PROPOSAL SOLICITATION PACKAGE

FOR

IMPLEMENTATION GRANTS, STEP 1

FROM

INTEGRATED REGIONAL WATER MANAGEMENT GRANT PROGRAM

AUTHORIZED UNDER

PROPOSITION 50, CHAPTER 8

MARCH 2005

California Department of Water Resources
Division of Planning and Local Assistance
P.O. Box 942836
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ACRONYMS USED IN THIS PROPOSAL SOLICITATION PACKAGE

BF	Benefit Factor
CEQA	California Environmental Quality Act
CSV	Comma Separated Values
CWC	California Water Code
DCR	Disadvantage Community Ratio
DWR	Department of Water Resources
FAAST	Financial Assistance Application Submittal Tool
IRWM	Integrated Regional Water Management
MB	Mega Bytes
MHI	Median Household Income
NEPA	National Environmental Policy Act
NPS	Non-Point Source
PIN	Proposal Identification Number
PSP	Proposal Solicitation Package
RFMF	Reduced Funding Match Factor
RTF	Rich Text File
Regional Water Board	Regional Water Quality Control Board
State Water Board	State Water Resources Control Board
USCB	United States Census Bureau

I. INTRODUCTION

Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002, was passed by California voters in November 2002. It amended the California Water Code (CWC) to add, among other articles, § 79560 *et seq.* authorizing the Legislature to appropriate $500 million for Integrated Regional Water Management (IRWM) projects. The intent of the IRWM Grant Program is to encourage integrated regional strategies for management of water resources and to provide funding, through competitive grants, for projects that protect communities from drought, protect and improve water quality, and improve local water security by reducing dependence on imported water. The IRWM Grant Program is administered jointly by the Department of Water Resources (DWR) and the State Water Resources Control Board (State Water Board) and is intended to promote an integrated and regional approach to water management.

Implementation Grants will be provided to eligible applicants to implement proposals that meet the requirements of the IRWM Guidelines (Guidelines), November 2004, and this Proposal Solicitation Package (PSP). This PSP has been prepared to allow the opportunity to seek financial assistance for such implementation grants. Approximately $148 million is available for implementation grants during this funding cycle. Each grant is limited to a maximum of $50 million.

The Guidelines establish the process used to solicit applications, evaluate proposals, and award grants under this Grant Program. The Guidelines are posted on both the DWR and State Water Board websites at:

http://www.grantsloans.water.ca.gov/grants/integregio.cfm

http://www.waterboards.ca.gov/funding/irwmgp/index.html

Prospective applicants for IRWM Implementation Grants, Step 1, should read this PSP and the entire IRWM Grant Program Guidelines. Specific emphasis should be directed to the IRWM Plan Standards (Appendix A of the Guidelines) and to the Implementation Grant, Step 1, evaluation criteria (Appendix C, Section C.2 of the Guidelines) to ensure that the submittal will meet the grant program requirements.

A two-step application process will be used to evaluate the implementation proposals. **This PSP is specifically for IRWM Implementation Grant, Step 1 applications.** In Step 1, the Implementation Grant application must:

- Be submitted by regional agencies or regional water management groups, of which at least one member is an eligible grant recipient (i.e., a public agency or non-profit organization) (See Section III.A of the Guidelines); and
- Include projects from one or more of the water management elements listed in the CWC § 79561 (Section III.C of the Guidelines).

DWR and State Water Board staff will evaluate the IRWM Implementation Grant, Step 1 applications in accordance with the Guidelines and this PSP.

II. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The section consists of three subsections: How to Submit, What to Submit, and Requirements for Attachments. It is important that the applicant follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to DWR and the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

A. How to Submit

Applicants must submit a complete application on-line using the State Water Board Financial Assistance Application Submittal Tool (FAAST). The on-line FAAST application for the Implementation Grant Program, Step 1 can be found at the following secure link:

https://faast.waterboards.ca.gov.

The on-line application will be available no later than March 30, 2005.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, prior to creating a user account and completing the on-line application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FAAST.

FAAST allows an applicant to save an application in progress on-line and then submit the application only when the applicant has gathered and entered all requested information. At the time the application is submitted, an automated confirmation email will be sent to the applicant confirming date and time of submission. **Applicants are strongly encouraged to avoid last minute submittals to allow time for FAAST staff assistance should any submittal problems occur.**

To print out a blank copy of the entire application:

1. Initiate a new application and fill out the following three fields on the first page: "Project Title," "Project Description," and "Responsible Regional Board." Applicants can come back to edit these fields later.
2. Click on the "save and continue" button to initiate the application process.
3. Click on the "Preview/Submit Application" button and select the "Print" option from the browser "File" menu.

Non-Profit Organizations: If the applicant is a non-profit organization, the applicant must use the organization name that is registered with the California Secretary of State: http://kepler.ss.ca.gov/list.html

If a different name was initially used, please see FAAST User Manual, Section V.A. (https://faast.waterboards.ca.gov) for instructions on changing the name.

- Applicants must use the FAAST system to submit an application. A complete application must be submitted no later than 5:00 p.m. on **July 14, 2005**.
- If an applicant has a question or problem with FAAST, please contact FAAST staff by phone at 1-866-434-1083, Monday through Friday, 8am – 5pm, or by email at faast_admin@waterboards.ca.gov.
- If an applicant has a question as to the content or information requested in the PSP, please contact:
  Mr. Ralph Svetich, DWR, at (916) 651-9218 (rsvetich@water.ca.gov) or
  Mr. Sudhakar Talanki, State Water Board, at (916) 341-5434 (stalanki@waterboards.ca.gov).

The grant application in FAAST consists of seven sections outlined below in Table 1 – FAAST Checklist. Within FAAST, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. The checklist below is provided as a way for applicants to ensure they have submitted the required information. FAAST will allow applicants to type text or cut and paste information from other documents directly into a FAAST submittal screen.

Table 1 – FAAST Checklist	
1.	**GENERAL INFORMATION** *The following fields must be completed:*
☐	Project Title – Provide title of the proposal. If this item is not completed FAAST will not accept the application.
☐	Project Description – Provide a brief description of the proposal, approximately 1-2 paragraphs (max. 1,000 characters). **If this item is not completed FAAST will not accept the application.**
☐	Project Director – Provide the name and details of person responsible for executing grant agreement for applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
☐	Grant Funds Requested – Provide amount of grant funds requested for the proposal in dollars.
☐	Local Cost Match – "Local Cost Match" is the same as "Funding Match" in the Guidelines. Provide Funding Match for the proposal in dollars. Exhibit F of this PSP provides additional information regarding funding match requirements. **A minimum Funding Match of 10% of the total costs of the proposal is required for IRWM Implementation Grants unless a waiver or reduction of the funding match is requested (Exhibit D).**
☐	Total Budget – Provide total cost for the proposal in dollars. This amount must agree with the total proposal cost shown in Attachment 7 of the application.
☐	Latitude/Longitude – Enter Latitude/Longitude coordinates of the approximate mid-point of the region in degrees using decimal format. Additionally, applicants must also submit a digital geographic file (NAD 27 UTM 10 shape file) with Attachment 3.
☐	Watershed – Provide name(s) of watershed(s) the region covers. If the region covers multiple watersheds, list the primary watershed first.
☐	County – Provide county where the region is located. If the region covers multiple counties, select "Multiple Counties" from the drop down list.
☐	Responsible Regional Water Board – Provide the name of the Regional Water Board where the region is located. If the region extends beyond more than one Regional Water Board boundary, select "Statewide" from the drop down list. **If this item is not completed FAAST will not accept the application.**
2. ☐	**FUNDING PROGRAMS** Select the IRWM Implementation Grant, Step 1 Program. **If this item is not completed FAAST will not accept the application.**
3. ☐	**LEGISLATIVE INFORMATION** Enter the State assembly, State senate, and U.S. congressional districts where the region is located. For regions that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.
4. ☐	**AGENCY CONTACTS** If the applicant has been collaborating with State and Federal agencies (DWR, Regional Water Board, State Water Board, U.S. Environmental Protection Agency, etc.) in proposal development, please provide agency name, agency contact first and last name, phone, and e-mail address. This information is used to identify individuals that may have an understanding of a proposal and in no way indicates an advantage or disadvantage in the ranking process.
5. ☐	**COOPERATING ENTITIES** Include entities that have/will assist applicant in proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to proposal, first and last name of entity contact, phone number, and e-mail address.

Table 1 – FAAST Checklist	
6.	**APPLICATION QUESTIONNAIRE** *When entered into FAAST the answers to these questions will be used in processing the application and determining eligibility and completeness.*
☐	Q1. Additional Information: Based on the region's location, what is the applicable DWR district (Northern, Central, San Joaquin, or Southern)? The following link can be used to view each district's boundaries: http://www.water.ca.gov/nav.cfm?topic=Local_Assistance&subtopic=Groundwater.
☐	Q2. Additional Information: What are the names and numbers of the groundwater basins underlying the region? The following link can be used for further information on groundwater basin names and numbers: http://www.groundwater.water.ca.gov/bulletin118/.
☐	Q3. Additional Information: For a region that encompass multiple counties, list the name of each county.
☐	Q4. Additional Information: For a region that extends beyond more than one Regional Water Board boundary, list the name of each Regional Water Board.
☐	Q5. Additional Information: Does the agency or organization have an adopted IRWM Plan or functional equivalent? Or has the agency or organization demonstrated that an IRWM Plan will be adopted by January 1, 2007? Yes or No. (If the answer to any of these questions is yes, respond "Yes.")
☐	Q6. Eligibility: Is the applicant a regional agency or regional water management group, of which at least one member is an eligible grant recipient (i.e., a public agency or non-profit organization as defined in Section III of the Guidelines)? If no, please explain. **At least one member of the regional agency or regional water management group must be an eligible grant recipient in order to be eligible for IRWM grant funding.**
☐	Q7. Eligibility: List the regional agency or regional water management group members that qualify as urban water suppliers and which will receive funding from the proposed grant (See Section III of the Guidelines). If there are none, so indicate.
☐	Q8. Eligibility: Have all of the urban water suppliers, listed in Q7 above, submitted complete urban water management plans to DWR? Have those plans been verified as complete by DWR? If not, explain.
☐	Q9. Eligibility: Does the proposal include any groundwater management or groundwater recharge projects or projects with potential groundwater impacts? If so, provide the name(s) of the project(s) and list the agency(ies) that will implement the project(s).
☐	Q10. Eligibility: For the agency(ies) listed in Q9, how has the agency complied with CWC § 10753 regarding groundwater management plans as described in Section III.B of the Guidelines?
☐	Q11. Major Water Issues: Briefly describe the major water related issues within the region.
☐	Q12. Objectives: Briefly describe the objectives for the IRWM plan.
☐	Q13. Adoption Date: Identify the adoption date or anticipated adoption date of the IRWM Plan.
☐	Q14. Stakeholders: List any major stakeholders that are/will participate in the IRWM Plan which were not identified in Item 5, above.
☐	Q15. Completeness: Have all of the fields in the application been completed? If no, please explain.

Table 1 – FAAST Checklist

7. APPLICATION ATTACHMENTS

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

Digital files and reports should be furnished in non-proprietary formats. Documents with complex layout and formatting should be submitted in PDF format. Embedded images in PDF files should be reduced to web resolution of 72-100 dpi. Text only documents should be submitted in Rich Text File (RTF) format if possible. MS Word (.doc) format should only be used when features are needed that are not available within RTF. Data files should be submitted in non-proprietary formats such as commas separated values (CSV), tab delineated, or other text delimited formats. MS Excel (.xls) format should only be used when features are needed that are not available in non-proprietary formats.

Maps, photographs, documents, and reports should be formatted with no component larger than 5MB. Documents greater than 5MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).

All spatial data should be submitted along with adequate metadata. Metadata should include information fields such as processing steps, geographic projection, attribute field definitions, spatial resolution, data description and contact person.

Spatial data in raster format should be submitted in GeoTiff with embedded spatial metadata. Spatial data in vector format should be submitted in Shape file or Geography Markup Language (GML) format.

Spatial date files larger than 5MB may be submitted on CD. **They must be mailed to State Water Board and must be received by the application due date.** CDs received after the due date will not be accepted. The mailing address is:

State Water Resources Control Board
Division of Financial Assistance
Sudhakar Talanki
1001 I Street, 16th floor
Sacramento, CA 95814

Applicants must include Organization Name, Project Title, Grant Program Name, and PIN on each CD submitted.

	Attachment #	Attachment Title
☐	Attachment 1	Authorizing Documentation
☐	Attachment 2	Eligible Applicant Documentation
☐	Attachment 3	Adopted IRWM Plan or Functionally Equivalent Plan, and Proof of Formal Adoption
☐	Attachment 4	Consistency with Minimum IRWM Plan Standards
☐	Attachment 5	Consistency with IRWM Plan Standards
☐	Attachment 6	Description of Proposal
☐	Attachment 7	Cost Estimate
☐	Attachment 8	Schedule
☐	Attachment 9	Need

Table 1 – FAAST Checklist		
☐	Attachment 10	Disadvantaged Community Supporting Information
☐	Attachment 11	Program Preferences
☐	Attachment 12	Statewide Priorities
☐	Attachment 13	Environmental Compliance

B. What to Submit

The majority of the proposal content will be contained in the attachments. The Guidelines contain descriptions of the IRWM Plan Standards and the implementation proposal contents. **The IRWM Plan Standards (Appendix A of the Guidelines) and the proposal content sections of the Guidelines (Appendix C, Sections C.1 and C.2 of the Guidelines) as well as this PSP must be followed in developing attachments.**

FAAST tracks attachments by an **attachment title, not file name**. When uploading an attachment in FAAST the Attachment Title naming convention is as follows:

Att#_IG1_AttachmentName_#ofTotal#

Where "Att#" is the attachment number; "IG1" for Implementation Grant, Step 1; "AttachmentName" is the name for the attachment number as specified in Section II.C (Requirements for Attachments); and "#ofTotal#" allows the reviewer to know how many files make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment. For example, Attachment 3 – IRWM Plan is made up of 6 files, the fourth file in the set would be named: Att3_IG1_IRWMPlan_4of6.

The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a similar name to the attachment title to simplify personal file management. **Do not use special characters such as dashes, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable, as shown above.**

C. Requirements for Attachments

Applicants are required to submit Attachments 1 through 13 to complete the IRWM Implementation Grant, Step 1 proposal. A discussion of each of these attachments is provided below. For the purposes of the instructions below, "Plan" refers to an IRWM Plan, a functionally equivalent set of planning documents, or a draft IRWM Plan.

Attachment 1. Authorizing Documentation

For the "AttachmentName" in the naming convention above use "AuthDoc" for this attachment.

Provide a copy of documentation, such as a resolution adopted by the applicant's governing body, designating an authorized representative to file an application for an IRWM Implementation Grant. Exhibit A of this PSP contains an example authorizing resolution.

Attachment 2. Eligible Applicant Documentation

For the AttachmentName in the naming convention above use EligDoc for this attachment.

The applicant must submit a written statement containing the appropriate information outlined in Exhibit B of this PSP for the type of agency or organization submitting the application.

Attachment 3. Adopted IRWM Plan or Functionally Equivalent Plan, and Proof of Formal Adoption

For the "AttachmentName" in the naming convention above use "IRWMPlan" for this attachment.

For applicants with an adopted IRWM Plan – submit an electronic copy of the adopted Plan with proof of formal adoption (i.e. a signature page, with dates of signature) for all agencies and organizations approving the Plan or other documentation that the Plan has been adopted.

For applicants with adopted functionally equivalent plans – submit an electronic copy of each document that constitutes the functionally equivalent plan and provide a discussion of how the alternate documents function as an IRWM Plan. Provide documentation, in accordance with the directions above, that each individual planning document has been adopted. In many cases, an additional document, integrating the alternate documents and linking them regionally may be needed. If applicable, provide evidence of formal adoption of the additional document linking the alternate documents into a functionally equivalent plan.

For applicants without an adopted IRWM Plan or adopted functionally equivalent plans – submit an electronic copy of the most recent draft Plan or functionally equivalent plan in its most current state. If a Plan has not been adopted, then the applicant must also provide a detailed schedule showing the major steps and milestones needed to ensure that a Plan will be adopted no later than January 1, 2007.

Applicants must submit a geographic file depicting the region (NAD 27 UTM10 shape file) as part of this attachment.

Attachment 4. Consistency with Minimum IRWM Plan Standards

For the "AttachmentName" in the naming convention above use "MinStd" for this attachment.
Document how the Plan meets the Minimum IRWM Plan Standards as described in Appendix A of the Guidelines. In Attachment 4 of the application, discuss the manner in which the Plan meets each of the Minimum IRWM Plan Standards presented in the Guidelines. **To be eligible for funding, the applicant must document that its Plan meets the Minimum IRWM Plan Standards.** If a functionally equivalent plan is provided, the applicant must also provide a discussion on how the functionally equivalent plan meets the Minimum IRWM Plan Standards and cross-reference to the sections (page number) of the Plan that addresses the relevant Minimum IRWM Plan Standard. **Attachment 4 must be no more than 3 pages in length using a minimum 10-pitch font**.
If the Plan has not been adopted, the applicant must demonstrate the following:

- That the applicant is engaged in the development of an IRWM Plan that will meet the Minimum IRWM Plan Standards;
- How the proposal fits into achieving the IRWM Plan objective(s); and
- That the IRWM Plan will be adopted no later than January 1, 2007.

If a proposal is selected for funding and the Plan has not been adopted, adoption of an IRWM Plan by January 1, 2007 will be a condition of the grant agreement between the grant recipient and DWR.

Attachment 5. Consistency with IRWM Plan Standards

For the "AttachmentName" in the naming convention above use "ConsisStand" for this attachment.

Using the requirements shown in Appendix A of the Guidelines, document how the Plan addresses each standard listed. Structure Attachment 5 such that it has sub-sections that address each standard shown in the Appendix A of the Guidelines, i.e. "A. Regional Agency or Regional Water Management Group", "B. Region Description", etc. Within each sub-section address how the Plan meets the requirements stated in the Guidelines for that standard and cross-reference sections (page number) of the Plan that address the relevant IRWM Plan Standard. The length of Attachment 5 must be limited to no more than 6 pages using a minimum 10-pitch font.

Attachment 6. Description of Proposal

For the "AttachmentName" in the naming convention above use "Proposal" for this attachment.

Applicants must provide a detailed description of the proposal for which grant funding is requested. There is no page limitation for Attachment 6; however, applicants are encouraged to be clear and concise. The description should match the work items shown in Attachment 8 (Schedule). The proposal must:

- Include one or more of the water management elements listed in CWC § 79561 (shown in Section III.C of the Guidelines).
- Describe the proposal as a whole and describe each individual project for which funding is requested.
- Identify the goals and objectives of the proposal and each individual project.
- Be sufficiently detailed and adequately presented so that it demonstrates that the associated projects are consistent with the IRWM Plan objectives.
- Discuss the scientific basis of the project(s) in the proposal.
- Be sufficiently detailed and adequately presented so that the relationship between the proposed work and the IRWM Plan is clear.
- Identify how the integration of individual projects, along with other actions in the IRWM Plan, provide multiple benefits and identify project linkages that are critical to the success of the proposal.
- Discuss the integration of the proposal with other grant funded projects in the region, as appropriate.
- Prioritize the project(s) in the IRWM Plan region and within the proposal itself. The prioritization of the proposal, the individual projects, and related action should be sufficiently detailed to understand their relationship to implementation of the IRWM Plan.
- Discuss how the proposal provides source water protection for the region.
- In the case where the proposal is for one (or more) component(s) of a larger project, describe all of the components of the larger project.
- For proposal affecting water quality, provide:
  - A description of the water body that the proposal addresses and corresponding beneficial uses;
  - A discussion of water quality problems that the proposal addresses including specific pollutants or parameters and the importance of addressing the specific water quality problems relative to the overall health of the region;
  - A description of how the proposal relates to the development and implementation of TMDLs on an affected water body. For projects that provide pollutant load reductions, in Step 2 applicants will be required to estimate the concentration or volume reduction that will be achieved.
  - A description of how the proposal is consistent with the applicable Regional Water Board Watershed Management Initiative Chapter, plans, and policies; and
  - For NPS Pollution Control proposals, a description of which Management Measures will be applied.
- A description of the metric(s) that will be used to show measurable water quality and/or water supply improvements. In Step 2, applicants will be required to present estimates of water quality and/or water supply improvement based on the methods proposed, and to develop a "Project Assessment and Evaluation Plan" that will outline necessary monitoring and methods that could be used to quantify improvements.

Applicants may also consider including a discussion of how their proposal addresses the nine elements of a watershed-based plan, as stipulated by U.S. Environmental Protection Agency for the Clean Water Act Section 319(h) funding. Although this is not required for the IRWM Program, it is complementary and it could provide flexibility to qualify for future funding of NPS pollution control implementation projects. Additional information on Section 319(h) funding is available on the State Water Board web site at:

http://www.waterboards.ca.gov/funding/irwmgp/9elements.html

If the proposal assists in meeting one or more of the CALFED Bay-Delta Program goals, the applicant must demonstrate that the proposal is consistent with the CALFED Programmatic Record of Decision and that the proposal will be implemented, to the maximum extent possible, through local and regional programs (See Section IV.F of the Guidelines).

Attachment 7. Cost Estimate

For the "AttachmentName" in the naming convention above use "CostEst" for this attachment.

Applicants must submit a cost estimate using the format shown in Exhibit C of this PSP. The applicant must provide a clear explanation of how work described in the Description of Proposal (Attachment 6) and the work items shown on the Schedule (Attachment 8) are presented in Attachment 7 (i.e., link specific work items to the budget categories).

If the proposal includes more than one project, then include an estimate for each individual project, plus a summary estimate showing the total cost of the entire proposal. If two or more projects share facilities or other costs, the costs should be proportionally split among the individual projects.

Some of the budget categories may not be applicable and therefore do not need to be presented. The total cost of the proposal shown in Attachment 7 must match the costs shown on Table 1 – FAAST Checklist, Total Budget.

The applicant must provide a minimum funding match of 10% of the total project cost(s) unless a waiver or reduction of the funding match is requested. Applicants requesting a waiver or reduction of the funding match must provide disadvantaged community information and the proposed waiver or reduction of the funding match (See Attachment 10 below). By submitting the combination of disadvantaged community information and the proposed waiver or reduction of the funding match, the application will be considered as having met the minimum funding match criterion for the purposes of Step 1 and the application will be reviewed and scored.

The sources for the funding match must be identified for each project. Applicants should read the discussion on reimbursement of costs provided in Section V.L of the Guidelines.

Attachment 8. Schedule

For the "AttachmentName" in the naming convention above use "Schedule" for this attachment.

Applicants must submit a schedule showing the sequence and timing of implementation of the proposal. The schedule should show July 1, 2006, as the assumed effective date of the grant agreement. The schedule should show the start and end dates for each milestone and should be in a horizontal bar or Gantt chart format. Work items may overlap. Applicants should show any dependence on predecessors by showing links between work items. The schedule should demonstrate that related elements of the IRWM Plan will be completed even though they are not proposed for grant funding in this application.

The following work items should be included in the schedule for each project, as well as for the proposal itself:

- California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) preparation and completion;
- Project design and bid solicitation process;
- Acquisition of land, or rights of way, if required;
- Identification and acquisition of all necessary permits;
- Construction start and end dates;
- Environmental mitigation or enhancement efforts;

- Post implementation, construction, and monitoring efforts; and
- Any other work items that may be required but are not listed above.

Attachment 9. Need

For the "AttachmentName" in the naming convention above use "Need" for this attachment.
Applicants must submit a description of the need for the proposal and each project contained within the proposal. Relative to the need for the proposal, the applicant must describe the current water management systems and the expected long-term regional water management needs. Describe how each project contained in the proposal will help meet those needs, and how these projects were selected to meet the needs. Discuss the regional economic, environmental, and fiscal impacts and conditions related to the need for the proposal. Discuss critical impacts that will occur if the proposal or individual projects are not implemented. Attachment 5 must be no more than 3 pages in length using a minimum 10-pitch font.

Attachment 10. Disadvantaged Community Supporting Information

For the "AttachmentName" in the naming convention above use "DACInfo" for this attachment.
As defined in Appendix D of the Guidelines, a disadvantaged community is a community with an annual Median Household Income (MHI) that is less than 80% of the statewide annual MHI. Using Census 2000 data, 80% of the statewide MHI is $37,994.

Attachment 10 must include information on the presence of any disadvantaged communities in the region, the percentage of the disadvantaged community(ies) population in the region compared to the total region population, and how much direct benefit each project in the proposal provides to the disadvantaged community(ies). Exhibits D and E provide instructions and guidance on determining disadvantaged community status. If meeting the 10% minimum funding match poses a hardship, then describe the difficulty or concern here in addition to Attachment 9.

For applicants that request a waiver or reduction in the funding match and who are invited to submit a Step 2 application, the Step 2 invitation letter will inform the applicant of DWR's and State Water Board's determination regarding the waiver or reduction. That letter will specify the minimum match requirements that the applicant must meet in Step 2. For example, a Step 1 applicant may present a request for 100% waiver based on the percentage of the population that is disadvantaged and the anticipated direct benefits. DWR and State Water Board may revise the Benefit Factor (BF) and associated Reduced Funding Match Factor (RFMF) and inform the applicant that the Step 2 proposal must show at least a 5% funding match. Instructions on how to apply for the approved waiver or reduction to the Step 2 Funding Match scoring criterion will be provided in the Implementation Grant, Step 2 PSP.

Attachment 11. Program Preference

For the "AttachmentName" in the naming convention above use "ProgramPref" for this attachment.

Submit a discussion on how the proposal meets the Program Preferences as described in Section II.E of the Guidelines. The discussion must identify the specific Program Preference that the proposal will meet. Attachment 11 must be no more than 3 pages in length using a minimum 10-pitch font.

Attachment 12. Statewide Priorities

For the "AttachmentName" in the naming convention above use "Priorities" for this attachment.

Submit a discussion on how the proposal meets the Statewide Priorities as described in Section II.F of the Guidelines. The discussion must identify the specific Statewide Priorities that the proposal will meet. Attachment 11 must be no more than 3 pages in length using a minimum 10-pitch font.

Attachment 13. Environmental Compliance

For the "AttachmentName" in the naming convention above use "EnviComp" for this attachment.

Submit a discussion, or plan, showing how the proposal will comply with all the applicable environmental review requirements including any CEQA, or, if applicable, NEPA obligations. For any on-going CEQA or NEPA work, include these efforts in the schedule included in Attachment 8 – Schedule. The applicant must indicate when any required environmental documentation would be completed. Also, address how compliance with local, county, State, and federal permitting requirements will be obtained.

Any proposal that includes a project that modifies a river or stream channel must fully mitigate environmental impacts resulting from the modification. The applicant must provide documentation that the environmental impacts resulting from such modification will be fully mitigated considering all of the impacts of the modification and any mitigation, environmental enhancement, and environmental benefit resulting from the project, and whether, on balance, any environmental enhancement or benefit equals or exceeds any negative environmental impacts of the project. If during the review process, it is determined that such modification is not fully mitigated for environmental impacts, that portion of the proposal will not be eligible for grant funding.

III. APPLICATION REVIEW PROCESS

Applications will first be screened for eligibility and completeness in accordance with Section V of the Guidelines. The information provided by applicants in FAAST, including Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

A. Evaluation Criteria

Applications that are complete and eligible will be scored based on the evaluation criteria stated in the Table C-1 of the Guidelines. The evaluation criteria are summarized in Table 2 of this PSP which also contains additional evaluation criteria, shown in the appropriate criteria box, that were not included in the Guidelines. Each criterion will be scored on a scale of 1 to 5 with a 1 being "low" and a 5 being "high". Points will be assigned to the application for each criterion as follows:

- A score of 5 points will be awarded where the criterion is fully addressed and supported by thorough and well-presented documentation and logical rationale.
- A score of 4 points will be awarded where the criterion is fully addressed but is not supported by thorough documentation or sufficient rationale.
- A score of 3 points will be awarded where the criterion is less than fully addressed and documentation and/or rationale are incomplete or insufficient.
- A score of 2 points will be awarded where the criterion is marginally addressed.
- A score of 1 point will be awarded where the criterion is not addressed or no documentation or rationale is presented.

The score for each criterion will then be multiplied by the weighting factor shown in Table 2 of this PSP.

The evaluation criterion "Adopted IRWM Plan and Proof of Adoption" will be scored as follows:

- A score of 5 will be awarded if the applicant has a Plan that has been formally adopted by:
  - The governing body of the regional agency authorized to develop the Plan and has responsibility for implementation of the Plan; or
  - The governing bodies of the agencies and organizations that participated in the development of the Plan and have responsibility for implementation of the Plan.

  This formal adoption must be documented by a resolution or other written documentation officially accepting the Plan, with signatures and dates of signatures for the regional agency or all of the agencies and organizations involved in the Plan.
- A score of 4 will be awarded for those applicants with a Plan in place, but where it can only be confirmed that a majority of the necessary participants have formally adopted the Plan.
- A score of 3 will be awarded for those applicants with a Plan in place, but where it can only be confirmed that less than half of necessary participants have formally adopted the Plan.

- A score of 2 will be awarded for those applicants with a Plan in place, but where documentation of adoption by any participants is not provided. A score of 2 will also be awarded to applicants that demonstrate a schedule for adoption of a Plan under development by January 1, 2007, and can demonstrate involvement of a majority of necessary participants.

- A score of 1 will be awarded for applicants that have not formally adopted a Plan, and do not have a schedule to adopt the Plan by the January 1, 2007 deadline.

The evaluation criterion labeled "Funding Match" is a Pass/Fail ranking. For the Implementation Grant, Step 1 evaluation, all applicants must provide at least a 10% funding match of the total cost of the proposal or provide the requested information pertaining to disadvantaged communities and the proposed waiver or reduction in the funding match (See Attachments 7 and 10). If the application fails this criterion, then the application will not be scored or considered for funding.

The evaluation criterion labeled "Consistency with Minimum IRWM Standards" is a Pass/Fail ranking. If the application fails this criterion, then the application will not be scored or considered for funding.

Table 2 – Evaluation Criteria Summary

Criteria	Weighting Factor	Range of Points Possible
Adequacy of IRWM Plan		
Consistency with *Minimum IRWM Standards* *This evaluation will focus on whether the applicant has demonstrated that the IRWM Plan meets the minimum standards.* *Shown in Attachments 3 and 4.*	Pass/Fail	
Consistency with IRWM Standards *In addition to the pass/fail evaluation above, the IRWM Plan will be evaluated to determine consistency with the entire set of IRWM standards.* *Show in Attachment 5.*		
Adopted IRWM Plan and Proof of Formal Adoption *Shown in Attachment 3*	1	1-5
Description of Region	1	1-5
Objectives	1	1-5
Water Management Strategies and Integration	1	1-5
Priorities and Schedule	1	1-5
Implementation	1	1-5
Impacts and Regional Benefits	1	1-5
Technical Analysis and Plan Performance	1	1-5
Data Management	1	1-5
Financing	1	1-5
Relation to Local Planning & Sustainability	1	1-5
Stakeholder Involvement & Coordination	1	1-5

Table 2 – Evaluation Criteria Summary		
Criteria	**Weighting Factor**	**Range of Points Possible**
Adequacy of Proposal		
Funding Match *This evaluation will focus on whether the applicant has demonstrated the ability to meet the minimum funding match or has requested a waiver or reduction in the funding match.* *Shown in Attachments 7 and 10.*	Pass/Fail	
Description of Proposal *Shown in Attachment 6.* ◈ Does the applicant show how the integration of projects along with other actions in the IRWM Plan provides multiple benefits? ◈ Does the applicant discuss the scientific basis of the project(s) in the proposal? ◈ Does the applicant discuss the integration of the proposal with other grant funded projects in the region, as appropriate? ◈ Does the applicant discuss how the proposal provides source water protection for the region? ◈ Does the applicant provide the metric(s) that will be used to show measurable water quality and/or water supply improvements?	3	3-15
Project Prioritization *Shown in Attachment 6.*	2	2-10
Cost Estimate *Shown in Attachment 7.*	1	1-5
Schedule *Shown in Attachment 8.*	1	1-5
Need *Shown in Attachment 9.*	2	2-10
Disadvantaged Communities *Shown in Attachment 10.* ◈ Does the applicant show which project(s) will provide a direct benefit to a disadvantaged community? ◈ Does the applicant show how each of those projects will provide a direct benefit to a disadvantaged community? ◈ Does the applicant show what the percentage of disadvantaged community (ies) population in the applicant's region is in comparison to the total regional population? ◈ Does the applicant show that providing the required 10% Funding Match would pose a hardship?	2	2-10
Program Preferences *Shown in Attachment 11.*	1	1-5
Range of Total Possible Points	**24-120**	

B. Review Process

The review process is discussed in detail in Section V.G of the Guidelines.

IV. SCHEDULE

The schedule below shows the program timeline from release of the Final Implementation Grant, Step 1 PSP through invitation to selected applicants to submit applications for Implementation Grants, Step 2. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on both the DWR and State Water Board web sites. Updates may also be advertised through fliers, e-mail announcements, and news releases. Parties that not already on the mailing list and wish to receive updates on the IRWM Grant Program should e-mail contact information to:

dfa_grants@waterboards.ca.gov

Table 3 - IRWM Implementation Grants Proposal Solicitation Process and Schedule

Milestone or Activity	Schedule
IRWM Implementation Grant Applicant Workshop California Environmental Protection Agency 1001 I Street, Second Floor Coastal Hearing Room Sacramento, CA 95814 This meeting will be web broadcast for Internet access at: http://www.calepa.ca.gov/broadcast During this meeting, questions or comments may be e-mailed to: dfa_grants@waterboards.ca.gov	March 22, 2005 10 a.m.
IRWM Implementation Grant Applicant Workshop Central Coast Regional Water Quality Control Board Office Watershed Room 1-3 895 Aerovista Place San Luis Obispo, CA 93401	March 30, 2005 10 a.m.
IRWM Implementation Grant Applicant Workshop California Towers Building 3737 Main Street, Suite 200 Riverside, CA 92501	April 4, 2005 10 a.m.
IRWM Implementation Grant Applicant Workshop Elihu Harris Building, Auditorium 1515 Clay Street Oakland, CA 94612	April 7, 2005 10 a.m.
Release draft PSP for Implementation Grants, Step 2 for 30-day public review period	*Late-May 2005*

Table 3 - IRWM Implementation Grants Proposal Solicitation Process and Schedule	
Public workshop on Draft Implementation Grant, Step 2 PSP (including web broadcast) California Environmental Protection Agency 1001 I Street Sacramento, CA 95814	*June 2005*
Implementation Grant, Step 1 applications must be submitted via FAAST to State Water Board by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.	**July 14, 2005**
Invite selected applicants to submit Implementation Grant, Step 2 applications, and issue the Final Implementation Grant, Step 2 PSP.	*December 2005*

EXHIBIT A
EXAMPLE AUTHORIZING RESOLUTION

Applicants must provide documentation, such as a copy of a resolution adopted by the applicant's governing body, designating an authorized representative to file an application for an Integrated Regional Water Management Implementation Grant, Step 1. The following is an example model resolution.

RESOLUTION NO. _____

Resolved by the <Insert name of governing body, city council, organization, or other> of the <Insert name of agency, city council, organization, or other>, that application be made to the California Department of Water Resources and State Water Resources Control Board to obtain an Integrated Regional Water Management Implementation Grant pursuant to the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Water Code Section 79560 *et seq*.), 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, and file such application.

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: _____

EXHIBIT B

ELIGIBLE APPLICANT DOCUMENTATION

Public Agencies

1. Is the applicant a public agency as defined in Section III of the Guidelines? Please explain.
2. What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
3. Does the applicant have legal authority to enter into a grant agreement with the State of California, DWR or State Water Board?
4. Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.

Non-Profit Organizations

1. Is the applicant a non-profit agency as defined in Section III of the Guidelines? Please explain.
2. Does the applicant have legal authority to enter into a grant agreement with the State of California, DWR or State Water Board?
3. Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.
4. Include a copy of the certificate of incorporation for the organization.

EXHIBIT C
COST ESTIMATE FORMAT

Complete the following table for each project contained within the proposal. Additionally, complete a table showing the estimated costs for the entire proposal. Include the completed tables in Attachment 7 of the application.

Cost Estimate Table Proposal Title: Project Title:				
Budget Category		Non-State Share (Funding Match)	Requested State Share (Grant Funding)	Total
(a)	Direct Project Administration Costs			
(b)	Land Purchase/Easement			
(c)	Planning/Design/Engineering/Environmental Documentation			
(d)	Construction/Implementation			
(e)	Environmental Compliance/Mitigation/Enhancement			
(f)	Project Summary [Sum (a) through (e) for each column]			
(g)	Construction Administration			
(h)	Other (Explain): _____			
(i)	Construction/Implementation Contingency			
(j)	Grant Total [Sum (f) through (i) for each column]			
Source(s) of funds for Non-State Share (Funding Match)				

Budget Category Explanations

(a) *Direct Project Administration Costs* – Includes: salaries, wages, fringe benefits, office supplies, and equipment needed to support the project, staff travel costs (at or below the rate allowed for unrepresented State employees), and preparation of required quarterly and final reports. This budget category includes all such costs for the grant recipient and any partner agencies or organizations. Applicants are encouraged to limit such costs to less than 5% of the total proposal costs. Such administrative expenses are the necessary costs incidentally but directly related to the proposal.

(b) *Land Purchase/Easement* – If land acquisition is to be included in the Non-State Share, include whether it is a proposed acquisition, or if the land is already owned by an IRWM Plan participant. Prior purchase of land can be included in an applicant's funding match if purchased after November 5, 2002. Land acquisition costs will not be considered a reimbursable item if purchased prior to the effective date of the grant agreement. For land purchased prior to the date of the application include the date of purchase and purchase price of the land. Costs for easements will be handled similarly as for land purchases.

(c) *Planning/Design/Engineering/Environmental Documentation* – For these efforts, differentiate costs between consulting services and/or agency/organization staff costs. Planning costs include: planning efforts, reconnaissance studies, feasibility studies, and preliminary reports. Design and engineering costs include: conceptual, preliminary and final design efforts, geotechnical reports, hydraulic studies, water quality investigations and efforts, and other engineering types of work. Include the costs of bid preparation and processing here. Environmental documentation costs include all efforts involved in the CEQA or NEPA process up to the point of the Notice of Determination, Finding of No Significant Impact, or Record of Decision.

(d) *Construction/Implementation* – Includes the summary of labor, materials, and equipment purchases and/or rentals. After bids are received these costs will be the actual construction cost awarded to the qualified low bidder. The construction or implementation costs for Pilot Projects should be included here.

(e) *Environmental Compliance/Mitigation/Enhancement* – Includes those costs required by a CEQA/NEPA document to offset any potential damages caused by the proposal. If these costs are included in the contract awarded for construction or implementation of the proposal, differentiate such costs for purposes of this budget.

(f) *Project Summary* – The summation of the costs for items (a) through (e) above.

(g) *Construction Administration* – Includes those costs required to supervise and administer the construction or implementation of the project. Differentiate costs between consulting services and agency staff costs to perform this work.

(h) *Other* – Includes costs for legal services, license fees, permits, any implementation verification costs, and any monitoring and assessment costs required during the construction/implementation of the proposal. Do not include monitoring and assessment costs for efforts required after construction/implementation of the proposal is complete. These costs are considered to be operation and maintenance costs and are not reimbursable.

(i) *Construction/Implementation Contingency* – Includes any contingency costs for the construction/ implementation of the proposal. Specify the percentage used for this contingency cost. For all other contingency costs (i.e. design, land purchase, etc.) include those contingencies in the appropriate cost category.

(j) *Grand Total [Sum (f) through (i) for each column]* – The summation of the costs for items (f) through (i) above.

For the Step 2 submittal, detail will be expected for each of the above cost categories explaining how the total cost was derived.

EXHIBIT D
REQUESTS FOR WAIVER OR REDUCTION OF FUNDING MATCH DISADVANTAGED COMMUNITIES – IMPLEMENTATION GRANTS

PURPOSE

The purpose of this exhibit is to provide a method for requesting a waiver or reduction of the funding match for IRWM implementation grants. DWR and State Water Board will review the information submitted by the applicant and decide, based on the information provided, whether to grant, amend, or deny, the request for the waiver or reduction. Applicants must demonstrate that a 10% funding match will be provided unless a waiver or reduction of the funding match Requirements has been requested.

At a minimum, the following information must be included in Attachment 10 of the application:

- Describe the methodology used in determining total population of the region and the total population of the disadvantaged communities in the region. The applicant must include what census geographies (i.e., census designated place, census tract, census block) were used, and how they were applied. Also, the applicant must explain how the disadvantaged communities were identified.
- Provide annual MHI data for disadvantaged communities in the region.
- Provide sample calculations showing how the proposed reduced funding match was derived.
- Provide information on amount and type of direct benefit(s) each project within the proposal provides to the disadvantaged community(ies).
- Include descriptions or information on disadvantaged communities involvement, such as past, current, and future efforts to include disadvantaged community representatives in the future planning and implementation process.
- Letters of support from representatives of disadvantaged communities indicating their support for the portion of the proposal designed to provide direct benefits to the disadvantaged communities and acknowledging their inclusion in the planning and future implementation process.

The following data requirements must be met:

- MHI and population data sets must be from the 2000 Census or more recent;
- MHI data used in analysis must be from the same time period and geography as the population data.

ALLOWANCES

- Applicants may estimate total and disadvantaged community population numbers by whatever means that are accessible to them as long as the above requirements are met.
- In determining MHI and population for disadvantaged communities and the region, applicants may use a single type of census geography or combinations of 2000 Census geographies that best represent the region. However, the census geography used must be consistent for both MHI and population for a particular community. Exhibit E uses the geography of "place." Other official census geographies, such as census tract and block group, are also acceptable. The intent of allowing this flexibility is to allow applicants a choice so that population and income data in the region can be accurately represented.

DEFINITIONS

Block Group – means a census geography used by the U. S. Census Bureau (USCB) that is a subdivision of a census tract. A block group is the smallest geographic unit for which the USCB tabulates sample data. A block group consists of all the blocks within a census tract with the same beginning (block) number.

Census Designated Place – means a census geography used by the USCB that is a statistical entity, defined for each decennial census according to USCB guidelines, comprising a densely settled concentration of population that is not within an incorporated place, but is locally identified by a name. Census designated places are delineated cooperatively by state and local officials and the USCB, following USCB guidelines.

Census Tract – means a census geography used by the USCB that is a small, relatively permanent statistical subdivision of a county delineated by a local committee of census data users for the purpose of presenting data. Census tract boundaries normally follow visible features, but may follow governmental unit boundaries and other non-visible features in some instances; they always nest within counties. Census tracts are designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment. Census tracts average about 4,000 inhabitants.

Community – for the purposes of this grant program, a community is a population of persons residing in the same locality under the same local governance.

Disadvantaged Community – a community with an annual MHI that is less than 80% of the statewide MHI (CWC § 79505.5 (a)). For example, using Census 2000 data, 80% of the statewide annual MHI is $37,994.

Place – A census geography used by the USCB that is a concentration of population either legally bounded as an incorporated place, or identified as a Census Designated Place.

Region – for the purposes of the IRWM Grant Program, means a geographic area.

STEP A. SCREENING BASED ON MAXIMUM GRANT AMOUNT:

The implementation grants awarded under this program have a maximum limit of $50,000,000 regardless of disadvantaged community status.

STEP B. DOCUMENTATION OF THE PRESENCE OF DISADVANTAGED COMMUNITIES:

Disadvantaged communities must be contained in the region. **If there are no disadvantaged communities in the region, please do not apply for a reduced funding match**. Disadvantaged communities should be identified in the description of the region contained in the IRWM Plan or equivalent document. The applicant can provide references to the IRWM Plan indicating where this information is located or include the information in Attachment 10. Applicants should ensure the description of the disadvantaged communities is adequate to determine whether the communities meet the definitions of this Exhibit. Disadvantaged communities should also be shown on maps of the region. In describing disadvantaged communities, include their relationship to the regional planning objectives. Include information that supports the determination of disadvantaged communities in the region.

STEP C. DOCUMENTATION OF DISADVANTAGED COMMUNITY REPRESENTATION AND PARTICIPATION:

The mere presence of disadvantaged communities in the region is not sufficient cause to grant a waiver or reduction of the funding match. Disadvantaged communities must be involved in the planning and implementation process. Supporting information that demonstrates how disadvantaged communities are, or will be, involved in the IRWM planning and implementation process must be included. Information must demonstrate how disadvantaged communities or their representatives are participating in the planning process. As indicated above, include letters of support from disadvantaged community representatives that verify support, inclusion, and participation in the process. **If an applicant cannot demonstrate disadvantaged community representation or participation in the planning process, please do not apply for a reduced funding match.**

STEP D. BENEFITS AND IMPACTS TO DISADVANTAGED COMMUNITIES:

Applicants should explain anticipated benefits and impacts to disadvantaged communities in their region from the specific project(s) in their proposal. The explanation should include the nature of the anticipated benefit(s), the certainty that benefit(s) will accrue if the project is implemented, and which disadvantaged communities in the region will benefit.

STEP E. CALCULATING A REDUCED FUNDING MATCH:

The required funding match for implementation grants is 10% of the total proposal cost. Where the project directly benefits a disadvantaged community, a reduction in the required funding match may be allowed. To reduce the required funding match, the applicant must determine the Disadvantaged Community Ratio (DCR), Benefit Factor (BF), and the Reduced Funding Match Factor (RFMF). The details of determining the DCR, BF, and RFMF, and example calculations are provided below.

DETERMINING THE DCR FOR THE REGION

Applicants can use any method that is reproducible and logical in determining populations in the region as long as the requirements of this Exhibit are met and the method is consistently applied. For assistance with accessing census data see Exhibit E of this PSP. To calculate the DCR:

- Determine the total population of the region. The total population in the region = P_R
- Determine the total population of the disadvantaged communities (e.g. MHI greater than zero but less than $37,994) in the region. The disadvantaged community population = P_D
- DCR = P_D/P_R

In determining populations and MHI for disadvantaged communities, applicants must ensure that population and MHI values of zero are appropriate for use in data sets. Text, data, and other information that supports selection of areas as disadvantaged communities must be provided. For assistance with accessing census data, see Exhibit E of this PSP. Include the method used for population determination, the population of the region, the population of disadvantaged communities in the region, MHI data for disadvantaged communities, and the calculation of the reduced funding match.

DETERMINING THE BF FOR THE REGION

The BF is a function of the percentage of disadvantaged communities within the region receiving direct benefit from the proposal. As described above, applicants must discuss and document direct benefits to disadvantaged communities from specific proposal elements as part of Attachment 10. Select the BF that applies to your region from the following table for use in the RFMF calculation:

Percentage of Disadvantaged Communities in the Region Directly Benefited by the Proposal	Benefit Factor
More than 50%	1
25% - 50%	0.5
More than 0% but less than 25%	0.25

DETERMINING THE RFMF FOR THE REGION

The RFMF is a function of the DCR and BF and is calculated as follows:

- RFMF = 0.10 – (0.10 × DCR × BF)
- Where:
  0.10 = the minimum funding match for implementation grants;
  DCR = P_D/P_R; and
  BF = 1, 0.5, or 0.25 as presented in the table above.
- Round the RFMF to the nearest 0.01

The RFMF is then multiplied by the total proposal cost to determine the reduced funding match. The reduced funding match should be used in the budgets presented for the proposal. Example calculations are shown below.

Example: Agency A is requesting a reduced funding match for an implementation grant proposal that has a total cost of $52,000,000.

P_R = 1,000,000
P_D = 750,000
DCR = 750,000/1,000,000 = 0.75

BF = 0.5[1]
RFMF = 0.10 – (0.10 × 0.75 × 0.5)
= 0.10 – (0.0375)
= 0.0625 rounded to 0.06 (or 6%)

Total Project Cost	Grant and Fund Match Using the Minimum Funding Match Requirement (10% of total)		Grant and Funding Match Using a Reduced Funding Match (6% of total)	
	Funding Match	Grant Funds	Funding Match	Grant Funds
$52 Million	0.10 x $52 M = $5.2 M	$52 M – $5.2M = $46.8 M	0.06 x $52M = $3.1M	$52M – $3.1M = $48.9

[1] Assuming 25-50% of the disadvantages communities in the region directly benefit from the proposal.

EXHIBIT E
ACCESSING AND USING 2000 CENSUS DATA

Applicants are allowed to use whatever tools they have to access and use 2000 Census data. The procedures and suggestions presented here are meant to assist applicants. The use of these procedures is not mandatory and does not translate into any preference over any other method.

DETERMINING CENSUS PLACES IN THE REGION

For the purposes of this supplement, a community is assumed to be represented as the census geography of "place." Places include populous incorporated and unincorporated areas. There is a variety of ways to determine what places are included in the region. Applicants can use other census geographies that better represent their region. Access to other census geographies is similar to what is presented here for place.

If an applicant's agency has GIS capability, it can access shape files for different census geographies including places at:

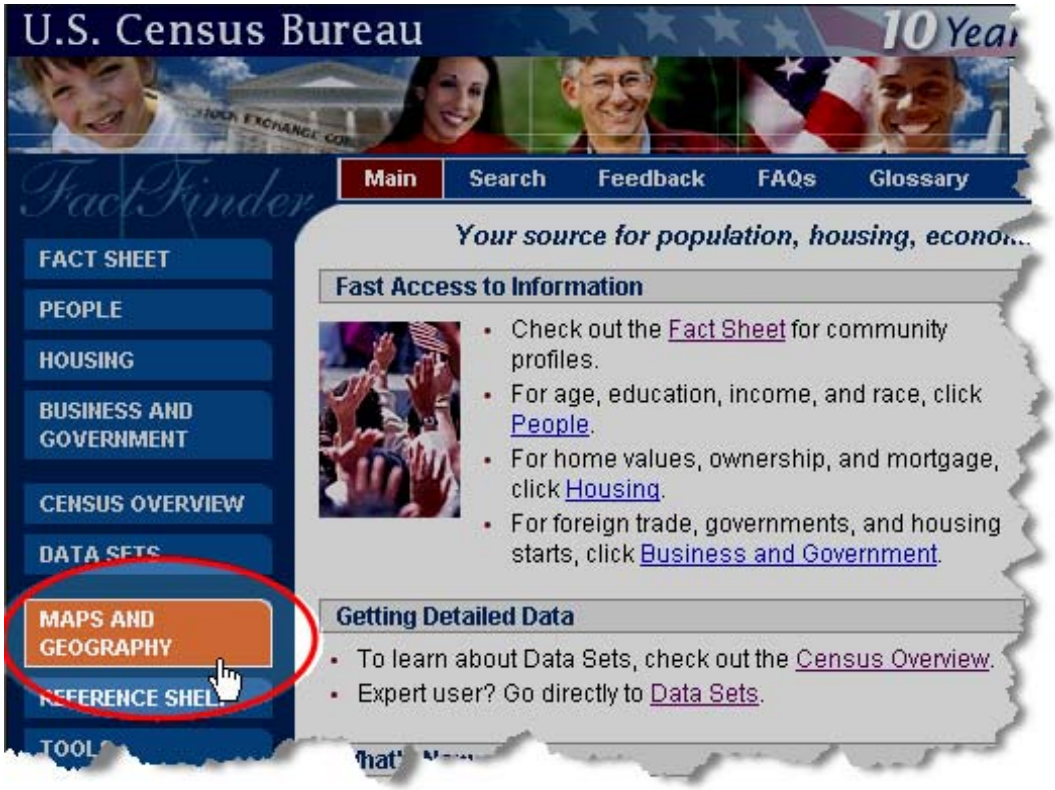
http://www.census.gov/geo/www/cob/bdy_files.html

Using GIS tools, the applicant can layer the region and the place shape files (or other geographies) to determine what places exist in the region.

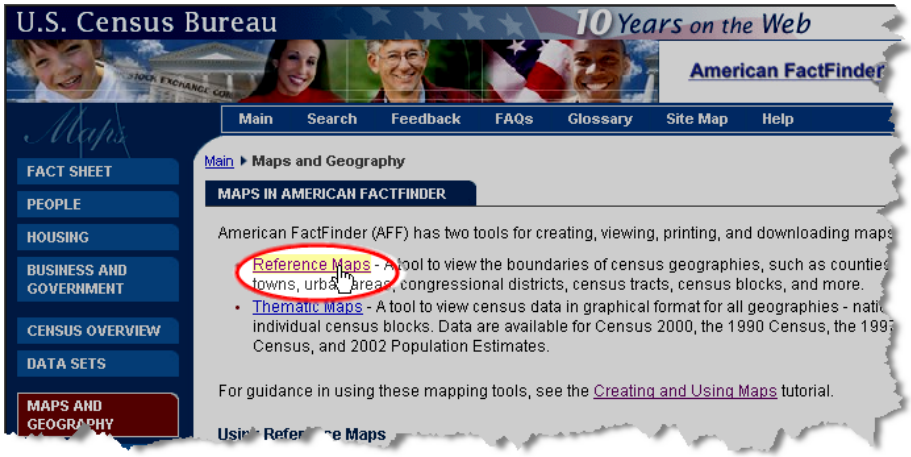
Another way to determine census places or other geographies in the region is to use the mapping feature at the USCB website:

http://factfinder.census.gov/home/saff/main.html?_lang=en

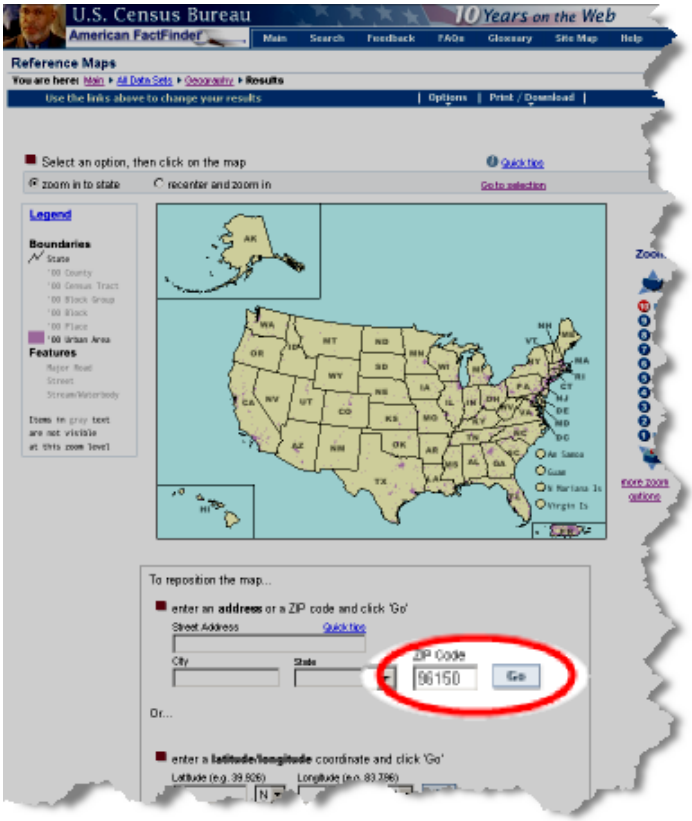
1. From the main page click on "Maps and Geography":



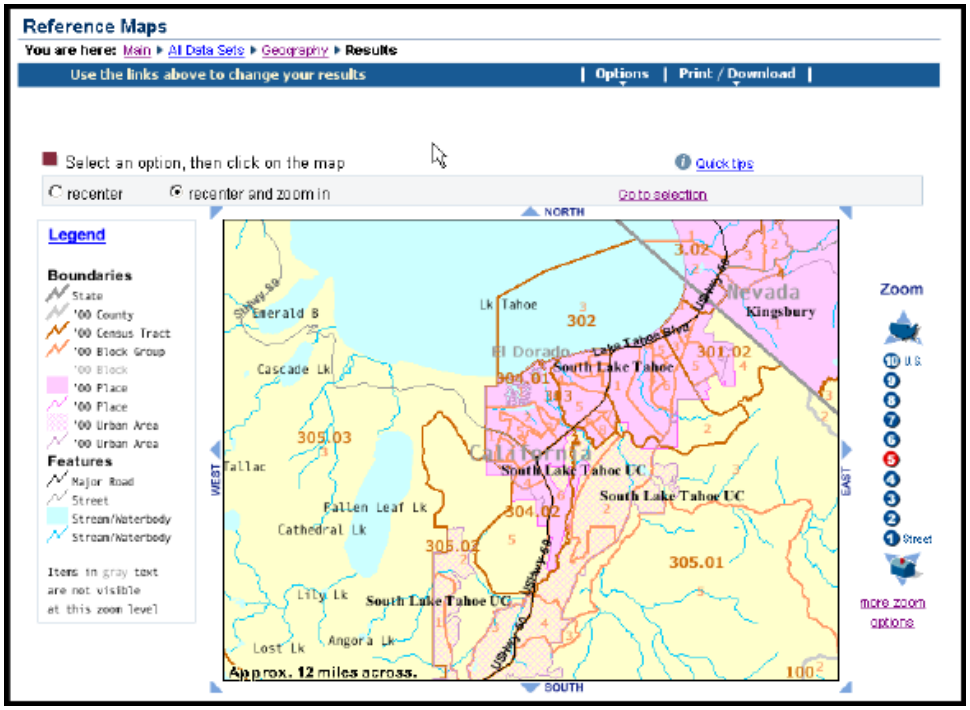
2. Selecting "Reference Maps" on the subsequent page will allow access maps by clicking the nation map to zoom into an area, entering a street address, entering a zip code, or entering a latitude/longitude coordinate.



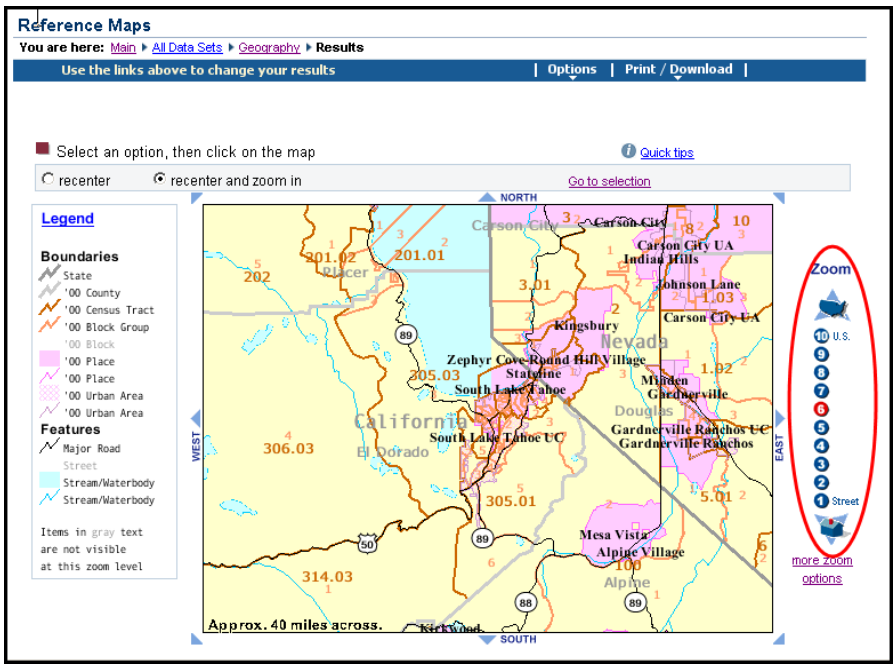
In the example below the zip code for South Lake Tahoe is entered:



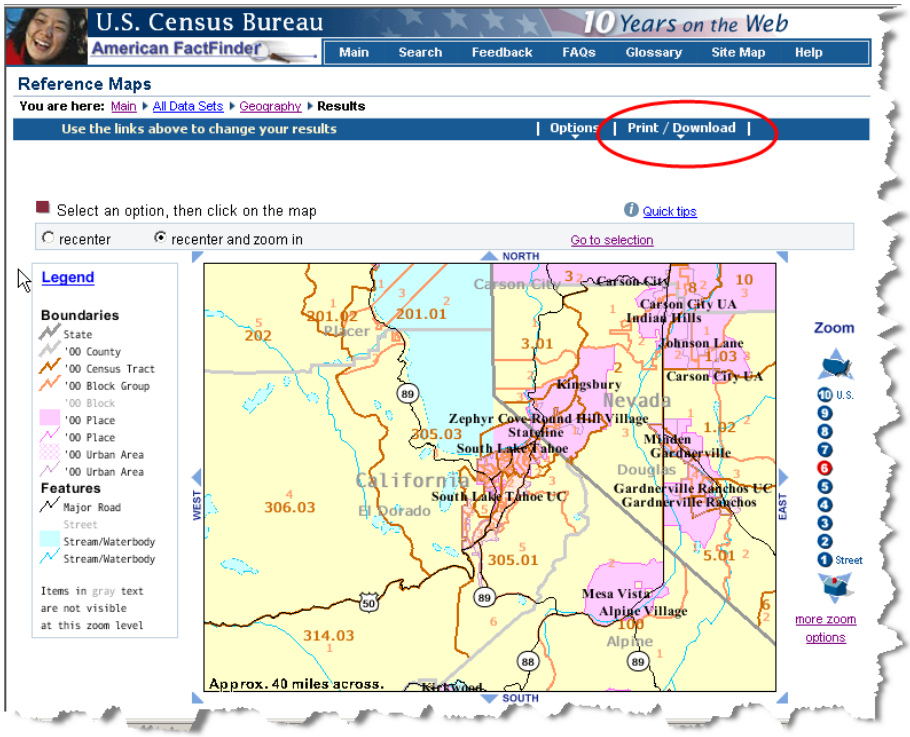
Entering latitude, longitude, address, or zip code and clicking the "Go" button produces a map focused on the input data. Places are shown in pink. Other census geography boundaries are also shown on the map.



3. The zoom buttons on the map window may be used to decrease or increase the scale of the map.



4. When a map of the appropriate scale has been developed for these purposes, the image can be printed or downloaded from the menu bar.



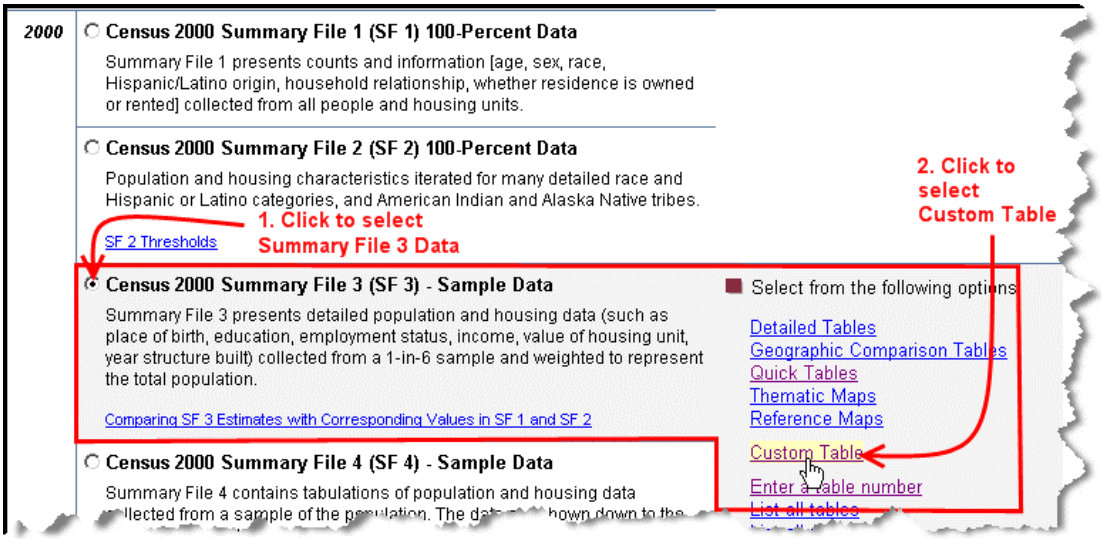
OBTAINING POPULATION AND MEDIAN HOUSEHOLD INCOME DATA:

To calculate the reduced funding match the population data and MHI data are needed. These data can be obtained from the USCB web page:

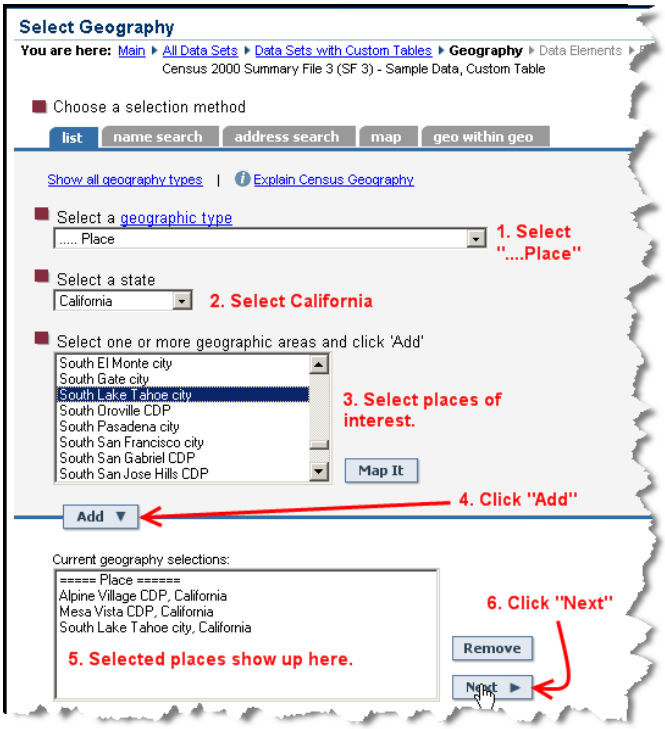
http://factfinder.census.gov/home/saff/main.html?_lang=en

5. Select Data Sets from the Main Page:

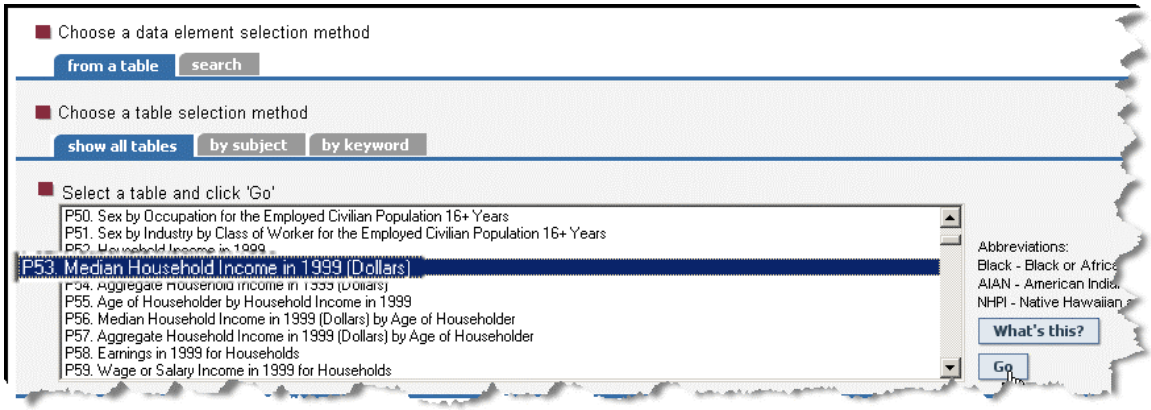
6. Select the "Census 2000 Summary File 3" Data Set and then "Custom Table":



7. Now do the following steps:
   a. Select "place" for geographic type from the pull down menu.
   b. Select "California" from the State pull down menu.
   c. Select the place of interest. It is possible to highlight more than one place at a time by holding down the Ctrl key and clicking the mouse on the places needed.
   d. Once all the places needed are selected click the "Add" button. (Note: if unsure about the location of a place, press the "Map It" button to call up a detailed map.)
   e. The selections should show up in the "current geography selections" window.
   f. Click "Next" to select data for these geographies. Other geographies may also be selected using these steps.

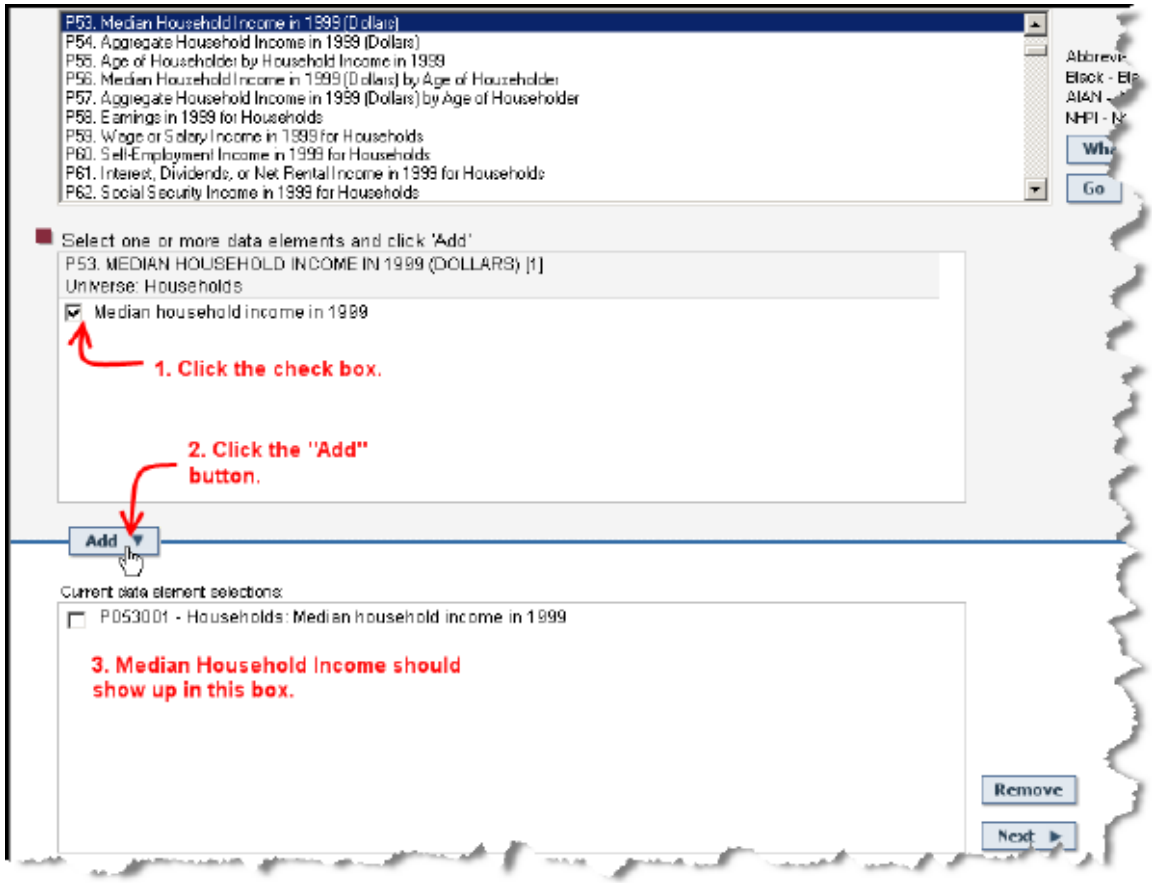


8. In the "Select a table" window, select "P53. Median Household Income in 1999 (Dollars)" (Note: 2000 Census used 1999 income data) by clicking on it and then clicking the "Go" button:

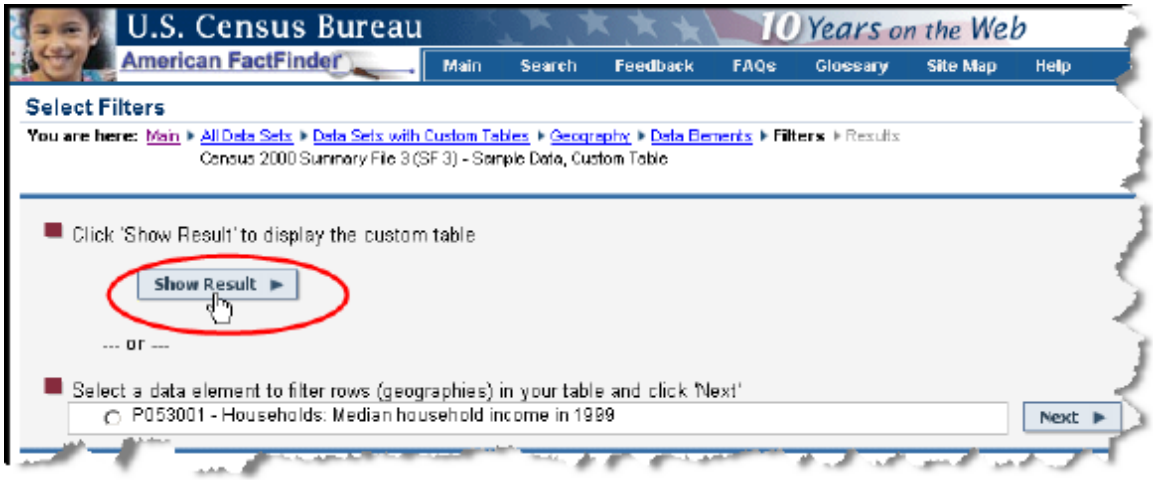


9. When the "Go" button is clicked, the data for population will be retrieved. Then follow these steps:
   a. Click the check box for Median Household Income in 1999 (Dollars).
   b. Press the "Add" button.
   c. Median Household Income should now be added to the "Current data element selections" window.

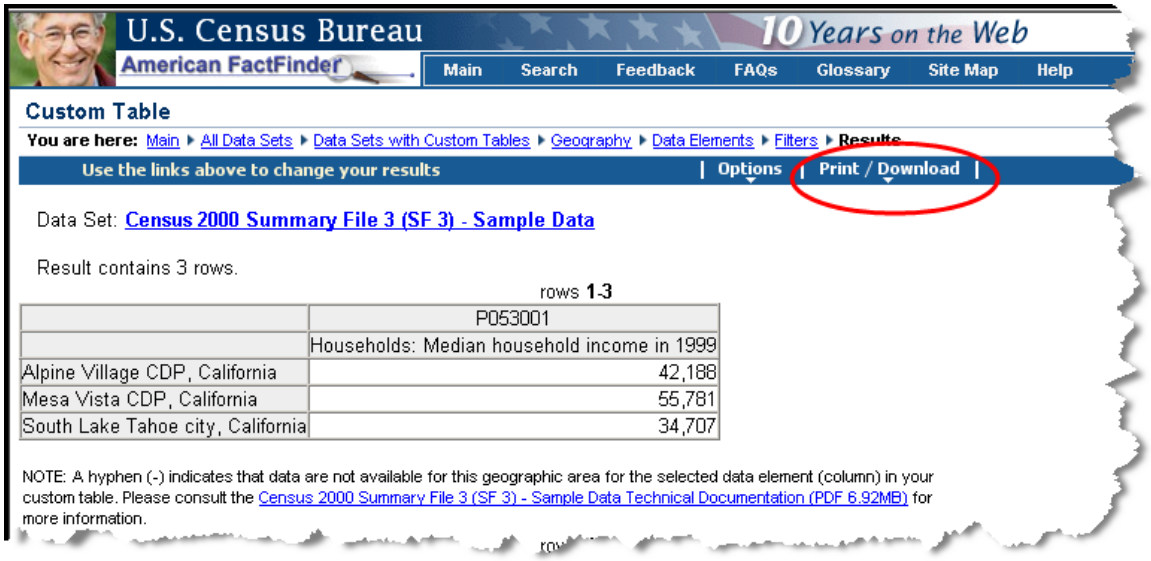
   (Note: By repeating these steps the applicant can select other data of interest, such as Total Population.)



10. Clicking the “Next” button will produce one final window. Click the “Show Results” button.



11. The resulting table should contain the MHI for the selected places. Print this table or download it as a Microsoft Excel spreadsheet by using the pull down menu in the upper right portion of the window:



	P053001
	Households: Median household income in 1999
Alpine Village CDP, California	42,188
Mesa Vista CDP, California	55,781
South Lake Tahoe city, California	34,707

EXHIBIT F
FUNDING MATCH INFORMATION

PURPOSE:

The purpose of this exhibit is to provide information regarding funding match and how it is defined and applied to the IRWM Implementation Grant Program.

BACKGROUND:

CWC §79505.5 (b) and (c) states the following:

> (b) "Matching funds" means funds made available by non-state sources, which may include, but are not limited to, donated services from non-state sources.
>
> (c) Not withstanding subdivision (b), matching funds for a state agency may include state funds and services."

Section II.D of the Guidelines establishes the following minimum funding match requirements:

> "The applicant is required to provide a funding match. "Funding match" means funds made available by the grant recipient from non-state sources. Funding match may include, but is not limited to, federal funds, local funding, or donated services from non-state sources. For a State agency, funding match may include state funds and services. (CWC § 79505.5(b-c))
>
> - The required minimum funding match for an Implementation Grant will be 10 percent of the total proposal costs."

Section V.L of the Guidelines states that:

> "Only work performed **after** the effective date of the grant agreement will be eligible for reimbursement. Costs incurred after November 5, 2002, and prior to the effective date of a grant agreement are not eligible for reimbursement. However, these costs may be considered, at the Granting Agency's discretion, as a part of the applicant's funding match. **Advance funds cannot be provided."**

Appendix D of the Guidelines defines reimbursable costs as follows:

> **"**Reimbursable Costs – means costs that may be funded under Proposition 50. Reimbursable costs include the reasonable costs of engineering, design, land and easement, legal fees, preparation of environmental documentation, environmental mitigation, and project implementation. Costs that are not reimbursable with grant funding include, but are not limited to:
>
> a. Costs, other than those noted above, incurred prior to effective date of a grant agreement with the State;
>
> b. Operation and maintenance costs, including post construction project performance and monitoring costs;
>
> c. Purchase of equipment not an integral part of the project;
>
> d. Establishing a reserve fund;
>
> e. Purchase of water supplies;
>
> f. Replacement of existing funding sources for ongoing programs;
>
> g. Support of existing agency requirements and mandates;
>
> h. Purchase of land in excess of the minimum required acreage necessary to operate as an integral part of the project, as set forth and detailed by engineering and feasibility studies, or land purchased prior to effective date of a grant agreement with the State; and

i. Payment of principal or interest of existing indebtedness or any interest payments unless the debt is incurred after effective date of a grant agreement with the State, the granting agency agrees in writing to the eligibility of the costs for reimbursement before the debt is incurred, and the purposes for which the debt is incurred are otherwise reimbursable project costs."

FUNDING MATCH AND SCORING:

Table 2 of the PSP presents a pass/fail minimum funding match criterion. If an applicant does **not** present a 10% funding match, the application fails the funding match criterion and **the application will not be scored or considered for funding**. The requirement for a 10% funding match may be waived or reduced to the extent that the applicants demonstrate that the proposal will: (1) encompass a region that includes at least one disadvantaged community; (2) include representatives of the disadvantaged communities in the planning process; and (3) be designed to provide direct benefits to the disadvantaged communities.

If the applicant is requesting a waiver or reduction in funding match based on inclusion of disadvantaged communities in the planning process and implementation, the decision to grant, modify, or reject the request is at the discretion of DWR and State Water Board. Applicants requesting a waiver or reduction of the funding match must submit: (1) the proposed waiver or reduction of the funding match; and (2) disadvantaged community information (See Attachments 7 and 10).

By submitting the combination of a reduced funding match and the disadvantaged community information, the application will be considered as having met the minimum funding match criterion for the purposes of Step 1 and the application will be reviewed and scored.

Providing a funding match of more than 10% in Step 1 does not lead to a higher score for a proposal in Step 1. However, in Step 2, a higher funding match is considered as part of the Funding Match Scoring Criterion. Additionally, the applicant must demonstrate that funding is available to complete the entire proposal presented in the application.

WHAT CAN BE USED AS FUNDING MATCH:

As specified in the CWC, the Guidelines, and the PSP, the funding match must be from non-state sources, unless the applicant is a State agency. Applicants can use in-kind services, federal grant dollars, or local agency dollars. In addition to costs or in-kind services performed under a grant agreement, costs paid or in-kind services performed from non-state sources may be presented as a funding match if they occur between November 2002, when Proposition 50 was passed, and the effective date of the grant agreement. In the event that an applicant receives a grant, the granting agency will consider the funding match and may disallow portions from non-state sources.

EXAMPLES OF FUNDING MATCH:

EXAMPLE 1: In this example the total cost of the proposal ($100,000,000) is more than the maximum grant limit of $50,000,000; therefore, the applicant must pay for costs exceeding $50,000,000. Under Example 1, the applicant is providing a 50% funding match.

Summary Budget	Agency Funding Match	Grant Request	Total Cost
Project 1 – Groundwater Recharge	$20,000,000	$20,000,000	$40,000,000
Project 2 – Wastewater Treatment Plant Upgrade	$20,000,000	$20,000,000	$40,000,000
Project 3 – Invasive Species Removal	$2,000,000	$2,000,000	$4,000,000
Project 4 – Flood Management Enhancements	$8,000,000	$8,000,000	$16,000,000
Totals	**$50,000,000**	**$50,000,000**	**$100,000,000**

The funding match for Example 1 = ($50,000,000/$100,000,000) × 100 = 50%.

EXAMPLE 2: Under Example 2, the applicant is providing a 37% funding match and the grant amount is less than the maximum amount.

Summary Budget	Agency Funding Match	Grant Request	Total Cost
Project 1 – Groundwater Recharge	$10,000,000	$20,000,000	$30,000,000
Project 2 – Wastewater Treatment Plant Upgrade	$10,000,000	$20,000,000	$30,000,000
Project 3 – Invasive Species Removal	$2,000,000	$0	$2,000,000
Project 4 – Flood Management Enhancements	$3,000,000	$2,000,000	$5,000,000
Totals	**$25,000,000**	**$42,000,000**	**$67,000,000**

The funding match for Example 2 = ($25,000,000/$67,000,000) × 100 = 37%

EXAMPLE 3: Under Example 3, the applicant is requesting an 8.7% funding match for disadvantaged communities and asking for less than the maximum amount of grant funding. The reduced funding match request is contingent on disadvantaged community and direct benefit information submitted by the applicant. In determining whether to grant the reduction in the funding match, in the Step 1 review DWR and State Water Board will review this information and the associated calculation of a RFMF.

Summary Budget	Agency Funding Match	Grant Request	Total Cost
Project 1 – Groundwater Recharge	$2,000,000	$20,000,000	$22,000,000
Project 2 – Wastewater Treatment Plant Upgrade	$0*	$10,000,000	$10,000,000
Project 3 – Invasive Species Removal	$2,000,000	$4,000,000	$6,000,000
Project 4 – Flood Management Enhancements	$0*	$8,000,000	$8,000,000
Totals	**$4,000,000**	**$42,000,000**	**$46,000,000**

* Applicant C is applying for a reduced funding match for disadvantaged communities for projects that directly benefit the residents of disadvantaged communities.

Applicant C's funding match for Example 3 = ($4,000,000/$46,000,000) × 100 = 8.7%.

PRESENTING FUNDING MATCH:

The funding match appears in several places in the application. An applicant will directly enter into FAAST (Table 1 of the PSP): the funding match amount; grant request; and whether or not a reduced funding match is being requested. Applicants must show agency funding match and grant fund allocations in their budgets. Applicants must also identify the source of the agency funding match.