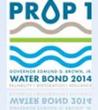


**Prop 1 Storm Water Grant Program
Planning Workshop
for New Grantees**



Friday, September 9, 2016
Sacramento, CA and Webinar



1

Workshop Agenda

1. Introductions
2. Agreement Negotiation Process
3. Scope of Work and Budget
4. Agreement Execution Process
5. CEQA
6. Timeline
7. Audits
8. Summary – Question and Answer

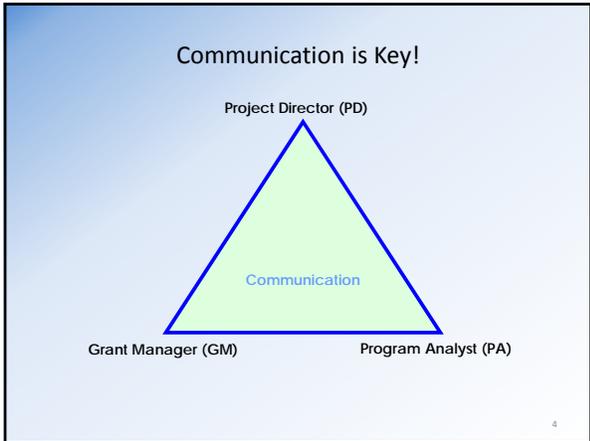
2

Email questions to:

DFA_Grants@waterboards.ca.gov

**Send email with Grantee Name,
Grant Agreement # (D1612XXX),
and Name of Attendees**

3



- ### Starting the Process
- Required Administrative Forms
 - Project Director Certification (PD Cert)
 - Payee Data Record/Standard 204 Form (Tax ID)
 - Resolution
 - Budget Template
 - CEQA
- 5



Planning Grant Agreement

Template Available at:
http://www.waterboards.ca.gov/water_issues/programs/grants_loans/swgp/prop1/

Exhibit A – SOW
Information Added During Negotiation
Process

Review Provisions Included in Exhibits B and C

7

State Cross-Cutters

- Urban Water Management Plans
- Agricultural Water Management Plans
- Water 5103 Water Diversion Reporting
- CEQA
- Storm Water Resource Plans
- See the grant agreement for additional provisions

8

Scope of Work (SOW)

- Developing your SOW from full proposal in FFAST
- SOW must align with budget and schedule!
- Standard Language for Storm Water Resource Plan Development Grants

9

DRAFT SOW Project Management

1. Project Management

- 1.1 Provide all technical and administrative services as needed for Project Completion....
- 1.2 Notify the Grant Manager at least fifteen (15) working days in advance of upcoming meetings...
- 1.3 Provide and update appropriately a detailed Project schedule...
- 1.4 Conduct periodic Project status review meetings with the Grant Manager.

10

DRAFT SOW – Technical Advisory Committee

2. Technical Advisory Committee (TAC)

- 2.1 Establish a TAC that includes the State Water Board, Regional Water Board and interested parties...
- 2.2 Convene a kickoff meeting to develop the SWRP water management goals and objectives, formalize roles...
- 2.3 Conduct a minimum of four (4) meetings...

11

DRAFT SOW – Data & Watershed ID

3. Data Collection and Watershed Identification

- 3.1 Gather and review existing data appropriate to development of the SWRP including maps, geographic information system (GIS) layers...
- 3.2 Identify the SWRP watershed and sub-watersheds planning boundaries. Submit a watershed planning area description...

12

DRAFT SOW – Plan Development

4. Storm Water Resource Plan Development

- 4.1 Develop and submit a detailed SWRP outline that demonstrates compliance with the SWRP Guidelines...
- 4.2 Develop necessary components for a complete SWRP that achieves the recommendations set forth in the SWRP Guidelines and complies with the Water Code Sections 10561 – 10573...

13

DRAFT SOW – Plan Development cont.

- 4.3 Provide a description of the approach to address water quality requirements...
 - 4.3.1 Activities generating or contributing to polluted runoff or that impair beneficial use of storm water and dry weather runoff.
 - 4.3.2 Strategies in which the SWRP will be used to address the pollutant runoff or sources...

14

DRAFT SOW – Plan Development cont.

- 4.4 Develop quantitative metrics and methodologies for integrated identification, prioritization, and analysis of multiple benefit projects...:
 - 4.4.1 Complete an evaluation of hydrologic/hydraulic models, water quality models...
 - 4.4.2 Prepare a technical memo of the selected modeling tools and quantitative methodologies...
 - 4.4.3 Complete the analysis, project selection and prioritization process...

15

DRAFT SOW – Plan Development cont.

- 4.5 Develop an implementation strategy that includes stakeholder involvement, performance-measures, development of decision support tools...
 - 4.5.1 Identify monitoring and data requirements to support implementation of the SWRP.
 - 4.5.2 Develop data collection, storage, and management protocols...
 - 4.5.3 Prepare a technical memo of the draft implementation strategy...

16

DRAFT SOW – Plan Development cont.

- 4.6 Submit an administrative draft SWRP and draft SWRP Guidelines Appendix A checklist and self-certification...
- 4.7 Address all comments received on the administrative draft SWRP
- 4.8 Post the public draft SWRP online and solicit comments from the public...
- 4.9 Address all applicable public comments and prepare a final draft SWRP...
- 4.10 Prepare the final SWRP and submit with the signed self-certification checklist to the TAC, local Integrated Regional Water Management group, and the Grant Manager.

5. Additional Technical Tasks (as applicable)

17

DRAFT SOW – Outreach and Education

6. Stakeholder Outreach, Education, and Public Participation

- 6.1 Facilitate organization, coordination, and collaboration among stakeholders
 - 6.1.1 Prepare a stakeholder outreach, education, and engagement plan...
 - 6.1.2 Conduct a minimum of two (2) stakeholder meetings and one (1) public outreach meeting
 - 6.1.3 [Include additional specific public outreach efforts, such as development of a website etc.]
- 6.2 Submit a summary of stakeholder outreach, education, public participation...

18

Ineligible Costs (reimb. and match)

Some examples of ineligible costs are:

- Grant proposal preparation costs
- Mark Up/Surcharge
- Unapproved Out of State Travel
- Tuition fees (Fee remission)
- Overhead
- Deductible for insurance
- Food and beverages
- Audit costs
- Legal Costs (some exceptions)

22

Execution Process

Final Agreement Routed Internally for Approval
Emailed to PD for Signature

Once Returned, Routed for State Water Board's Execution
Fully Executed Agreement Sent to PD

23

CEQA

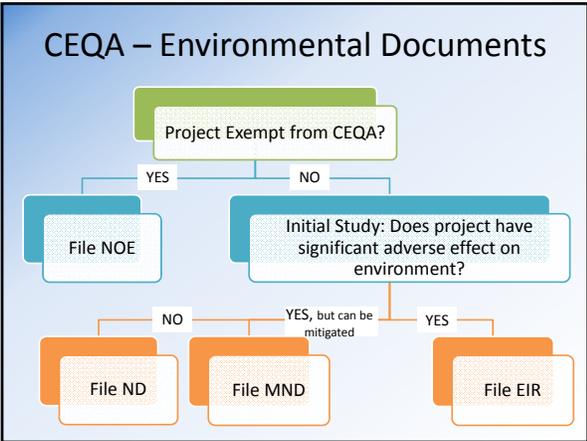
- California Environmental Quality Act (CEQA)
- ALL State Water Board grants are subject to CEQA
- Planning grant agreements will not be signed until the State Water Board's CEQA findings are approved

24

CEQA - Who prepares CEQA Documents?

- The Lead Agency (usually the grantee) prepares and circulates environmental documents
- The Lead Agency must be a public agency (i.e. local, regional or state government)
- The State Water Board will act as the Lead Agency for non-governmental organizations

25



CEQA – Where to find Help

- CEQA Guidelines:
http://ceres.ca.gov/ceqa/docs/CEQA_Handbook_2012_wo_covers.pdf
– See Appendix A for CEQA Process Flow Chart
- CA Natural Resources Agency:
<http://ceres.ca.gov/ceqa/>
– See FAQs
- State Clearinghouse:
http://www.opr.ca.gov/m_stateclearinghouse.php
– Submitting Environmental Documents to OPR

Timeline

- **10 Working Day** Deadline to respond during Negotiation and Execution Process.
- Administrative Forms (due now)
- Resolution (Prior to Execution Process)
- CEQA (Prior to Execution Process)
- PSP grants – SWRPs due October 7th
- Final Report (approved) – January 2020
- Final Invoice – March 2020

31

Auditable Files

- Grantee’s Responsibility – 36 years
- Source Documentation
- Loose Threads
- Pay Back
- Will be Discussed at Kick Off Meetings

32

Email questions to:

DFA_Grants@waterboards.ca.gov

**Send email with Grantee Name,
Grant Agreement # (D1612XXX),
and Name of Attendees**

33
