project or Component, include proof from the CCC to demonstrate that the applicant reached out to the CCC.
1. (1 point) Provide a description of projects completed by the key personnel (listed in question 13) that were successfully completed with obligation bond-funds through a State grant program (at DWR or other state agencies). If this will be the personnel’s first project funded by such a grant, demonstrate their understanding of the expectations required to successfully complete a bond-funded grant.
2. (2 points) Describe if the applicant has the legal access rights, easements, or other access capabilities to the property to implement the proposed Project or Component. If not, provide a narrative and schedule for obtaining the necessary access.
3. (1 point) Describe the legal authority required for the proposed Project or Component, management action, and the basis for that authority within the Agency.
4. (2 points) List all permits, easements, right of ways, CEQA documentation, resolutions needed, etc., for the proposed Project or Component and the status of each.
	* Describe the steps that are needed, and the steps already taken to obtain the required permits.
	* State whether the applicant reached out to required permitting agencies (State Water Resources Control Board, Regional Water Quality Control Board, US Army Corps of Engineers, etc.) to discuss the proposed Project or Component.
	* Describe the feedback received by the required permitting agencies. State if the permitting agency felt that the required permit(s) could be provided within the timeline allowed for the grant.

**Project Details**

1. **Scope of Work and Deliverables** (maximum of 6 points possible)

Provide descriptions of the anticipated tasks necessary to complete the proposal. Tasks should be organized by the five budget categories, as indicated in the templates. The work plan should also identify the anticipated deliverables for each task. Each task identified in the proposal must have a minimum of one deliverable. Deliverables should be actual work products that can be submitted to DWR (e.g., copies of GSP; studies, engineering, design, land and easement acquisition and associated legal fees; preparation of environmental documentation, environmental permits, environmental mitigations, monitoring, and project construction feasibility study; project design; environmental compliance documentation; inputs/outputs from groundwater-surface water model; data management system; well completion and summary report including any geophysical surveys, water quality analysis, sieve analysis, or other supporting tests completed in support of well design, drilling, completion, etc.). Include the percent (0 – 100%) completed of each task.  The scope of work and deliverables must not exceed 8 pages using a minimum Arial, 10-point type font.

If awarded, this information will be used to develop the Grant Agreement. Follow the Agreement template provided at the following link: <https://water.ca.gov/Work-With-Us/Grants-And-Loans/Sustainable-Groundwater>. The Work Plan must include a scope of work to allow reviewers to understand the level of effort of the work being performed and to substantiate the cost estimates in the Budget.

1. (1 point) Include in the Work Plan a complete description of any key decision points, milestones, or deliverables that could impact the Project’s or Component’s scope, cost, and schedule.
2. (3 points) Include in the Work Plan a complete description of all tasks necessary to result in a completed Project or Component. Include a description of all necessary and reasonable deliverables that have been identified.
3. (2 points) Include in the Work Plan a description of coordination efforts with other entities, agencies, and/or organizations. Include a detailed description of the approach and practices associated with the proposed Project or Component and the technical basis for each approach.

**NOTE:** Tasks in the proposed Project or Component cannot be duplicative or inconsistent with previously funded tasks. If there is additional need for a previously funded task, justification must be provided. If justification for the additional need is not provided, those tasks will not be considered as part of the proposed project and therefore, not considered for funding.

**Miscellaneous**

**E. Project/Component Support**

Applicants should provide documentation to demonstrate the proposed Project or Component support by the local entities, where possible, and should include the following items for proposals. If letters of support are not possible for the region, a brief explanation should be included explaining why letters of support are not included.

* If the Applicant is a GSA(s) for the basin or the local agency in the basin which submitted an Alternative Plan, provide evidence that the Applicant has coordinated with the SDAC(s) by submitting letters of support from the SDAC (examples such as local government board members, tribal council members, etc.). Refer to the letters of support and describe the outreach and education activities completed to work with the SDAC(s) to gain their support.
* If the Applicant is not the GSA(s) for the basin, demonstrate and provide evidence that the Applicant has coordinated with the GSA(s) for the basin or the local agency in the basin which submitted an Alternative Plan, regarding implementation of the proposed Project or Component (e.g., meeting minutes, letters of support, emails, other forms of correspondence). Refer to any letters of support provided by the GSA(s) for the proposed Project or Component.
* If one GSA is established in the basin, describe and provide documentation of any communication with GSA(s) in neighboring basins regarding groundwater sustainability planning and GSP development.
* Describe and provide documentation of any communication with beneficial users of groundwater in the basin that may potentially be affected by implementation of the proposed Project or Component, including, but not limited to Underrepresented Communities, agricultural water users, municipal water users, wildlife refuges, or other stakeholders.

Project or Component support must not exceed 2 pages per component using a minimum Arial, 10-point type font, not including letters of support.