



2015 Proposal Solicitation Package

Integrated Regional Water Management
Implementation Grant Program
Funded by Proposition 84
Draft
March 2015



The Natural Resources Agency
Department of Water Resources
Division of Integrated Regional Water Management

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FOREWORD

This document contains the California Department of Water Resources' (DWR) Proposal Solicitation Package (PSP) for 2015 Integrated Regional Water Management (IRWM) Grant Solicitation funded by Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006). This document details the application process, eligibility requirements, and review and scoring criteria. General information is covered in the front end of the document. This document is not a standalone document and the applicant will need to refer to the 2015 IRWM Grant Program Guidelines (2015 IRWM Guidelines) for additional information. The 2015 IRWM Guidelines can be found at the following link: <http://www.water.ca.gov/irwm/grants/p84implementation.cfm>. Potential applicants are encouraged to read both the 2015 IRWM Guidelines and this PSP prior to deciding to submit an application. The application process for this solicitation is a one-step process. All qualified interested parties are encouraged to submit a grant proposal.

Due Date

The complete application and all supporting documentation must be submitted via DWR's Grant Review and Tracking System (GRanTS) by 5:00 p.m. on **XX**, 2015.

Contacts

For questions about this document, or other technical issues, please contact DWR's Financial Assistance Branch at (916) 651-9613 or by e-mail at: DWR_IRWM@water.ca.gov.

For questions and assistance regarding GRanTS, please contact the GRanTS Administration Team at (888) 907-4267 or grantsadmin@water.ca.gov.

For questions regarding Urban Water Management Plans (UWMPs), Assembly Bill (AB) 1420, or Water Meter Implementation compliance, please contact Betsy Vail at (916) 651-9667 or betsy.vail@water.ca.gov.

Website

This document as well as other pertinent information about the IRWM Program can be found at: <http://www.water.ca.gov/irwm/grants/p84implementation.cfm>.

Mailing List

In addition to the website, DWR will distribute information via e-mail. If you are not already on the IRWM contact list and wish to be placed on it, please visit <http://www.water.ca.gov/irwm/grants/subscribe.cfm>.

Tables

Electronic versions of all tables in this PSP can be found here:

<http://www.water.ca.gov/irwm/grants/p84implementation.cfm>

Grant Agreement

All applicants that are awarded funding will be required to sign a grant agreement with DWR. The 2015 IRWM Grant Solicitation agreement template will be similar to the 2014 Drought Grant Agreement which can be found at the following link:

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

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I. INTRODUCTION

The IRWM Grant Program is designed to encourage integrated regional management of water resources and provide funding for projects that support integrated water management planning and implementation. The 2015 IRWM PSP works in conjunction with the 2015 IRWM Guidelines to disburse the remaining grant funding under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84). Prospective applicants should read this PSP and the entire 2015 IRWM Guidelines to ensure that the submittal will meet the grant program requirements.

A complete list of abbreviations, acronyms, and a glossary of terms used throughout this PSP are available in the 2015 IRWM Guidelines. The 2015 IRWM Guidelines are posted on the DWR website at the following link:

<http://www.water.ca.gov/irwm/grants/p84implementation.cfm>

II. ELIGIBILITY

This section of the PSP provides an overview of the eligibility requirements that must be met to apply for the 2015 IRWM Grant Solicitation, which is part of DWR's IRWM Implementation Grant Program. Only one application per eligible IRWM Region will be accepted for this solicitation.

A. Eligible Grant Applicants

A Grant Applicant is the entity submitting the grant application on behalf of an IRWM Region. The IRWM Region must have been accepted into the IRWM Grant program through DWR's Region Acceptance Process (RAP) to be eligible for grant funding. A list of accepted regions can be found at the following link: <http://www.water.ca.gov/irwm/grants/rap.cfm>

Grant Applicants will enter into an agreement with the State, should the application be successful. Eligible applicants are local public agencies or non-profit organizations. Project proponents are generally any stakeholder responsible for implementing a project within a grant proposal. Section III of the 2015 IRWM Guidelines contains more information on applicants and project proponents.

B. Eligibility Criteria

Applications for 2015 IRWM Grant funding must meet all eligibility criteria in order for the application to be considered to receive grant funding. General eligibility requirements are included in the 2015 IRWM Guidelines, Section III. Specific eligibility criteria that apply to this solicitation are listed below. Eligibility will be determined based on information furnished by the applicant as described in Section V of this PSP.

C. Eligible Project Types

Section III.C of the 2015 IRWM Guidelines provides specific detail on eligible project types. Eligible projects must be consistent with an adopted IRWM Plan (PRC §75026(a)).

Proposed projects that intend to provide direct water-related benefits to DACs are not required to include construction activities to be eligible for 2015 IRWM Implementation grant funding. Therefore, water-related DAC projects can be comprised of project development activities including, but not limited to: project scoping, planning, feasibility studies, and preliminary design.

The Human Right to Water Policy (AB 685 (2012)/CWC § 106.3) states that every human being has the right to clean, affordable, and accessible water for human consumption, cooking, and sanitary purposes. In consideration of

this Policy, DWR is making additional points available to proposals with projects that address clean, affordable, and accessible water for human consumption, cooking, and sanitary purposes (see Attachment 6).

III. FUNDING

DWR has administered multiple rounds of solicitations for Proposition 84 IRWM Implementation Grants. This PSP is applicable to the 2015 IRWM Grant solicitation only. This solicitation is intended to be the final solicitation of the Proposition 84 Implementation Grant Program. Approximately \$231.5 million will be available for grant awards. It is DWR's intent to award not less than 10% of the available funding (approximately \$23 million) to projects that provide direct water-related benefits to a DAC.

Table 1 provides a listing of the Funding Areas, the Proposition 84 Allocations Schedule, and the Remaining Balance of funds by Funding Area. The maximum amount of funds awarded through the 2015 IRWM Grant Solicitation for any single Funding Area cannot exceed the amount listed in Column C for that Funding Area.

Because of the limited amount of funding available, it is possible that individual applicants may receive less than the full amount requested. IRWM regions within a funding area are encouraged to coordinate grant requests prior to grant application submittal.

Table 1 – Proposition 84 IRWM Implementation Funding		
Column A	Column B	Column C
Funding Area	Proposition 84 Schedule	Funding Area Remaining Balances/Maximum Grant Award 2015 Solicitation
North Coast	\$37,000,000	\$11,047,939
San Francisco Bay	\$138,000,000	\$41,305,435
Central Coast	\$52,000,000	\$4,937,016
Los Angeles-Ventura	\$215,000,000	\$40,039,355
Santa Ana	\$114,000,000	\$64,267,686
San Diego	\$91,000,000	\$38,834,904
Sacramento River	\$73,000,000	\$10,129,278
San Joaquin River	\$57,000,000	\$6,674,438
Tulare/Kern	\$60,000,000	\$4,054,299
Lahontan	\$27,000,000	\$6,116,807
Colorado River	\$36,000,000	\$4,175,000
Total	\$900,000,000	\$231,582,158

Funding Match

The minimum funding match is 25% of the total proposal cost. Project costs must be incurred after January 1, 2011 to be considered as funding match. The funding match for DAC projects may be waived based on providing accurate and adequate information in Attachment 7 that confirms the DAC meets the MHI requirement and the project provides a direct water-related benefit to a DAC. See instructions for Attachment 7 for more information on applying for a funding match waiver. See the 2015 IRWM Guidelines, Section II.E, for additional information on Funding Match.

A. Reimbursement Date

For the 2015 IRWM Grant Solicitation, eligible costs incurred after January 1, 2015, will be eligible for reimbursement. Reimbursable costs are defined in 2015 IRWM Guidelines, Appendix B. This reimbursement date will allow applicants to seek reimbursement for costs associated with the preparation of the 2015 IRWM Grant Solicitation application.

IV. SCHEDULE

The schedule in Table 2 shows the program timeline from release of the Final 2015 IRWM Guidelines and PSP through approval of awards. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on the DWR website listed in the Foreword. Updates may also be advertised through e-mail announcements and news releases. For parties that are not already on the IRWM mailing list and wish to receive updates on the IRWM Grant Program, please visit the website listed in the Foreword to sign up.

Table 2 – IRWM Implementation Grants Proposal Solicitation Process and Schedule	
Milestone or Activity	Schedule
Release Final Program 2015 Guidelines and PSP and on-line application available	<i>Late May 2015</i>
Applicant Workshops: Dates and locations to be provided in the final PSP	<i>July 2015</i>
Grant applications must be submitted via GRanTS by 5:00 p.m. Applications submitted after 5:00 p.m. on the due date will not be reviewed or considered for funding.	<i>August 2015</i>
Public meeting to discuss draft funding recommendations	<i>November 2015</i>
DWR approves final conditional grant awards	<i>December 2015</i>

1) *Italics denote approximate dates. Specific dates will be announced through the website and mailing list discussed in the Foreword.*

V. APPLICATION INSTRUCTIONS

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

A. What to Submit – Required Application Attachments

This section presents the required elements of an application for grants funded by the IRWM Implementation Grant Program. Applicants must submit a complete application by the deadline contained in the Schedule shown in Table 2. The grant application consists of four sections or “Tabs” as outlined in Table 3 (Grant Application Checklist), which is provided as a guide for the applicants to ensure that they have submitted the required information for a complete application, as follows:

- Applicant Information Tab
- Projects Tab
- Applicant and Information Tab (including Questions 1 through 8)
- Application Attachments Tab (including Attachments 1 through 8)

Failure to submit any required attachment will make the application incomplete. Incomplete applications will not be reviewed or considered for funding. The complete application must be submitted electronically.

B. How to Submit

1. *Electronic Submittal*

Applicants must submit a complete application on-line using DWR's GRanTS. GRanTS can only be accessed with Internet Explorer and Google Chrome. The on-line GRanTS application is currently available for use and can be found at the following link:

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

The name of this PSP in GRanTS is "2015 IRWM Grant PSP." In order to access this PSP, applicants must register and have an account in GRanTS, if they have not already done so. Project Proponents that are registered in GRanTS can be selected in the drop-down menu of the "Implementing Organization" of the "Projects Tab."

Applicants are encouraged to review the GRanTS Public User Guide and Frequently Asked Questions, available at the above link, prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP or questions or problems with GRanTS, please refer to the phone number or e-mail listed in the Foreword.

The grant application in GRanTS consists of four sections or "tabs" outlined in Table 3. Within GRanTS, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. GRanTS will allow applicants to type text or cut and paste information from other documents directly into a GRanTS submittal screen.

When uploading an attachment in GRanTS, the following attachment title naming convention must be used:

Att#_DG_AttachmentName_#ofTotal#

Where:

- a. "Att#" is the attachment number
- b. "DG" is the code of this solicitation
- c. "AttachmentName" is the name of the attachment as specified in Section V.B.2 – Attachment Instructions
- d. "#ofTotal#" identifies the number of files that 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, if the Attachment 2 – ProJust for the applicant is made up of three files, the second file in the set would be named "Att3_DG_ProJust_2of3".

File size for each attachment submitted via GRanTS is limited to 50 megabytes (MB). Breaking documents into components such as chapters or logical components so that files are less than 50 MB will aid in uploading files. Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hard copy. All portions of the application, GRanTS submittal and hard copies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.

2. Grant Application Checklist

Table 3 – Grant Application Checklist	
APPLICANT INFORMATION TAB	
<i>The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the GRanTS application.</i>	
APPLICANT INFORMATION	
<input type="checkbox"/>	Organization Name: Provide the name of the Agency/Organization responsible for submitting the application. Should the Proposal be successful, this Agency/Organization will be the Grantee.
<input type="checkbox"/>	Tax ID: Tax ID is automatically displayed for registered organizations. Verify the applicant’s federal tax ID number.
<input type="checkbox"/>	Point of Contact: <ul style="list-style-type: none"> • Select “Existing Register Users” to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, e-mail, etc.) are auto populated once the above registered user is selected. • Select “Add New User” to add an unregistered user. Please select Division (address will be auto populated) and type the First Name, Last Name, E-mail, and Phone (Direct) of the new user. Please note that the e-mail address will be the new user’s login name.
<input type="checkbox"/>	Point of Contact: Position Title
<input type="checkbox"/>	Proposal Name: Provide the title of the Proposal; please include the IRWM region name as part of the Proposal Name. (Maximum Character Limit: 150)
PROPOSAL BUDGET	
<i>For the proposal, the following budget items should be taken from Table 9 where applicable.</i>	
<input type="checkbox"/>	Other Contribution: Provide the amount of other funds not included in the categories as listed below. If there is no other contribution, enter zero.
<input type="checkbox"/>	Local Contribution (Funding Match): Provide the total funding match that will be committed to the Proposal. The Implementation Grant Program requires a minimum local contribution of 25% of total proposal cost unless there is a DAC project included in the Proposal.
<input type="checkbox"/>	Federal Contribution: Enter Federal funds being used. If none, enter zeros.
<input type="checkbox"/>	In-kind Contribution: Provide the total amount of in-kind services in dollars. In-kind Contribution – refers to work performed by the grantee. The cost of which is considered funding match. If there is no in-kind contribution, then enter zeroes in this field.
<input type="checkbox"/>	Amount Requested (Grant Funds Requested): Provide the amount of total grant funds requested.
<input type="checkbox"/>	Total Proposal Cost: Provide the total proposal cost, in dollars. This amount must agree with the total proposal cost shown in Attachment 4. Total proposal cost is automatically calculated based on the contribution amounts entered above.
GEOGRAPHIC INFORMATION	
GRanTS requests latitude and longitude in degrees, minutes, and seconds. You may use converters on the web such as http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html . X/Y center points for each IRWM region can be found here: http://www.water.ca.gov/irwm/grants/resources_geofiles.cfm	
<input type="checkbox"/>	Latitude: Enter the Latitude at the location that best represents the center of the IRWM Region.
<input type="checkbox"/>	Longitude: Enter the Longitude at the location that best represents the center of the IRWM Region.
<input type="checkbox"/>	Longitude/Latitude Clarification: Only use if necessary. (Maximum Character Limit: 250)
<input type="checkbox"/>	Location: Identify the approximate location that best represents the center of the IRWM Region. (Maximum Character Limit: 100)
<input type="checkbox"/>	County(ies): Provide the county in which the IRWM region is located. If the IRWM region covers multiple counties hold the control key down and select all that apply.
<input type="checkbox"/>	Groundwater Basins: Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 (http://www.water.ca.gov/groundwater/bulletin118/index.cfm) in which your Proposal is located. For proposals covering multiple groundwater basins, hold the control key down and select all that apply.
<input type="checkbox"/>	Hydrologic Regions: Provide the hydrologic region in which your IRWM region is located. For proposals covering multiple hydrologic regions, hold down the control key and select all that apply.

Table 3 – Grant Application Checklist

<input type="checkbox"/>	<p>Watershed(s): (Maximum Character Limit: 250) Provide the name of the watershed the IRWM region covers. A map of California watersheds can be found at the following link: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf If your IRWM region covers multiple watersheds, you may only provide one “Unique Watershed Number” as listed on the watershed map.</p>
LEGISLATIVE INFORMATION	
<input type="checkbox"/>	<p>Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the IRWM region is located (use district numbers only, not the name of the Legislator). For IRWM regions that include more than one district, Hold the control key down and select all that apply.</p>
PROJECTS TAB	
<p><i>This section contains information about the projects contained in the Proposal. Each project in the Proposal should be detailed on a separate Project Tab. Applicants may generate as many Project Tabs as are necessary. The following questions will be used to gather information on each specific project.</i></p>	
PROJECT INFORMATION	
<input type="checkbox"/>	<p>Project Name: Provide the project name. (Maximum Character Limit: 125 characters)</p>
<input type="checkbox"/>	<p>Implementing Organization: (Select the implementing organization)</p>
<input type="checkbox"/>	<p>Secondary Implementing Organization: (Maximum Character Limit: 125 characters)</p>
<input type="checkbox"/>	<p>Proposed Start Date:</p>
<input type="checkbox"/>	<p>Proposed End Date:</p>
<input type="checkbox"/>	<p>Estimated Useful Life of Project:</p>
<input type="checkbox"/>	<p>Scope Of Work: Leave blank</p>
<input type="checkbox"/>	<p>Project Description: Leave blank</p>
<input type="checkbox"/>	<p>Project Objective: Leave blank</p>
PROJECT BENEFITS INFORMATION	
<p><i>Please do not enter any information into GRanTS for the following Project Benefits Questions. They are standard GRanTS questions and cannot be removed, but are unnecessary for Implementation Grant Applicants.</i></p>	
<input type="checkbox"/>	<p>Benefit Level: Leave blank.</p>
<input type="checkbox"/>	<p>Benefit Type: Leave blank.</p>
<input type="checkbox"/>	<p>Description: Leave blank.</p>
<input type="checkbox"/>	<p>Measurement: Leave blank.</p>
PROJECT BUDGET	
<p><i>For each project, the following budget items should be taken from Table 8, where applicable.</i></p>	
<input type="checkbox"/>	<p>If only one project is being proposed, use the “Copy Budget data from Applicant Info” feature to populate previously entered data. Otherwise, enter individual budget items for each project in the same manner as described for the Applicant Information Tab. The sum of the budget items must agree with the total project budget.</p>
GEOGRAPHIC INFORMATION	
<input type="checkbox"/>	<p>Enter the geographical information for each individual project location (latitude and longitude in degrees, minutes, and seconds).</p>
LEGISLATIVE INFORMATION	
<input type="checkbox"/>	<p>If only one project is being proposed, use the “Copy Legislative data from Applicant Info” feature to populate previously entered data. Otherwise, enter the legislative information for each project in the same manner as described for the Applicant Information Tab. For projects covering more than one district, hold the control key down and select all that applies.</p>
APPLICANT INFORMATION AND QUESTIONS TAB	
<p><i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i></p>	

Table 3 – Grant Application Checklist

<input type="checkbox"/>	Q1. Project Representative: Provide the name and details of the person responsible for signing and executing the grant agreement for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
<input type="checkbox"/>	Q2. Project Manager: Provide the name and contact information of the Project Manager from the applicant agency or organization that will be the day-to-day contact on this application.
<input type="checkbox"/>	Q3. Funding Area Information: Provide the IRWM funding area(s) in which projects are located.
<input type="checkbox"/>	Q4. DAC Waiver Cost Share Request: Are you applying for a DAC cost share waiver? If yes, fill out Attachment 7.
<input type="checkbox"/>	Q5. Responsible Regional Water Quality Control Board(s) (RWQCB): List the name of the RWQCB in which your Proposal is located. For a region that extends beyond one RWQCB boundary, list the name of each Board.
<input type="checkbox"/>	Q6. Eligibility: The Implementation Grant Program requires a minimum funding match of 25% of total project cost unless there is a DAC project included in the Proposal. Are your matching funds less than 25%? If so, please explain.
<input type="checkbox"/>	Q7. Eligibility: Does the application represent an IRWM Region approved in the RAP? To verify, see RAP website: http://www.water.ca.gov/irwm/grants/rap.cfm . If yes, include the name of the IRWM Region. If no, please explain.

APPLICATION ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the GRanTS application. When attaching files, please use the naming convention found in Section V.A of this PSP. For instructions on attaching files, please refer to the GRanTS User Manual. Requirements for information to be included in these attachments are found in Section V.B.2 of this PSP.

Attachment #	Attachment Title
<input type="checkbox"/> Attachment 1	Authorization and Eligibility Requirements
<input type="checkbox"/> Attachment 2	Project Justification
<input type="checkbox"/> Attachment 3	Work Plan
<input type="checkbox"/> Attachment 4	Budget
<input type="checkbox"/> Attachment 5	Schedule
<input type="checkbox"/> Attachment 6	Program Preferences
<input type="checkbox"/> Attachment 7	Disadvantaged Community Assistance

3. Attachment Instructions

Applicants are required to submit Attachments 1 through 8 (as applicable) to complete the 2015 Grant Solicitation application. A discussion of each of these attachments is provided below.

Attachments 2 – 7 will be scored. Each project included in the Proposal will be evaluated against a series of questions, as indicated in Table 10. The basis for each question included in Table 10 is explained below.

ATTACHMENT 1. AUTHORIZATION AND ELIGIBILITY REQUIREMENTS

For the “AttachmentName” in the naming convention of GRanTS, use “Eligible” for this attachment.

Attachment 1 is mandatory and consists of authorization and eligibility documentation including the items listed below. Self-certification documents must be completed and included in Attachment 1 (where applicable) for CWC §525, AB 1420, and GWMP compliance.

- Authorizing Documentation
- Eligible Applicant Documentation
- Adopted IRWM Plan and Proof of Formal Adoption

- Project Consistency with an adopted IRWM Plan
- Urban Water Management Compliance
- Agricultural Water Management Compliance
- Surface Water Diverter Compliance
- Groundwater Management Compliance
- CASGEM Compliance
- Water Conservation Programs and Measures

Authorizing Documentation – The applicant must provide a resolution adopted by the applicant’s governing body designating an authorized representative to submit the application and execute an agreement with the State of California for a 2015 IRWM Grant.

The following text box provides an example of the resolution that must be submitted to fulfill this requirement:

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 to obtain a 2015 Integrated Regional Water Management Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code Section 75001 *et seq.*), and to enter into an agreement to receive a grant for the: <Insert name of Proposal>. The <Insert title – Presiding Officer, President, Agency Manager, or other officer> of the <Insert name of agency, city, county, organization, or other> is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and execute a grant agreement with California Department of Water Resources.

Passed and adopted at a meeting of the <Insert name of agency, city, county, organization, or other> on <Insert date>.

Authorized Original Signature: _____

Printed Name: _____

Title: _____

Clerk/Secretary: _____

Eligible Applicant Documentation: Eligible applicants are local public agencies or non-profit organizations, as defined in Appendix B of the 2015 IRWM Guidelines.

If DWR determines that the applicant does not have the authority to enter into a grant agreement with the State, the applicant will not be eligible for funding and the application will not be reviewed.

If the applicant has applied for an IRWM Grant after January 1, 2012, state as such and the applicant is not required to submit the following eligible applicant information. If not, the applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

Local Public Agencies

- Is the applicant a local public agency as defined in Appendix B of the 2015 IRWM Guidelines? Please explain.
- What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
- Does the applicant have legal authority to enter into a grant agreement with the State of California?
- Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.

Non-Profit Organizations

- Is the applicant a non-profit organization as defined in Appendix B of the 2015 IRWM Guidelines? Please explain.
- Does the applicant have legal authority to enter into a grant agreement with the State of California?
- Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.
- Include a copy of the certificate of incorporation for the organization.

Adopted Plan and Proof of Formal Adoption – DWR has established a Plan Review Process (PRP) designed to assess whether IRWM plans are consistent with the 2012 IRWM Plan Standards. The PRP is described in Appendix H of the 2015 IRWM Guidelines. The plan submittal process discussed in the Guidelines will remain open throughout this solicitation. However, to be eligible for the 2015 IRWM funding, IRWM plans must be submitted to DWR for review no later than the application due date.

IRWM regions that have had their IRWM plans approved by DWR are not required to submit proof of adoption. IRWM regions that have yet to have their plans approved must submit proof of formal adoption (i.e. a signature page, with dates of signature) by all Regional Water Management Group (RWMG) entities and other documentation that the IRWM Plan was adopted consistent with CWC §10543. The adopted IRWM Plan must be consistent with the 2012 IRWM Program Guideline Plan Standards.

All project proponents must submit proof of formal IRWM plan adoption. If the proponent submitted proof of adoption with the 2014 IRWM Drought Grant Solicitation, indicate as such and do not resubmit the proof.

Project Consistency with an adopted IRWM Plan – The applicant must provide a statement (not more than one page per project using a minimum 10-point type font) which demonstrates that the project is either listed in the IRWM Plan project list or describes how any non-listed projects have been vetted through the RWMG.

Urban Water Management Compliance – List the urban water suppliers that will receive funding from the proposed grant. If there are none, so indicate.

Please provide the agency name, a contact phone number and e-mail address. For the listed urban water suppliers, include documentation, from DWR, that verifies that each supplier's 2010 Urban Water Management Plan (UWMP) addresses the requirements of the CWC. If an urban water supplier's 2010 UWMP has not been verified by DWR, explain and provide the anticipated date for having a 2010 UWMP that addresses the requirements of the CWC. *Note to Urban Water Suppliers: The 2015 UWMPs are due to be submitted to DWR by July 1, 2016.*

The listed urban water suppliers must self-certify their compliance with the requirements contained in AB 1420. The AB 1420 self-certification documentation and instructions can be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>. As DWR is both the funding agency and the approval agency, a single submittal to DWR is sufficient.

The listed urban water suppliers must self-certify their compliance with the water metering requirements contained in CWC §525 *et seq.* The Water Metering compliance self-certification form and instructions can be found at the following link: www.water.ca.gov/irwm/grants/resources/forms.cfm. Each urban water supplier proposing wastewater projects, water use efficiency projects, or drinking water projects must complete the form. If any of the listed urban water suppliers have submitted CWC §525 forms or AB 1420 compliance tables and supporting documentation to DWR on or after July 1, 2014, then please list the urban water supplier and the grant program, and do not include new self-certification forms, just a copy of the previously submitted form.

The following must be submitted by the applicant to fulfill this requirement:

- Submittal of list of urban water suppliers
- Agency/organization name(s)

- Contact phone number(s) and e-mail address(es)
- DWR verification documentation for UWMPs
- AB 1420 self-certification documentation from each urban water supplier
- CWC §525 self-certification documentation from each urban water supplier

Agricultural Water Management Compliance – List the agricultural water suppliers that will receive funding from the proposed grant. If there are none, please indicate so.

Please provide the agency/organization name, a contact phone number and e-mail address. For the listed agricultural water suppliers, include documentation, from DWR, that verifies that each supplier's Agricultural Water Management Plan (AWMP) addresses the CWC requirements. If an agricultural water supplier's AWMP has not been verified by DWR, explain and provide the anticipated date for having an AWMP addresses the CWC requirements. *Note to Agricultural Water Suppliers: The 2015 AWMPs are due to be submitted to DWR by December 31, 2015.*

The following must be submitted by the applicant to fulfill this requirement:

- Submittal of list of agricultural water suppliers
- Agency/organization name(s)
- Contact phone number(s) and e-mail address(es)
- DWR verification documentation for each agricultural water supplier

Surface Water Diverter Compliance – List the surface water diverters that will receive funding from the proposed grant. If there are none, please indicate so.

Please provide the agency/organization name, a contact phone number and e-mail address. For the listed surface water diverters, state whether they have submitted to the State Water Resources Control Board (SWRCB) surface water diversion reports in compliance with requirements outlined in Part 5.1 (commencing with §5100) of Division 2 of the CWC. If a surface water diverter has not, explain and provide the anticipated date for meeting the requirements.

The following must be submitted by the applicant to fulfill this requirement:

- Submittal of list of surface water suppliers
- Agency/organization name(s)
- Contact phone number(s) and e-mail address(es)
- SWRCB verification documentation

Groundwater Management Compliance – List the groundwater users that will receive funding from the proposed grant. Provide the agency/organization name, a contact phone number and e-mail address. If the Proposal does not contain a groundwater project or other project that directly affect groundwater levels or quality, so indicate, and include in Attachment 1 the justification for such a conclusion.

For groundwater projects or other projects that directly affect groundwater levels or quality, the applicant or the participating agency responsible for such projects must provide the following, as applicable:

- Submittal of list of groundwater users
- Agency/organization name(s)
- Contact phone number(s) and e-mail address(es)
- Justification if no projects affect groundwater

- If projects do affect groundwater then respond to the following:
 - ❖ Identification of projects in the Proposal that involve any groundwater projects or other projects that directly affect groundwater levels or quality.
 - ❖ The agency(ies) that will implement such project(s).
 - ❖ Each listed agencies must submit self-certify compliance with CWC §10753 regarding Groundwater Management Plans (GWMPs). Instructions to complete the self-certification can be found at: http://www.water.ca.gov/irwm/grants/resources_forms.cfm. Please note that projects located in a CASGEM High or Medium priority groundwater basin that do not have an adopted GWMP in compliance of CWC §10753 before January 1, 2015 will not be eligible (CWC §10750.1.(a)).
- Note that applicants that receive a grant award, as part of continuing eligibility will have to maintain compliance with Division 6, §10000 et seq. of the CWC.

CASGEM Compliance – DWR has prioritized the groundwater basins. The CASGEM Program description, along with the basin prioritization information, can be found at: <http://www.water.ca.gov/groundwater/casgem/>.

For the high and medium priority basins that do not have a CASGEM monitoring entity, the grant applicant and project proponent that match the list of potential monitoring entities identified in CWC §10927, along with the counties whose jurisdictions include unmonitored high and medium priority basins, will not be eligible to receive 2015 IRWM Grant funding (CWC §10933.7(a)). Consistent with CWC §10933.7(b), if the entire service area of the grant applicant or the individual project proponent's service area is demonstrated to be a DAC, as defined in the 2015 IRWM Guidelines, Appendix B, the project will be considered eligible for grant funding notwithstanding CASGEM compliance.

The grant applicant and project proponents must be CASGEM compliant by the application due date. If the applicant is found ineligible, the entire application will be considered ineligible. If the project proponent is found ineligible funding cannot be awarded to that project and the grant award will be proportionately reduced.

To demonstrate CASGEM eligibility, the following must be included for each project/proposal:

- The Project's implementing agency's (project proponent) service area boundary. The service area boundaries for all project proponents shall be combined onto one map. This map should:
 - Clearly indicate each project proponent's service area boundary
 - Include an appropriate basemap underlying the service area boundaries (such as used for Google Maps, etc.)
- One GIS shape file must be provided that includes the service area boundaries of each project proponent. For example, if there are 5 project proponents, the boundary of each shall be combined into one GIS shapefile. Within the GIS file, each project's boundary shall be included as an individual record.
- Name of groundwater basin that each project overlies. State the basin priority as determined by the CASGEM Program.
- If the basin is a high or medium priority basin, please specify the name of the organization that is the designated monitoring entity(ies).
- If there is no monitoring entity, please indicate whether the project proponent is an eligible monitoring entity per CWC §10927.

ATTACHMENT 2. PROJECT JUSTIFICATION

For the “AttachmentName” in the naming convention of GRanTS, use “ProJust” for this attachment.

Attachment 2 is mandatory and includes a summary of the proposed project(s), including the purpose and how the Proposal meets the need(s) created by the drought. Attachment 2 also contains the estimated physical benefits of the project(s); justifies how the project is technically feasible; describes how the project can achieve the claimed level of benefits; and explain whether the benefits will be attained through the least cost alternative. Attachment 2 should be presented in the following sub-sections:

- Project Summary Table (use Table 4)
- Project Description
- Regional Map and Project Map
- Project Physical Benefits (use Table 5)
- Technical Analysis of Physical Benefits Claimed
- Project Performance Monitoring Plan (use Table 6)
- Cost Effectiveness Analysis (use Table 7)

The information contained in the sub-sections will be used by DWR reviewers to score questions #1 and 6 – 14, contained in Table 10.

PROJECT SUMMARY TABLE

Complete the following table by adding a column for each project contained in the Proposal and marking the applicable IRWM project element(s) in the table. Each project must match at least one project elements. This information will be used by DWR to assess project eligibility. The applicant must submit one Table 4 that includes one column for each proposed project.

Table 4 – 2015 IRWM Grant Solicitation Project Summary Table		
IRWM Project Element		Project Name/ID Add 1 column per Project
IR.1	Water supply reliability, water conservation, and water use efficiency	
IR.2	Stormwater capture, storage, clean-up, treatment, and management	
IR.3	Removal of invasive non-native species, the creation and enhancement of wetlands, and the acquisition, protection, and restoration of open space and watershed lands	
IR.4	Non-point source pollution reduction, management, and monitoring	
IR.5	Groundwater recharge and management projects	
IR.6	Contaminant and salt removal through reclamation, desalting, and other treatment technologies and conveyance of reclaimed water for distribution to users	
IR.7	Water banking, exchange, reclamation, and improvement of water quality	
IR.8	Planning and implementation of multipurpose flood management programs	
IR.9	Watershed protection and management	
IR.10	Drinking water treatment and distribution	
IR.11	Ecosystem and fisheries restoration and protection	

PROJECT DESCRIPTION

The applicant must include both a brief description of each project (25 words or less for each project) contained in the Proposal and an expanded project description. Also include the name of the respective implementing agency/organization for each project. Additionally, for each proposed project, discuss how the project will address a current need of the region. The project description discussion must not exceed one page per project using a minimum 10-point type font.

REGIONAL AND PROJECT MAP

A regional map should include the IRWM regional boundary and a marker identifying the location of each project contained in the Proposal.

Also include a map for each project that shows, as applicable, the project’s geographical location and the surrounding work boundaries, facilities of the project, the water resources (groundwater or surface water) that will be affected, DACs within the project service area, and proposed monitoring locations.

The following must be submitted by the applicant to fulfill this requirement:

- A regional map with IRWM regional boundaries with project locations
- Individual project maps

PROJECT PHYSICAL BENEFITS

Physical benefits are the expected measurable accomplishments of a project. To be eligible to receive IRWM Grant funding each project must have multiple benefits (Public Resources Code §75026.(a)). Physical benefits should be based on estimated measures of project accomplishments over the period of analysis and consistent with the provided need described above. Examples of physical benefits include, but are not limited to:

- Amount of water supply produced, saved, or recycled.
- Types (constituents) and amounts of water quality improvement provided, and the amount of water treated or improved.
- Types and amounts of environmental benefits provided, such as the types of species and their numbers benefited, acreage of habitat or floodplain improved, restored or protected, amount of flow provided, or habitat units restored or protected. If a Habitat Evaluation Procedure has been performed, provide information from that analysis.
- Amount of energy produced or saved, and amount of greenhouse gases that can be avoided.

Table 5 must be used to present physically quantifiable benefits. Each project must present two benefits, but no more. The primary and secondary benefits should be clearly identified.

Projects intending to provide direct water-related benefits to a DAC that are in the planning or design phase and not intending to complete construction with this solicitation do not need to quantify benefits (i.e., complete Table 5). However, applicants must provide a qualitative description of the proposed work and the anticipated benefits of the project upon completion of construction.

Table 5 – Annual Project Physical Benefits			
Project Name: _____			
Type of Benefit Claimed: _____			
Units of the Benefit Claimed : _____			
Anticipated Useful Life of Project (years): _____			
(a)	(b)	(c)	(d)
	Physical Benefits		
Year	Without Project	With Project	Change Resulting from Project (c) – (b)
2015			
2016			
2017			
Etc. through Last Year of Project Life			
Comments:			

To complete Table 5, the applicant should use the following steps:

- Format a table that will display one of the physical benefits claimed for the project (Excel file containing this table can be found here: <file will be posted with the final PSP>).
- Once the table has been appropriately formatted, provide the following information:
 - ❖ Row (1) Project name
 - ❖ Row (2) Identify the exact type of physical benefit being claimed and specify if it is the primary or secondary benefit
 - ❖ Row (3) Select one of following unit that corresponds to the benefit claimed:
 - For water supply produced, saved, or recycled, enter acre-feet per year (AFY)
 - For water quality, enter constituent concentration reduced in mg/L
 - For flood damage reduction, enter inundated acres reduced in acres
 - For habitat improved, restored or protected, enter habitat restored in acres
 - For fishery benefits, enter increased fishery flow rate in cubic feet per second (cfs)
 - For species protection, enter number of species benefited
 - ❖ Row (4) Enter the anticipated useful life of the proposed project
 - ❖ Column (b): This column should be completed if the proposed project will increase/improve the physical benefits of an existing project, facility, or program. Enter the quantity of physical benefit generated without the proposed project.
 - ❖ Column (c): enter the total amount of the physical benefit provided in the without-project condition, plus the amount of benefit provided by the project. If the project will delay or replace some other project entirely or in part, do NOT reduce the physical benefits in Column (c) for the amount of replacement.
 - ❖ Column (d): enter the result of subtracting Column (b) from Column (c) to determine the change in the amount of physical benefit resulting from the project.
 - ❖ Comment Box: Enter any sources and references, including page numbers, supporting the numbers used in this table, or other information as needed to explain entries.

Generally, the quantities provided for each year should be an average from a representative hydrologic period that reflects the development condition in that year, future demands, and facilities in place. In some cases, quantities in the early years might reflect incomplete projects and starting conditions as of the end of 2015.

If the same level of physical benefit is expected in every year of the project life, a Table 5 showing every year is not required. Rather, provide a Table 5 with one row showing (1) the years of project life in column (a); (2) the without-project amount of benefit, if applicable; (3) the with-project amount of benefit; and (4) the difference.

TECHNICAL ANALYSIS OF PHYSICAL BENEFITS CLAIMED

For each project, the applicant must provide a narrative description of the primary and secondary expected physical benefits, which must address the following items:

1. Explanation of need for the project, including recent and historical conditions that provide background for benefits to be claimed; for example, recent water shortages, loss of habitat or ecosystem function, and water quality problems.
2. Estimates of without-project conditions (e.g., levels of the physical benefits in the future, without the project, but with other projects that might be planned).
3. Description of methods used to estimate physical benefits.

4. Identification of all new facilities, policies, and actions required to obtain the physical benefits.
5. Description of any potential adverse physical effects and what is being done to mitigate those impacts. If none, explain.
6. Description of whether the proposed project effectively addresses long-term drought preparedness (see Statewide Priority in Table 1 of 2015 Guidelines).

The technical analysis of physical benefits claimed must not exceed ten pages per project using a minimum 10-point type font.

Projects intending to provide direct water-related benefits to a DAC that are in the planning or design phase and not intending to complete construction with this solicitation are only required to explain why the proposed project is needed (just address item # 1 above).

DIRECT WATER-RELATED BENEFIT TO A DAC

Describe whether the project addresses a specific need of a DAC and the specific need(s) of a DAC met by the proposed project and explain how the proposed project will addresses the described need of the DAC. Applicants must use Attachment 7 to demonstrate the community meets the definition of a DAC. The direct water-related benefit to a DAC discussion must not exceed one page per project using a minimum 10-point type font.

PROJECT PERFORMANCE MONITORING PLAN

Establishing monitoring measures with help ensure that the proposed project will meet its intended benefit. The following provides guidance for developing a Project Performance Monitoring Plan to track performance of each project. Project Performance Monitoring plans must describe the tools that will be used to monitor project performance and set interim targets (or milestones) that will be used to track the project’s pace in meeting the benefits claimed in Table 5; indicate where the data will be collected and the types of analyses to be used; explain how the monitoring tools and targets are appropriate for the benefits claimed; and include a discussion of how monitoring data will be used to measure performance.

A Project Performance Monitoring Plan must be completed for each project and should include the following items and may be presented in a tabular format, as shown in Table 6:

- Proposed Physical Benefits
- Targets – measurable targets that are feasible to meet during the life of the project(s)
- Measurement tools and methods – to effectively track performance

Table 6 – Project Performance Monitoring Plan			
Project: _____	Proposed Physical Benefits	Targets	Measurement tools and methods

Projects intending to provide direct water-related benefits to a DAC that are in the planning or design phase and not intending to complete construction with this funding are not required to complete this section. These projects will be given full points for Question 13 in Table 10.

COST EFFECTIVE ANALYSIS

Applicants must conduct an analysis of each of the proposed projects. This analysis evaluates whether the physical benefits provided by the project are provided at the least possible cost. Applicants will perform this analysis by using Table 7 for each project.

Projects intending to provide direct water-related benefits to a DAC that are in the planning or design phase and not intending to complete construction with this solicitation are not required to complete this section. These projects will be given full points for Question 14.

Table 7 – Cost Effective Analysis	
Project name: _____	
Question 1	Types of benefits provided as shown in Table 5
Question 2	Have alternative methods been considered to achieve the same types and amounts of physical benefits as the proposed project been identified?
	If no, why?
	If yes, list the methods (including the proposed project) and estimated costs.
Question 3	If the proposed project is not the least cost alternative, why is it the preferred alternative? Provide an explanation of any accomplishments of the proposed project that are different from the alternative project or methods.
Comments:	

ATTACHMENT 3. WORK PLAN

For the “AttachmentName” in the naming convention of GRanTS, use “WorkPlan” for this attachment.

Attachment 3 is mandatory and must contain descriptions of the anticipated tasks necessary to complete each project in the Proposal. Tasks should be organized by the four budget categories, as applicable: (a) Direct Project Administration, (b) Land Purchase/Easement, (c) Planning/Design/Engineering/Environmental Documentation, and (d) Construction/Implementation. The Work Plan should also identify the anticipated deliverables for each task. Discuss the current status of the project, including permitting activities, that indicates the current stage of each task. The Work Plan is limited to five pages (minimum 10-point type font) per project. Any information included beyond the five pages (for each project) will not be reviewed. Maps and figures will count against the page limitation, since they should be presented in Attachment 2, Project Justification.

Exhibit A provides an example of how the Work Plan should be structured and the level of detail necessary for each task description.

The information contained in Attachment 3 will be used by DWR reviewers to score questions #4, 15 – 18, 20 – 21, and 23 contained in Table 10.

ATTACHMENT 4. BUDGET

For the “AttachmentName” in the naming convention of GRanTS, use “Budget” for this attachment.

Attachment 4 is mandatory and includes the estimated capital costs of each project in the application. Attachment 4 should be presented in the following sub-sections:

- Project Budget Table
- Proposal Budget Table

For the Project Budget Table, costs must be broken down consistent with how tasks are presented in the Work Plan. For example, if the Work Plan describes projects at the subtask level, the budget must also present costs at the subtask level. In addition to the table, the applicant must provide a description explaining how the values were derived. Refer to Exhibit B for guidance on how to prepare Attachment 4. The description must not exceed two pages per project using a minimum 10-point type font.

The information contained in Attachment 4 will be used by DWR reviewers to score questions #2, 4, and 18 – 19 contained in Table 10.

PROJECT BUDGET

Table 8 must be completed for each project in the Proposal. Table 8 only includes the required budget categories. If Applicable, additional rows must be added under the applicable categories to present the cost of each task described in Attachment 3 Work Plan.

Table 8 – Project Budget					
Proposal Title: _____					
Project Title: _____					
Project serves a need of a DAC?: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Funding Match Waiver request?: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Category		(a)	(b)	(c)	(d)
		Requested Grant Amount	Cost Share: Non-State Fund Source* (Funding Match)	Cost Share: Other State Fund Source*	Total Cost
(a)	Direct Project Administration				
(b)	Land Purchase/Easement				
(c)	Planning/Design/Engineering/Environmental Documentation				
(d)	Construction/Implementation				
(e)	Grand Total (Sum rows (a) through (d) for each column)				

*List sources of funding: *Use as much space as required*

Proposal Budget

Although the applicant should complete Table 9 column (e) for each individual project, for IRWM Implementation Grant funding, the minimum funding match requirement applies to the costs of the overall Proposal. Table 9 will be used to present the funding match for the Proposal, including documenting that the Proposal will meet the minimum requirement of at least 25% of the total costs.

Table 9 – Proposal Budget						
Proposal Title: _____						
Individual Project Title		(a)	(b)	(c)	(d)	(e)
		Requested Grant Amount	Cost Share: Non-State Fund Source (Funding Match)	Cost Share: Other State Funding Sources	Total Cost	% Funding Match (Col b/Col d)
(a)	Project 1	Grand Total From Table 8, row (e)	Grand Total From Table 8, row (e)	Grand Total From Table 8, row (e)	Grand Total From Table 8, row (e)	
(b)	Project 2					
(c)	Project 3...					
(d)	Project n					
(e)	Proposal Total <i>Sum rows (a) through (d) for each column</i>					
(f)	DAC Funding Match Waiver Total <i>Sum column (d) only for projects seeking DAC funding match waiver in rows (a) through (d)</i>	-	-	-		
(g)	Grand Total <i>Subtract row (f) from row (e) for column (d) and recalculate column (e)</i>	-	-	-		

ATTACHMENT 5. SCHEDULE

For the “AttachmentName” in the naming convention of GRanTS, use “Schedule” for this attachment.

Attachment 5 is mandatory and includes a schedule for implementation of the Proposal showing the sequence and timing of each of the proposed projects. Attachment 5 should be presented in the following sub-sections:

- Project Schedule
- A description of how each project schedule is realistic, reasonable, and accomplishable (not more than two pages per project using a minimum 10-point type font)
- Proposal Schedule

The information contained in the sub-sections will be used by DWR reviewers to score questions #3, 4, and 20 – 23 contained in Table 10.

PROJECT SCHEDULE

The schedule must show the start and end dates as well as milestones for each task contained in the Work Summary and at minimum be presented in either tabular or horizontal bar, or Gantt chart. The Project Schedule must also be broken down consistent with how tasks are presented in the Work Plan and Budget. For example, if the Work Plan describes projects at the subtask level, the Project Schedule must also present start and end dates at the subtask level. The schedule should illustrate any dependencies or predecessors by showing links between tasks. Applicants must include a reasonable estimate of the end date, based on their Proposal, including time for any final reports and invoicing. The schedule, Attachment 5 must be consistent with the Work Summary (Attachment 3) and the Budget (Attachment 4).

Also describe how the schedule shown is realistic, reasonable, and accomplishable based on the state of project development (such as design phase, status of permitting, and environmental documentation). The description must not exceed two pages per project using a minimum 10-point type font.

PROPOSAL SCHEDULE

The applicant must include a schedule that briefly summarizes the Proposal’s overall schedule.

ATTACHMENT 6. PROGRAM PREFERENCES

For the “AttachmentName” in the naming convention of GRanTS, use “Preference” for this attachment.

Attachment 6 is mandatory. Submit a discussion on how the Proposal assists in meeting the Program Preference(s) described in Section II.F of the 2015 IRWM Guidelines. The discussion must identify the specific Program Preference(s) and the project that will meet the listed preference(s); also discuss the level of certainty that the project will meet the preference(s) and the breadth and magnitude to which the preference(s) will be met. In particular, describe any issues related to the Human Right to Water Policy and the IRWM region’s effort to address the goal of the Human Right to Water Policy. For those proposals that include projects that assist in meeting the Human Right to Water goals, please describe how the proposed project(s) accomplishes this. In addition, if applicable, describe the critical water supply and or water quality needs of the DACs you have identified. Please consult the 2015 IRWM Guidelines, Appendix G to determine if the project qualifies as a critical water supply/water quality need project. However, meeting a critical water supply/water quality need of a DAC is not a requirement to receive the DAC funding match waiver.

Attachment 6 will be used to score question #5 and, in the event of a tie, will also be also be used to score the Program Preferences tie-breaker criterion.

The Attachment 6 discussion must be limited to not more than one page per project using a minimum 10-point type font.

ATTACHMENT 7. DISADVANTAGED COMMUNITY ASSISTANCE

For the “AttachmentName” in the naming convention of GRanTS, use “DAC” for this attachment.

Attachment 7 is optional and is required only if the Proposal includes a project that specifically addresses a direct water-related need of a DAC. DWR will use the information in Attachment 7 to evaluate the application with regard to DAC program preferences and waiver of funding match (if requested by the applicant).

The information contained in Attachment 7 will be used by DWR reviewers to score question #12 contained in Table 10.

DOCUMENTATION OF THE PRESENCE OF A DAC

DWR strongly recommends that applicants consult 2015 IRWM Guidelines, Appendix G, to determine if the project area includes a DAC using the most recent MHI data available. Applicants should ensure the description of the DAC is adequate for DWR to determine whether the communities meet the definitions.

- Include information that supports the determination of DACs in the region, such as a map or shapefile that shows the project service area is congruent with a DAC as shown using the MHI data.
- Where the lack of representative census data that adequately represents the community can be documented, alternative studies (local income surveys, a subset of a block group, etc.) may be substituted in the application for approval by DWR in waiving the funding match requirement. These studies do not need to be pre-approved but can be submitted with the application materials for approval by DWR.
- In determining the MHI for DACs, applicants may use a single type of census geography or combinations of census geographies that best represent the DAC.
- For the applicants with GIS capability, the GIS data files used within the DAC mapping tool are available to download and use (Appendix A of 2015 IRWM Guidelines). These GIS files will allow applicants to combine project area shape files with DAC data layers. This will help applicants show the extent of overlap or project areas with DACs.
- For regional construction projects that include a DAC within a larger project area, provide a description of how DACs have been involved and engaged in the development and preparation of the project. Please also describe the proportion of project benefits to the DAC within the larger project area, based on either population or geography. This will help determine if a funding match waiver or reduction in funding match can be provided for the entire project.

VI. REVIEW AND SCORING CRITERIA

First, applications will be screened for eligibility and completeness in accordance with Section V of the 2015 IRWM Guidelines and Section II of this PSP. The information provided by applicants in GRanTS, as well as Attachments 1 through 7 of the application, will be used in determining eligibility and completeness. Applications that are complete and eligible will be scored based on the evaluation questions presented in Table 10 and the scoring criteria described below.

Question 5 will be scored for each application to determine whether the Proposal assists in addressing the Human Right to Water Policy. One (1) point will be assigned for each project that demonstrates that the project will assist the IRWM region in meeting the goal of the Human Right to Water Policy. The maximum of possible score for this criterion is two (2).

In the event of a tie, Program Preferences will be scored as a “tie-breaker” criterion. One half point will be awarded for each Program Preference including the Statewide Priorities, listed in Table 1 of the 2015 IRWM Guidelines that will be met through the implementation of the Proposal. The maximum tiebreaker score for this criterion is four (4) points, as shown in Table 10.

Each of the remaining question will be evaluated by the review team who will determine whether the question has been adequately addressed, by responding “yes” or “no”, for each project in the Proposal. A “yes” answer will result in the project receiving the available point(s) for the question. A “no” will result in zero (0) points being awarded. There are some questions that may not be applicable to certain types of projects. The applicant must explain in the attachments above how these questions are not pertinent to the project(s). If the technical reviewer agrees with this characterization, the response would be “N/A” which is equivalent to a “yes”, otherwise, the response would be “no.”

The Proposal score for each criterion will be determined by summing each individual project’s total score, dividing the summation by the number of projects, and then rounding up or down to the nearest whole number.

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Table 10 – Scoring Criteria					
Q#	Questions				
Proposal Level Evaluation		For DWR to award a full score, the application must contain:	Attachment(s)	Points Available	
1	Is there a map of the IRWM Region that shows the location of the project(s) included in the Proposal?	A Proposal Map that contains the IRWM regional boundary and the location of each project included in the application.	2	1	
2	Does the Budget contain a summary budget for the Proposal?	A complete Table 9, which summarizes the Proposal Budget.	4	1	
3	Does the Schedule contain a summary schedule for the Proposal?	A summary schedule for the Proposal.	5	1	
4	Collectively, do the Work Plan, Budget, and Schedule demonstrate that all of the projects will be completed by October 31, 2020?	A proposal where all projects will be completed by October 31, 2020.	3, 4, & 5	2	
5	Does the proposal contain projects that assist the IRWM region in meeting the goals of the Human Right to Water Policy?	An explanation of how a project assists the IRWM region in meeting the goals of the Human Right to Water Policy (safe, affordable water for drinking, bathing, sanitation, and cooking for all). The applicant will receive one point for each project, to a maximum of two points.	6	2	
			Total for Proposal Level	7	
Project Level Evaluation		For DWR to award a full score, the application must contain:	Attachment(s)	Points Available	Project Name/ID Add 1 column/ Project
6	Does the applicant provide a description of the project that summarizes the major components and the intended purpose of the project?	A description of the project that summarizes the: - anticipated physical benefits of the projects - intended outcomes, and - major physical components (i.e., what the project is installing, retrofitting, replacing, etc.)	2	1	
7	Is there a project map that shows the location of the project and the areas and water resources affected by the project?	A map of the project that includes the location of the project, the areas affected by the project, and the water resources affected by the project.	2	1	
8	Are the anticipated primary and secondary physical benefits of the project described and quantified with the units specified in Table 5?	A properly completed Table 5 for at least the primary and secondary benefit of each project. If the primary and secondary physical benefits were not clearly identified or quantified for each year of the project's lifecycle using the specific units provided in the instructions for Table 5, a response of "no" will be given. For DAC projects that do not include construction, benefits do not need to be quantified, but must be qualitatively described.	2	1	
9	Does the technical analysis support the claimed physical benefits?	A demonstration that the benefits were quantified correctly: 1. An explanation of project need 2. An explanation of without project conditions 3. A description of how benefits were derived For DAC projects that do not include construction, only #1 (project need) must be described.	2	2	
10	If applicable, does the applicant describe the potential adverse impacts of the project? If none, does the applicant properly explain why there are no impact?*	- A description of all potential adverse impacts of the proposed project. - A reasonable claim of no adverse impacts. For example, if applicant claims a well installation project will have no adverse impacts, it must explain how this is possible.	2	1	
11	Does the proposed project effectively address long-term drought preparedness?	A demonstration that the project contributes to sustainable water supply and reliability during water shortages and will achieve one or more of the following: - Promote water conservation, conjunctive use, reuse and recycling - Improve landscape and agricultural irrigation efficiencies - Achieve long term reduction of water use - Efficient groundwater basin management - Establish system inerties Drought preparedness projects do not include drought emergency response actions, such as trucking of water or lowering well intakes.	2	3	
12	Does the project provide a direct water-related benefit to a DAC?	- A description of the specific need(s) of a DAC to be met by the proposed project. - Demonstration that the proposed project addresses the described need of the DAC. - Proof that the community served by the project meets the definition of a DAC.	2 & 7	2	
13	Is the proposed project performance monitoring plan expected to track progress towards meeting the claimed benefits?*	- Monitoring targets identified that will assist the implementing agency achieve the claimed benefits. - Monitoring tools that are appropriate for measuring the project's performance.	2	1	
14	Is the proposed project the least cost alternative? If not, does the applicant sufficiently explain why it was selected instead of the least cost alternative?*	A completed Table 7 that explains why the proposed project is the preferred alternative even if it is not the least cost alternative.	2	1	
15	Does the applicant discuss the necessary tasks in the Work Plan that will result in a completed project?	Tasks that will likely lead to a completed project and a brief description of those tasks.	3	1	
16	Does the Work Plan include a project status that indicates the current stage of each task (e.g., % complete)?	A summary of the work that has been completed to date.	3	1	
17	If applicable, does the Work Plan include a listing of required permits and their status, and the appropriate environmental documentation for the proposed project? (N/A = Yes)	- A list of required permits - Description of appropriate environmental documentation - Status of both (as applicable). - If permits/environmental docs are not required	3	1	
18	Are the tasks shown in the Budget consistent with the tasks discussed in the Work Plan?	A budget that is organized/outlined similar to the Work Summary.	3 & 4	1	
19	Are the costs presented in the Budget reasonable for the project type and the current stage of the project?	A budget that contains costs that are reasonably supported and not significantly higher or lower than industry standard.	4	1	
20	Are the tasks in the schedule consistent with the tasks described in the Work Plan?	A schedule that is organized/outlined similar to the Work Summary.	3 & 5	1	

Table 10 – Scoring Criteria						
Q#	Questions					
21	Does the schedule demonstrate that it is reasonable to expect that the project will start construction/implementation by April 1, 2016?	- Reasonable timeframes for the proposed tasks The project is ready to start by April 1, 2016 (For construction projects, ready to start means construction bids will be awarded by April 1, 2016)	3 & 5	1		
22	Will the project be completed by October 31, 2019?	- A schedule that demonstrates the project will be completed by October 31, 2019?	5	1		
23	Is there sufficient detail in the Work Plan to demonstrate the proposed schedule can be met?	Supporting documentation for the proposed schedule that demonstrates the project could be implemented as promised.	3 & 5	1		
				Total Project Level Score for all projects	22	
				Project Level Criterion Score		
				Insert Average Total by Project = (Total Project Score/# of Projects); rounded to nearest whole number		
				Total Proposal Score		Maximum Possible Score
				Enter Proposal Level Criterion Score	7	
				Enter Project Level Criterion Score	22	
				Grand Total (Sum Above Two Rows)	29	
				Possible Additional Tie-Breaker Points from Program Preferences Section	4	
				Maximum possible points in the event of a tie	33	

* Projects intending to provide direct water-related benefits to a DAC that are in the planning or design phase and not intending to complete construction with this solicitation are not required to complete this section. These projects will be given full points for this question.

EXHIBIT A Work Plan

The exhibit provides guidance for developing the Work Plan that will be included in the grant agreement (for the successful applicants). The Work Plan must include the necessary tasks, and as necessary sub-task, for each project within the grant agreement. The Work Plan must be broken out by the following four categories:

- Direct Project Administration
- Land Purchase/Easement
- Planning/Design/Engineering/Environmental Documentation,
- Construction/Implementation

The Work Plan must also contain the following items:

- For each project, a concise description of each task needed to complete the project and the current status of each task (including estimated % complete). Also include a brief overview of work already completed and work to be performed.
- Grant reporting tasks including the submittal of Quarterly Progress Reports, Invoices, and Final Reports.
- Procedures for coordinating with its partner agencies and organizations that may receive funding from the grant including any contracts, memorandums of understanding (MOUs), and other formal agreements.
- A brief overview of standards, such as construction standards, health and safety standards, laboratory analysis, or accepted classifications methods that will be used in implementation.
- A Project Performance Monitoring Plan for the project(s) listed in the Proposal. Project Performance Monitoring Plan requirements are discussed below.
- A discussion of the status of acquisition of land or rights-of-way. If a funded project requires land to be purchased and/or an easement to be acquired, include a list of needed parcels for each project and the status of the acquisition. If land and/or easement acquisition is not applicable, state as such.
- A listing of all necessary permits and the status of securing such permits.
- A plan for the preparation and completion of requirements to comply with the CEQA, NEPA, and other environmental laws. If environmental compliance efforts have not been completed, include tasks for environmental compliance. Include any environmental mitigation or enhancement actions or tasks necessary to comply with recommended mitigation measures.
- A description of the required tribal notification, if applicable, requirement (PRC §75102). If deemed not applicable, describe the basis for that conclusion. See Appendix D of the 2015 IRWM Guidelines for further information.
- Submittal of the necessary plans and specifications.

A typical work plan that may be submitted for this grant program is provided below. Individual tasks may vary; however, ensure they are consistent with the budget and schedule that will also be incorporated into the grant agreement. The language is suggested text, but not required, and is not comprehensive. Please use text as appropriate for proposed project.

PROJECT 1: Grant Administration**IMPLEMENTING AGENCY:** {GRANTEE}**PROJECT DESCRIPTION:** The Regional Water Management Group, authorized {GRANTEE} to act as the applicant and the grant manager for the Proposition 84, IRWM 2015 Grant.

{GRANTEE} will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. This office will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating all invoicing and payment of invoices.

Budget Category (a): Direct Project AdministrationTask 1 - Agreement Administration

{GRANTEE} will respond to DWR's reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in this agreement.

Task 2 - Invoicing

{GRANTEE} will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each of the project proponents and compiling the information into a DWR Invoice Packet.

Task 3 - Progress Reports and Project Completion Report(s)

{GRANTEE} will be responsible for compiling progress reports for submittal to DWR. {GRANTEE} will coordinate with project proponent staff to retain consultants as needed to prepare and submit progress reports and final project completion reports for each project, as well as the grant completion reports.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in Exhibit G of this agreement. For example, progress reports will explain the status of the project and will include the following information: summary of the work completed for the project during the reporting period; activities and milestones achieved; and accomplishments and any problems encountered in the performance of work. Project completion reports will include: documentation of actual work done, changes and amendments to each project, a final schedule showing actual progress versus planned progress, and copies of final documents and reports generated during the project.

Deliverables:

- Executed Grant Agreement
- Invoices and associated backup documentation
- Progress Reports
- Draft and Final Project Completion Report

PROJECT 2: {Project 2 Name}**IMPLEMENTING AGENCY: {Agency Name}**

PROJECT DESCRIPTION: What work will be done, where, and what benefits will be provided.

Budget Category (a): Direct Project AdministrationTask 1 - Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager, {GRANTEE}. Prepare invoices including relevant supporting documentation for submittal to DWR via {GRANTEE}. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 - Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 - Reporting

Prepare progress reports detailing work completed during reporting period as outlined in Exhibit G of this agreement. Submit reports to {GRANTEE} for review and inclusion in a progress report to be submitted to DWR.

Prepare draft Final Project Completion Report and submit to DWR via {GRANTEE} for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare Final Report addressing {GRANTEE}/DWRs comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/EasementTask 4 - Land Purchase

Approximate area of land to be purchased or easement to be acquired. {Add applicable detail}

Deliverables:

- Documentation supporting property value (if purchased)
- All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

Budget Category (c): Planning/Design/Engineering/Environmental DocumentationTask 5 - Feasibility Studies

Project Feasibility Studies were completed as part of the project development process. {Add applicable detail}

Deliverables:

- Relevant Feasibility Studies

Task 6 - CEQA Documentation

Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission). Prepare draft Environmental Impact Reports (EIR) and release document for public review. File Notice of Completion with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges). {Add applicable detail}

Deliverables:

- Copy of Notice of Preparation
- Draft and Final EIR
- Copy of Notice of Completion
- No Legal Challenges letter

Task 7 - Permitting

Acquire {specific permits}. {Add applicable detail}

Deliverables:

- All required permits

Task 8 - Design

Complete preliminary design including the following supporting work: geotechnical investigation, topographic survey, and basis of design report (BOD). The BOD will provide the overall project concept for use in development of final design, plans and specifications including: preliminary earthwork calculations, preliminary design details for tank foundation, preliminary design details for and 100% (Final) design, plans, and specifications. {Add applicable detail}

Deliverables:

- Geotechnical Report
- Topographic Survey
- BOD Report
- Updated Project Cost Estimate
- 100% Design Documents

Task 9 - Project Performance Monitoring Plan

Develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. {Add applicable detail}

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation**Task 10 - Contract Services**

Activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. {Add applicable detail}

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 - Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/ updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. {Add applicable detail}

Deliverables:

- Notice of Completion

Task 12 - Construction/Implementation Activities

Construction activities are outlined below.

12(a): Mobilization and Demobilization {Add applicable detail}

12(b): Site preparation will include {Add applicable detail}

12(c): Install, construct, excavate {Add applicable detail}

12(d): Improve {Add applicable detail}

Deliverables:

- Photographic documentation
- Engineers Certification

EXHIBIT B Budget

The exhibit provides guidance for developing the supporting documentation for Table 8, Project Budget. The supporting documentation will be necessary for the development of the grant agreement. The costs shown in the budget must reflect the relevant labor code compliance requirements and the applicability of prevailing wage laws as explained in Section IV of the 2015 IRWM Guidelines. The budget should also identify funding for the Data Management and Monitoring Deliverables identified in the Project Justification section of the Proposal, including any data sharing efforts with the applicable State databases.

Costs must be organized in a manner that is consistent with the Work Plan and Schedule that will be contained in the grant agreement. The estimate must at a minimum include the following for each individual project within the Proposal:

- Land costs, planning and design costs, environmental compliance and documentation costs; construction costs shown by project task, or phase; and the construction contingency amount for the Proposal.
- Funding match (i.e., Grantee's non-state cost share) can include, subject to DWR approval, eligible costs borne by the applicant or individual project proponent before January 1, 2015 but after January 1, 2011. A minimum funding match for each proposal is 25% of the total costs of the Proposal. The funding match for DAC projects may be waived based on providing accurate and adequate information that confirms the DAC meets the MHI requirement. See Section V, Attachment 7 in this PSP and the GL section V-K for more details on how to request a waiver and the required waiver submittals. Proposals that include one or more projects that meet the needs of a DAC, as described in the 2015 Guidelines, may request a reduction or waiver of the required funding match. The 25% minimum funding match is calculated based on the total proposal cost [column (d) from Table 9], less any total project costs for qualified DAC projects. For example, if the total proposal cost as shown in column (d), Table 9 is \$10,000,000 and the Proposal includes a DAC project cost of \$1,000,000, then the new total proposal cost for calculating the minimum 25% funding match is now \$9,000,000.
- Any other State funds being used that will not come from this grant should be entered in column (c) of Tables 8 and 9. State Revolving Funds (SRF) are considered State funds; therefore, cannot be used as funding match, and should be entered in column (c) of Tables 8 and 9. American Recovery and Reinvestment Act funds are not considered State funds and may be used as funding match (entered in column (b) of Tables 8 and 9).
- Tasks that are completely supported by funding match.

The detailed budget should be commensurate with the design stage that is being submitted and be broken out by task used in the Work Plan. Where applicable, documentation should be included to support the costs included in each budget category. The detailed budget should clearly identify a contingency amount (i.e. contingency percentage) applied to the project budget. Grantees must provide supplemental detailed costs for each project as follows:

Row (a) Direct Project Administration

Detail must include hourly wage paid by discipline; number of hours to be expended for administration; and costs shown for equipment or supplies, with back-up data provided. If project administrative costs are shown as a percentage of a cost, include both: a) the total on which the project administration is based (i.e., total project costs, total construction cost, etc.) and b) how the percentage was determined (i.e., flat rate, based on prior experience, etc.). This budget category includes all such costs for the grant recipient and any partner agencies or organizations. Grantees are encouraged to limit administrative costs proposed to be reimbursed by the grant to less than 5% of the total proposal costs. Such administrative costs expenses are necessary costs incidentally, but directly related to the project including an appropriate pro-rata allocation of overhead and administrative expenses that are regularly assigned to all such projects in accordance with the standard accounting practices of the grantee.

Row (b) Land Purchase/Easement

Detail must distinguish whether the cost is for purchase of land or an easement to use the land. If land purchase is to be included in the funding match, include whether it is a proposed acquisition or whether the land is already owned by the applicant or partner agency/organization. If the land is already owned by the applicant or partner agency/organization, indicate when the land was purchased (to be an eligible cost it must be after January 1, 2011), the purchase price and what methodology was used to determine land value. The purchase price for that portion of the land that will be dedicated to the Proposal may, in certain circumstances, be included as funding match.

Row (c) Planning/Design/Engineering/Environmental Documentation

Detail must include hourly wage paid by discipline, number of hours, and the total cost for the particular item (i.e., 60% design, final design (See below for discussion of design stages), engineering field investigations, preparation of CEQA documentation etc.). If any contingency amounts are used in the estimate, provide an explanation for the rationale used to determine the contingency percentage.

For purposes of this PSP, the following design stages are provided to assist applicants in determining their design percentage for projects under design:

- 10% (Conceptual) Design – The 10% design shows project siting and the layout of major facilities. No specifications are provided. Design analysis has been started and is nearing completion. Background geologic, seismic literature research has been performed. A listing of project objectives, environmental or infrastructure constraints is provided.
- 30 % (Concept) Design – The 30% design shows project siting and all project appurtenances. Some detail is provided for each of the disciplines (such as civil, structural, mechanical, and geology). Design analysis should be complete at this stage. A rough listing of specifications required for the project is provided. Preliminary geologic and foundation studies have been performed.
- 60% Design – The 60% design is the same as for the 30% design submittal, with more details provided for each design discipline, including electrical, and traffic control, if applicable. Standard details and outline specifications, including the front end and technical portion, are provided. Foundation studies completed, lab testing performed, structural analysis and/or modeling performed, permitting underway.
- 90% (Pre-final) Design – The 90% design is the final, un-stamped, submittal. Complete plans and specifications are prepared, and a detailed itemized cost estimate is included.
- 100% (Final) Design – The 100% design is the design package that will be advertised for project award for construction/implementation of project. The package consists of the complete, signed, and “As-Advertised” plans and specifications.

Row (d) Construction/Implementation

The estimate should include the quantity of materials used, unit cost, number of units, and, if possible, should have separate costs for labor, equipment, and materials. An estimate of all environmental compliance, mitigation, and enhancement costs should also be included.

The costs to administer and manage construction of the project must be presented. Provide a discussion of the method used to determine this cost. If a percentage of the construction costs is used here, indicate the percentage used and how the percentage was determined. If the estimate will be based on expected hours of effort, list the hours, by discipline, unit cost, equipment costs, and total cost.

Include detail for any legal services costs required to support the project. Include the costs associated with obtaining licenses and permits. Include any costs of monitoring and assessment required during the construction/initial implementation of the project. Do not include any monitoring and assessment costs for efforts required after project construction is complete as those costs are ineligible.

For any implementation costs, show as much detail as required to support the implementation costs shown in Row (d).

Row (e) Proposal Total (Sum rows (a) through (d) for each column)

Sum each of the columns in Table 9 to determine the total cost of the project.

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THE NATURAL RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
DIVISION OF INTEGRATED REGIONAL WATER MANAGEMENT