

Agenda
Anza Borrego Desert IRWM – Stakeholders Subcommittee Meeting
9 am, September 14, 2010
Borrego Water District Office, Borrego Springs

1. Welcome and Self Introductions
2. Outreach Communication Process contact with possible additional members
3. Review of Sections in IRWM Plan (Sent previously)
 - a. History of Region
 - b. Section 1 Governance
 - c. Section 2 Description of Region
 - d. Section 3 Goals
 - e. Section 4 Resource Management Strategies
 - f. Section 5 Project Review Process
 - g. Appendix A (to section 5)
4. Review Grant Application Process and Scoring Standards (attached, p14-18)
5. Other
6. Next Subcommittee meeting on ? am, at Borrego Water District.

and enter into an agreement with the State of California. The following text box provides an example resolution.

RESOLUTION NO. _____

Resolved by the <Insert name of governing body, city council, organization, or other> of the <Insert name of agency, city council, organization, or other>, that application be made to the California Department of Water Resources to obtain an Integrated Regional Water Management Planning Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) 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: _____

ATTACHMENT 2. ELIGIBLE APPLICANT DOCUMENTATION

For the “AttachmentName” in the naming convention of BMS, use “EligDoc” for this attachment.

Eligible applicants are local agencies or non-profit organizations. The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

Local Agencies

- ✦ Is the applicant a local agency as defined in Appendix B of the 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 agency as defined in Appendix B of the 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.

ATTACHMENT 3. WORK PLAN

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

The work plan must be consistent with the budget and schedule. The work plan shall contain all the necessary details to show the process the applicant will take to move forward with or complete the IRWM Plan. If the applicant does not have an existing IRWM Plan, then it should use this section to detail the

process by which one will be created. Applicable components of the background section shall be addressed for proposed IRWM Plans.

The work plan should include at least two sections. The first section shall consist of background information on the applicant's IRWM planning efforts to date, including the status of development and adoption of the IRWM Plan. The second section shall be the work plan that details how the applicant is proposing to take the IRWM Plan from its existing level of completion and/or development, to the proposed level of completion.

Background Section

The background section will consist of a history of the IRWM planning process that the IRWM planning effort has taken to date. The background section should be used to set the context of the work plan. It can include a discussion of previous efforts or activities that relate to the development of the IRWM Plan, but are not part of specific work items. The following descriptions must be included either in the background section or, if appropriate, as tasks in the work plan (as applicable to existing or partially completed IRWM Plans). These descriptions may be extracted, where feasible, from the existing IRWM Plan or relevant sections of the RAP submittal materials.

- ↪ the Regional Water Management Group (RWMG)
- ↪ the region
- ↪ the existing or partially completed IRWM Plan
- ↪ the public process used to identify stakeholders and how they were included in the planning and decision making process for the IRWM Plan
- ↪ the process used to identify the region's DACs and how the Applicant engaged them in the IRWM Planning process
- ↪ the process used to identify the regions' water related objectives and conflicts
- ↪ the process used to determine criteria for developing regional priorities
- ↪ the data and technical analysis collected/performed and how that data is managed
- ↪ how integrated resource management strategies will be employed
- ↪ how the IRWM Plan will be implemented and what impacts and benefits are expected
- ↪ for an existing IRWM Plan, describe how that plan meets the current IRWM Plan standards

Work Plan Content

Work plan tasks are specific tasks that will be performed as part of the proposal. These tasks should be consistent with the budget and schedule. If the proposal is selected for funding, the task descriptions will be used as the scope of work in a grant agreement. Therefore, task descriptions need to have sufficient detail such that the reviewer understands the work to be performed and is able to evaluate the adequacy of the proposal. The work plan must contain, as specific tasks, the submittal of: quarterly reports, a final report, and other written documents expected to be generated during performance of the proposal. Detailed task descriptions must be supported with the estimates used in the budget. Explain the applicant's plan, proposed efforts, and approach to environmental compliance including addressing any California Environmental Quality Act (CEQA) obligations in connection with the proposal. See Guidelines, Appendix A for useful web links for CEQA information and Guidelines, Appendix D for guidance on Tribal notification requirements. Explain how the proposed tasks will facilitate and support the involvement of DACs in the IRWM planning effort. Also, explain how the proposed tasks support involvement and participation of Native American tribal communities in the IRWM planning effort.

ATTACHMENT 4. BUDGET

For the “AttachmentName” in the naming convention of BMS, use “BUDGET” for this attachment.

The budget must be consistent with the work plan and schedule. For each work plan task, a budget line item estimate should be presented, as well as a breakdown of the applicant’s funding match and requested grant funds. The information presented should allow the reviewer to understand how the budget estimate was developed. Supporting information for the budget includes labor categories, hourly rates, labor time estimates, and subcontractor quotes. The minimum Funding Match is 25% of the total proposal costs (See Exhibit A). The sources for funding match must be identified. Applicants should read the discussion on reimbursement of costs in section V.L of the Guidelines. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs.

Table 4 – Project Budget

Proposal Title: _____

Project Title: _____

Budget Category		Non-State Share* (Funding Match)	Requested Grant Funding (DWR Grant Amount)	Total	% Funding Match
(a)	List proposed tasks on separate lines				
(b)	Proposed Task				
(c)	...				
...	Grand Total (Sum the rows for each column)				

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

ATTACHMENT 5. SCHEDULE

For the “AttachmentName” in the naming convention of BMS, use “SCHED” for this attachment.

The schedule must be consistent with the work plan and budget and should include development and adoption of the IRWM Plan. The schedule should show January 17, 2011 as an assumed effective date of the grant agreement and an end date within two years from the effective date. If IRWM Plan adoption is scheduled to occur after the end date of the grant agreement, show that also and explain how the RWMG will ensure plan adoption.

ATTACHMENT 6. AB 1420 AND WATER METER IMPLEMENTATION COMPLIANCE

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with the following: AB 1420 (CWC §10631.5) requirements and Water Meter Implementation (CWC §525 *et seq.*) requirements.

AB 1420 Compliance

If the applicant is an urban water supplier or an urban water supplier will be receiving funding from the proposed grant, the AB1420 Compliance Tables 1 and 2 for each urban water supplier receiving funds must be completed. The AB1420 Compliance Tables may be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>. An urban water supplier who has already submitted Tables 1 and 2 will need to re-submit updated tables and must include any changes in the implementation schedule, financing, budget, and level of coverage. If there are no updates or changes to the tables, then there is no need to re-submit. A statement from the applicant stating that the Tables have already been submitted to DWR's Water Use and Efficiency Branch and there are no changes or updates.

Water Meter Implementation Compliance

The Water Meter compliance self certification form and instructions can be found at http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm. The certification document must be filled out, signed, and submitted in hardcopy.

Both the AB 1420 self certification documentation and the Water Meter compliance self certification form must be signed and submitted in hardcopy. **Only a single hard copy submittal is required for this attachment; do not submit four (4) hard copies.**

VI. REVIEW AND SCORING CRITERIA

Applications will first be screened for eligibility and completeness in accordance with Section V of the [Guidelines](#) and this PSP. The information provided by applicants in BMS, as well as Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

Applications that are complete and eligible will be scored based on the evaluation criteria summarized in Table 5. Each criterion will be scored by technical reviewers and assigned a score within the range of points shown in Table 5. The score for each criterion will then be multiplied by a weighting factor and summed for a total score to be assigned to the application.

The evaluation criterion labeled "Program Preference" will be used to provide additional points for Proposals that include projects identified in the Guidelines as preferential (see Guidelines Section II.E). To obtain these points, applicants must document specific tasks within the work plan, schedule, and budget that outline how these projects will be developed and included within the IRWM Plan.

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

Table 5 – Supplemental Scoring Criteria and Scoring Standards

Scoring criteria	Weighting Factor	Range of Points Possible	Score	Scoring standards
Work Plan Scoring is based on the level of detail and planning that the applicant provided within the application to show the feasibility of the work plan.	3	0-15	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
DAC Involvement Scoring is based on the level of detail and planning that the applicant provided within the work plan to show how the IRWM Region will facilitate and support DAC participation in the IRWM Planning process.	2	0-10	5	The work plan provides tasks for and clearly shows the process the applicant will use to facilitate and support DACs within the IRWM region.
			4	The work plan provides tasks for facilitating and supporting DACs within the IRWM region, but did not sufficiently detail the process to be used.
			0	The work plan does not provide any indication of how the applicant intends to facilitate and support DACs within the IRWM region.
Schedule Scoring is based on the level of detail provided within the schedule and the feasibility of the proposed timeline. Scoring will also be based on how well the Schedule matches the work plan and budget.	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
Budget Scoring is based on the level of completeness and detail provided within the budget, whether or not the budget matches the work plan and Schedule, and on the administrative costs associated with running the project.	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
Program Preference Points are awarded for each program preference that is specifically included in the work plan, schedule, and budget.	1	0-10	0-10	One point will be awarded for each program preference met as outlined in Section II.G of the guidelines. However, the score may be reduced if the work plan does not convey certainty that the preference(s) will be achieved or the magnitude of claimed benefits is limited. A maximum point allowance of 10 points will be awarded per application.
Total Range of Points Possible Without Balance Points =		0-55		
Geographic Balance Up to six (6) points may be awarded to provide for geographic balance in the distribution of funds.	1	0-6	0-6	These points will only be applied in a situation where more than one IRWM planning region exists in a funding area. These points will be assigned by the Selection Panel after consensus technical reviews are complete.