

**CLEAN BEACHES INITIATIVE  
GRANT PROGRAM  
GUIDELINES**



**ADOPTED  
SEPTEMBER 16, 2008**

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## ***ACRONYMS USED IN THESE GUIDELINES AND APPENDICES***

AB	Assembly Bill
ASBS	Areas of Special Biological Significance
Basin Plan	Regional Water Quality Control Plan
California Water Boards	State Water Resources Control Board and Regional Water Quality Control Boards
CBI	Clean Beaches Initiative
CBTF	Clean Beaches Task Force
CCA	Critical Coastal Area
CCC	California Coastal Commission
CEQA	California Environmental Quality Act
CP	Concept Proposal
DIVISION	Division of Financial Assistance
FAAST	Financial Assistance Application Submittal Tool
FY	Fiscal Year
GAMA	Groundwater Ambient Monitoring & Assessment Program
GPS	Global Positioning System
LID	Low Impact Development
MHI	Median Household Income
NPS	Nonpoint Source
PAEP	Project Assessment and Evaluation Plan
PRC	Public Resources Code
QAPP	Quality Assurance Project Plan
Regional Water Board	Regional Water Quality Control Board
State Water Board	State Water Resources Control Board
SWAMP	Surface Water Ambient Monitoring Program
TMDL	Total Maximum Daily Load
USEPA	United States Environmental Protection Agency
WC	Water Code

# ***CLEAN BEACHES INITIATIVE GRANT PROGRAM GUIDELINES***

## ***I. PURPOSE***

The purpose of these Guidelines is to establish the process and criteria that the State Water Resources Control Board (State Water Board) Division of Financial Assistance (Division) will use to solicit applications, evaluate proposals, and award grants for Proposition 84, Chapter 7 funds, and any unused or reappropriated Proposition 13, 40 and 50 Clean Beaches Initiative (CBI) Grant Program funds. These Guidelines include the information and documentation applicants will be required to submit to apply for the grant funds. These Guidelines supercede the Proposition 50 CBI Guidelines, adopted October 25, 2006.

## ***II. BACKGROUND***

The CBI Grant Program was initiated in response to the poor water quality and high exceedences of bacterial indicators revealed by Assembly Bill (AB) 411 (Chapter 765, Statutes of 1997) monitoring at California's beaches. The Budget Act of 2001 appropriated \$32,298,000 from Proposition 13, (the *Costa-Machado Water Act of 2000*; WC §79148), to implement projects at 38 specific beaches.

AB 2534 (Chapter 727, Statutes of 2002), the Watershed, Clean Beaches, and Water Quality Act (Act) was signed into law on September 20, 2002. The Act established the Clean Beaches Program (PRC §30915) and appropriated \$46 million from the *California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002* (Proposition 40) for additional CBI grants to help public agencies and non-profit organizations implement projects that protect and restore California's coastal water quality.

Proposition 40 funds were released in two phases. Phase one identified projects from a Priority List based on the need for bacterial reduction at an identified beach and the likelihood of the project successfully reducing bacteria at the beach. Phase Two identified projects from a Competitive Locations List. This list was designed to target specific beaches that are known to have chronic bacterial water quality problems, such as a beach that is persistently posted with signs warning beachgoers of the risks associated with exposure to beach waters.

AB 2534 also required that the State Water Board appoint a Clean Beaches Task Force (CBTF) to review proposals and recommend projects for funding. The CBTF was selected from local agencies, environmental advocacy groups, academia, government, and scientific research organizations representing the breadth and diversity of coastal communities.

In November 2002, voters approved the *Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002* (Proposition 50) authorizing the issuance of bonds to fund a variety of water quality improvement projects. The 2005/06 Budget Act appropriated \$23 million of Proposition 50 funds for CBI projects pursuant to WC §79148.

In November 2006, voters approved the *Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act* (Proposition 84) authorizing the issuance of bonds to fund a variety of water quality improvement projects. \$90 million of the Proposition 84 funds is allocated to the State Water Board for coastal water quality improvement projects pursuant to PRC §30915 (Proposition 40). Of this amount, \$37 million is available for the CBI Grant Program.

### **III. OVERVIEW**

The CBI Grant Program provides funding for projects that restore and protect the water quality and the environment of coastal waters, estuaries, bays, and near shore waters. Funding priority is given to projects that reduce bacterial contamination on California public beaches.

**In order to be eligible for funding, the applicant must be an eligible entity identified in Section IV.B and the projects must 1) be an eligible project type, as identified in the law (Section IV.C), and 2) address at least one of the CBI Program priorities (Section IV.D).**

The CBI funds will be awarded using a continuous solicitation process, which will begin upon adoption of these Guidelines and will continue until the funds are exhausted. Applicants will be invited to submit Concept Proposals (CPs) through the State Water Board's on-line Financial Assistance Application Submittal Tool (FAAST). There will be two separate CP applications, one for implementation projects, and the other for research projects. The CBTF will meet periodically to review the CPs submitted and determine which applicants will be invited to submit detailed applications. Depending on the CP submitted, the CBTF may work with the applicant to improve the project proposal prior to or during completion of the detailed application. Division staff will contact the applicants directly after the CBTF convenes each cycle to inform them about the next steps.

As detailed applications are submitted and determined complete, Division staff will prepare Preliminary Funding Commitments. Preliminary Funding Commitments will be presented to the State Water Board for approval in the order complete applications are received until the funding is exhausted. An overview of the CBI Grants Program process and timeline is presented in the flowchart in Figure 1.

A provision of the enacting legislation (PRC §75072) allows up to 10 percent of the funds allocated may be used to finance planning and monitoring necessary for the successful design, selection, and implementation of the projects authorized under the program. The CBI Grant Program will be using these funds to conduct a Source Identification Pilot Program.

The goal of the Source Identification Pilot Program is to develop standard source investigation protocols that will identify bacteria sources contributing to chronically impaired beaches. The CBTF will develop a list of beaches that have persistent water quality impairment, as evidenced by AB 411 bacteria exceedences. Preference for Source Identification projects will be given to beaches that have never had a CBI funded project. Division staff will coordinate with the interested jurisdictions associated with the beaches on the list, and facilitate the Source Identification studies at no cost to the local jurisdiction. One outcome of each Source Identification study will be a list of recommendations for potential project(s) that will reduce or eliminate the contributing source(s). A broader outcome will be standard Source Identification protocols that will be made available on the State Water Board website for other communities interested in reducing bacterial contamination from their beaches and waterways.

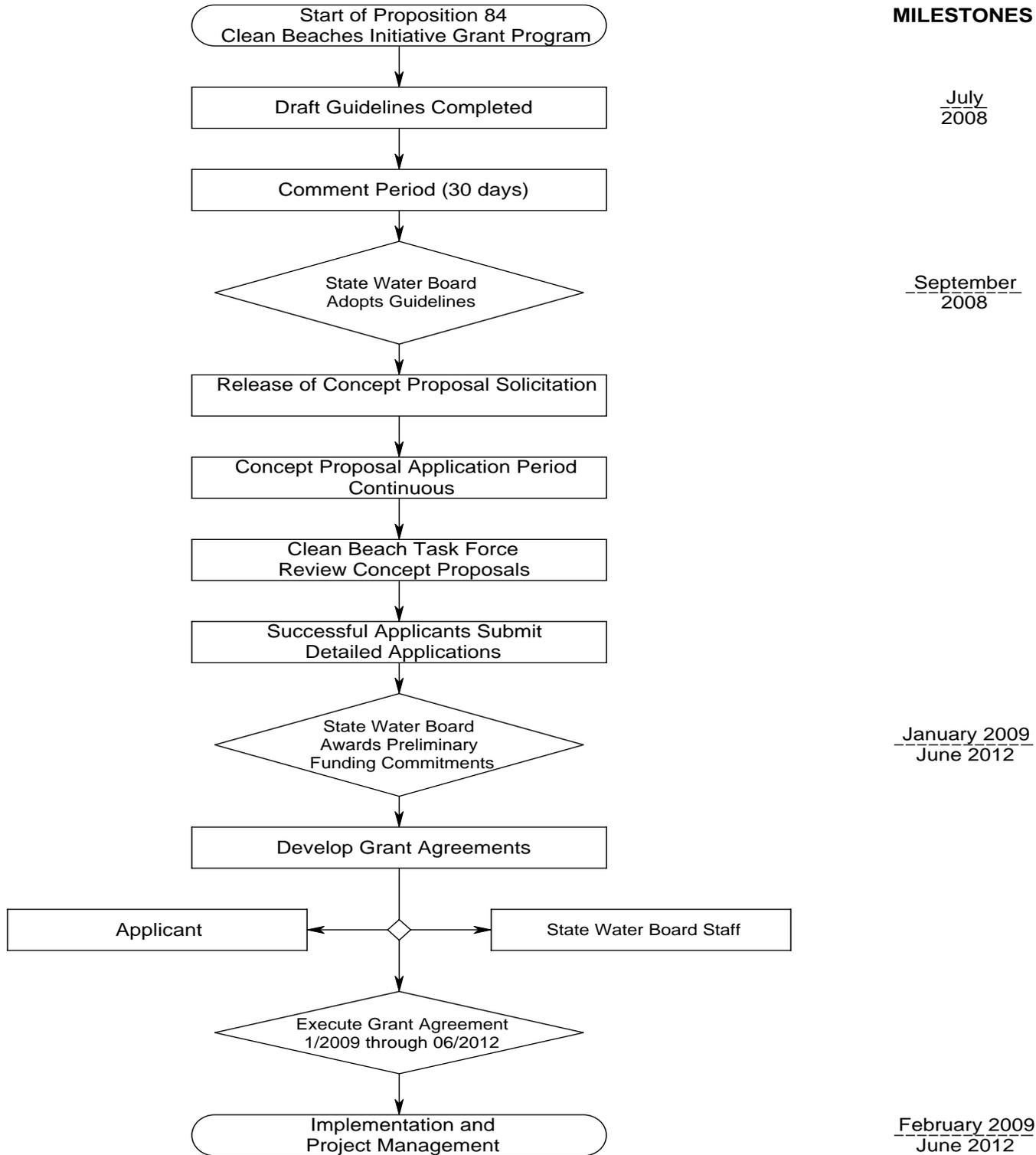
### **IV. ELIGIBILITY REQUIREMENTS AND PROGRAM PRIORITIES**

Applications will be evaluated for compliance with the eligibility requirements during the CP phase. Eligibility is based on program funding limits, applicant type, project type, project timing, and match requirements. Proposals that do not meet the eligibility requirements will not be reviewed or considered by the CBTF or the State Water Board.

#### **A. PROJECT TIMING, PROGRAM FUND LIMITS, & MATCH REQUIREMENTS**

The project timing, maximum grant amounts, minimum project amounts, and match requirements are presented in Table 1.

# Figure 1 Proposition 84 Clean Beaches Initiative Grant Program Timeline



*Note: Timeline may be adjusted as needed.*

**Table 1 – Project Timing, Maximum and Minimum Grant Amounts, and Match Requirements**

<b>Grant Program</b>	<b>Project Timing</b>	<b>Maximum Grant Amount</b>	<b>Minimum Project Amount</b>	<b>Minimum Match Requirement<sup>1</sup></b>	<b>Disadvantaged Community Minimum Match Requirement</b>
Clean Beaches Initiative	2007/08 appropriations must be under agreement by June 30, 2010. Complete projects by March 2012. Disburse funds by June 30, 2012. <sup>2</sup>	\$5,000,000	\$150,000	20% for Projects \$1,000,000 to \$5,000,000 (inclusive) 15% for Projects less than \$1,000,000 75% for sewer infrastructure Projects	10% for Projects \$1,000,000 to \$5,000,000 (inclusive) 5% for Projects less than \$1,000,000
<p><sup>1</sup> The match is calculated based on the total project capital cost, not on the amount of the grant. See <a href="#">Appendix A</a> for the definition of capital costs.</p> <p><sup>2</sup> Funds appropriated in future years, anticipated in FY 08/09 and FY 09/10, will be disbursed in accordance with the appropriation schedule(s), generally 5 years.</p>					

***i. TIMING***

It is anticipated that projects will have a three-year period to develop and execute grant agreements, and an additional two years to complete the work, for a five year funding cycle. For the funds appropriated in fiscal year (FY) 2007/08, the last possible date to submit a complete detailed application is January 31, 2010 in order to secure a preliminary funding commitment and execute a grant agreement before the appropriation expiration date of June 30, 2010. Division staff will notify applicants and post information on the website regarding the funding schedule associated with each appropriation.

A project is not considered complete until post construction monitoring is conducted and the final report has been reviewed and accepted by the Division grant manager. Implementation projects will require a minimum of one season of post construction monitoring to determine project effectiveness. Therefore, for projects funded from the FY 2007/08 appropriation, construction must be completed by March 2011, and the draft final report must be submitted for review no later than January 2012.

***ii. FUNDING MATCH REQUIREMENTS***

The grantee is required to provide a funding match. “Funding Match” means funds made available by the applicant from non-State sources. The funding match may include, but is not limited to, Federal funds, local and private funds, or donated and volunteer services from non-State sources. State Revolving Funds (SRF) may be used as match for sewer infrastructure projects. A State agency may use State funds and services for the funding match. Funding match is calculated for the portion of the project consisting of capital costs for construction, as defined in [Appendix A](#). Projects that do not have a capital cost component, such as research or monitoring projects are not required to provide matching funds.

***iii. FUNDING MATCH WAIVER***

The reduced funding match identified in Table 1 will be applied to projects that directly benefit eligible disadvantaged communities. The applicant will be required to document that representatives of the

disadvantaged community(ies) have been or will be involved in the planning and/or implementation process and that project implementation will provide direct benefits to the disadvantaged community(ies). Division staff will review and make the final determination on funding match reduction eligibility.

**B. ELIGIBLE APPLICANTS**

The eligible applicants are defined in statute. Eligible applicants include:

Proposition 40	Propositions 13 and 50
<ul style="list-style-type: none"> <li>• Public Agencies</li> <li>• 501(c)(3) Nonprofit Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Public Agencies</li> <li>• 501(c)(3) Nonprofit Organizations</li> <li>• 501(c)(5) Nonprofit Organizations</li> </ul>
<p><b>Proposition 84</b></p>	<ul style="list-style-type: none"> <li>• Public Colleges</li> </ul>
<ul style="list-style-type: none"> <li>• Public Agencies</li> <li>• 501(c)(3) Nonprofit Organizations</li> <li>• 501(c)(4) Nonprofit Organizations</li> <li>• 501(c)(5) Nonprofit Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Indian Tribes [Limited to federally recognized tribes. To receive grant funds, tribes must waive their sovereign immunity with respect to the project and grant agreement.]</li> </ul>

Definitions of the eligible applicants are presented in [Appendix A](#).

**C. ELIGIBLE PROJECT TYPES**

Eligible projects for CBI funds must address a CBI Priority, [Section IV.D](#), and are any of the following projects that:

- ❖ Improve water quality at public beaches and make improvements to ensure that coastal waters adjacent to public beaches meet bacteriological standards as set forth in Article 2 (commencing with Section 115875) of Chapter 5 of Part 10 of Division 104 of the Health and Safety Code. Refer to [Appendix B](#) for web links to these statutes.
- ❖ Make improvements, upgrades, or conversions to existing sewer collection systems and septic systems for the restoration and protection of coastal water quality.
- ❖ Implement storm water and runoff pollution reduction and prevention programs, or for the implementation of best management practices, for the restoration and protection of coastal water quality.

In addition, projects competing for the remaining Proposition 13 or 50 funds include projects that:

- ❖ Provide comprehensive capability for monitoring, collecting, and analyzing ambient water quality, including monitoring technology that can be entered into a statewide information database with standardized protocols and sampling, collection, storage, and retrieval procedures; however,

No project shall receive Proposition 50 funds if it received funds from the Proposition 13 Coastal Nonpoint Source (NPS) Pollution Control Program (WC, §79148).

All CBI projects must meet the following requirements:

- ❖ Are consistent with State’s NPS control program, as revised to meet the requirements of Section 6217 of the Federal Coastal Zone Act Reauthorization Amendments of 1990, Section

319 of the Federal Clean Water Act (33 U.S.C. Section 1329), and the requirements of Division 7 (commencing with Section 13000) of the Water Code. Refer to [Appendix B](#) for web links to these statutes.

- ❖ All projects must demonstrate the capability of contributing to sustained, long-term water quality or environmental restoration or protection benefits for a period of 20 years, address the causes of degradation, rather than the symptoms, and be consistent with water quality and resource protection plans prepared, implemented, or adopted by the State Water Board, the applicable Regional Water Quality Control Boards (Regional Water Boards), and the State Coastal Conservancy.
- ❖ Applicants receiving CBI funds must submit to the Division a monitoring and reporting plan that does all of the following: 1) identifies the nonpoint source(s) of pollution to be prevented or reduced by the project; 2) describes the baseline water quality or quality of the environment to be addressed; 3) describes the manner in which the project will be effective in preventing or reducing pollution and in demonstrating the desired environmental results; and 4) describes the monitoring program, including, but not limited to, the methodology, the frequency and duration of monitoring.
- ❖ Upon completion of the project, grantees must submit a report to the Division that summarizes the completed activities and indicates whether the purposes of the project have been met. The report must include information collected by the grantee in accordance with the project monitoring and reporting plan, including a determination of the effectiveness of the project in preventing or reducing pollution. The Division will make the report available to the public, watershed groups, and federal, state, and local agencies.
- ❖ An applicant requesting funds from the CBI Program must inform the Division of any necessary public agency approvals, entitlements, and permits that may be necessary to implement the project. The application must certify to the Division, at the appropriate time, which those approvals, entitlements, and permits have been granted.
- ❖ If applicable, projects funded must be consistent with recovery plans for coho salmon, steelhead trout, or other threatened or endangered species, and to the extent feasible, must seek to implement actions specified in those plans.

Education and outreach activities that communicate the significance and value of the natural resources in a way that increases understanding and enjoyment of the resources are eligible for Proposition 84 funding.

## **D. CBI PRIORITIES**

The primary goal of the CBI Program is to implement projects that will reduce bacterial concentrations at public beaches. Projects must address a CBI Priority to be eligible for funding. The CBI Program has identified priorities for implementation and research projects.

### ***i. IMPLEMENTATION PROJECT PRIORITIES***

Approximately \$26 million of available funds will be for eligible capital improvement projects that reduce bacterial contamination at priority beaches. Priority beaches are those that meet any one of the following four criteria:

1. High frequency (>4 percent) of bacterial standard exceedences during weekly monitoring of coastal waters April 1 to October 31, as specified in Health and Safety Code, §115880 (AB 411, Statutes of 1997, Chapter 765);
2. A known public health threat or source of human sewage discharge to ocean waters adjacent to a beach;

3. The beach received a grade of “C”, “D”, or “F” on Heal the Bay’s report card at least once during the previous three AB 411 time periods (April 1 to October 31); or
4. Demonstrated bacterial contamination problems. Monitoring results must be provided to demonstrate contamination.

The CBTF has identified several beaches that meet the above-mentioned criteria. Agencies with jurisdiction at these locations are encouraged to develop projects. A table of the CBTF Priority Beaches can be found in [Appendix C](#). Placement on the Priority Beaches List does not guarantee funding for Projects at these locations. Projects at beaches not on the Priority Beach List will not be excluded from submitting applications for funding; however, applicants must show that the affected beach meets one of the four criteria listed above.

Wastewater system improvement projects may receive CBI grant funding up to 25 percent of the total project costs eligible under the CBI program. These include projects that propose to improve, upgrade, or convert existing sewer collection systems, and projects that propose to eliminate onsite wastewater treatment systems by connecting to nearby collection systems.

Feasibility and preliminary design costs are eligible for CBI funding, provided they are tied to an implementation project, and the entire project can be completed within the funding timeframe.

## ***ii. RESEARCH PRIORITIES***

Research funds from Proposition 13 and 50 will be available for projects that address the three following research priorities; 1) understanding the effectiveness of various technologies in reducing or eliminating fecal indicator bacteria (FIB) contamination; 2) understanding sources and impacts of FIB contamination at coastal beaches; or 3) improving how FIB contamination is monitored and measured. Projects must be an eligible project type, as identified in the statute ([Section IV.C](#)). Projects that meet the intent of the above-mentioned general priorities, and do not fall into one of the specific categories below, are welcome to submit concept proposals.

The CBTF will update the research priorities annually to reflect the changing need for research related to beach water quality. The updated priorities will be posted on the State Water Board CBI website, [http://www.waterboards.ca.gov/water\\_issues/programs/beaches/cbi\\_projects/](http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/).

Specific CBTF research priorities are listed below:

- ❖ Design and test the use of predictive models for public notification of water quality conditions at California beaches. The projects that design and validate predictive models at multiple, diverse beaches will be given priority over those that focus on one beach.
- ❖ Improve understanding of and the ability to monitor bacterial transport mechanisms, including bacterial magnification and regrowth in sand or other media, and in storm drains.
- ❖ Evaluate the effectiveness of best management practices (BMPs) such as circulation enhancements, treatment wetlands, and treatment systems.
- ❖ Develop and test Source Tracking tools and techniques, as required under AB 538 (Statutes 1999, Chapter 488), to help environmental health managers identify sources of fecal contamination.
- ❖ Develop new quantifiable, rapid, accurate, and relatively inexpensive indicators: preferably those indicators that are actually human pathogens. It is preferable that the new indicators be tied to epidemiology study results to ensure that they are indeed quantifying health risk and must be useable by most County Environmental Health Agency environmental microbiology labs.
- ❖ Determine how enhancing circulation can improve water quality, as measured by FIB and pathogen concentrations, at enclosed beaches. Work under this priority should identify specific

processes that act to improve water quality and provide guidance on how enhanced circulation may be implemented as a best management practice.

## **E. PROGRAM PREFERENCES**

Priority will be given to projects that address the program preferences listed below. These preferences are reflected in the Implementation and Research Concept Proposal Applications and Evaluation Criteria ([Appendix D](#) and [Appendix E](#)). The program preferences apply to projects that:

- ❖ Have solid baseline water quality data;
- ❖ Integrate into a larger project and provide multiple-benefits;
- ❖ Contribute expeditiously and measurably to the long-term attainment and maintenance of water quality standards by implementing a total maximum daily load (TMDL);
- ❖ Eliminate or significantly reduces pollution into areas of special biological significance (ASBS);
- ❖ Improve water quality in a disadvantaged community;
- ❖ Are Low Impact Development (LID) that contribute to stormwater quality improvements;
- ❖ Promote the infiltration, capture, and treatment of stormwater for reuse consistent with supporting beneficial uses and existing water rights;
- ❖ Meet sustainability and other considerations as outlined in the Ahwahnee Principles (<http://www.lgc.org/ahwahnee/principles.html>) or similar land use or planning principles;
- ❖ Addresses the impacts of climate change, including the minimization of greenhouse gas emission;
- ❖ Provides local cost-sharing or leverage local bond measure funds;
- ❖ Address environmental justice community needs and issues; and
- ❖ Contribute to a 75 percent reduction of wet weather beach postings by 2020.

## **F. GEOGRAPHIC SCOPE**

For this CBI solicitation, the available Proposition 13 and 50 funds will be distributed either to research projects with statewide significance or to Southern California. There are no geographic funding distribution requirements for Proposition 40 or 84 funds.

## V. PROPOSAL SOLICITATION, REVIEW, & SELECTION PROCESS

This CBI solicitation is a continuous application process. The solicitation process, review process, and selection process are described below. CP content requirements and review criteria for implementation projects and research projects are included in [Appendix D](#) and [Appendix E](#), respectively. Detailed application requirements are in [Section V.E.ii](#).

### A. SOLICITATION & SUBMITTAL OF CONCEPT PROPOSALS

The Division will release one CP Solicitation Notice for both implementation and research projects upon adoption of the Guidelines. The CP Solicitation Notice will provide detailed instructions on the mechanics of submitting the CP. There will be two CP applications, one for implementation projects, and one for research projects. The solicitation will be closed on a tri-annual basis, and all submitted CPs will be reviewed for eligibility. The solicitation will be re-opened after the CPs are processed to start the next cycle, until the funds are exhausted.

The CP Solicitation Notices will be posted on the State Water Board website at:

[http://www.waterboards.ca.gov/water\\_issues/programs/beaches/cbi\\_projects/](http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/)

A CP Solicitation Notice will also be e-mailed to all interested parties on the State Water Board's "Beaches Water Quality Grants" electronic mailing list each time the solicitation cycle is initiated. Interested parties may sign up for the electronic mailing list at:

[http://www.waterboards.ca.gov/resources/email\\_subscriptions/swrcb\\_subscribe.shtml](http://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.shtml)

The CP applications will consist of an on-line application submitted using the State Water Board's FAAST system. The on-line FAAST application for the CP can be found at the following secure link:

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

Applications must contain all required items listed in the CP Solicitation Notice. **All applications, including attachments and supporting documentation, must be provided at the time the CP is submitted.**

### B. APPLICANT ASSISTANCE

Technical application assistance will be provided as needed to address questions and to provide general assistance to applicants in preparing their CPs. Applicants may request assistance by contacting CBI staff. Contact information can be found on the CBI website at

[http://www.waterboards.ca.gov/water\\_issues/programs/beaches/cbi\\_projects/index.shtml](http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/index.shtml)

Applicants are also encouraged to seek assistance from staff of Regional Water Boards, the Coastal Conservancy, and the Coastal Commission in understanding the funding priorities, program and permit requirements, and completing grant applications.

### C. COMPLETENESS REVIEW

Each CP application will first be screened for completeness. **Incomplete application packages will not be reviewed by the CBTF or considered for funding in the cycle submitted. Applicants will be notified and may submit a complete application in the next solicitation.**

### D. ELIGIBILITY REVIEW

Complete CP applications will be evaluated for compliance with eligibility criteria. All proposals must meet the Eligible Applicant requirements in [Section IV.B](#), Eligible Project requirements in [Section IV.C](#),

and the priority requirements in Sections [Section IV.D.i](#), or [IV.D.ii](#) **Applications that are determined to be ineligible will not be reviewed or considered for funding, and applicants will be notified.**

## **E. REVIEW AND SELECTION PROCESS**

### ***i. CONCEPT PROPOSAL***

Implementation and research project CPs will be reviewed and selected separately.

All CPs must be submitted in FFAST. Division staff will post a notice and send an email to all Lyris list subscribers one week in advance of closing the tri-annual solicitation cycle. As the CPs are submitted in FFAST, the CPs will be assigned to Division staff for completeness and eligibility review. The CBTF will review all eligible and complete CPs.

CBTF members using the FFAST system will review each CP. CBTF reviewers will not be able to review or participate in discussion of proposals for which they have a conflict of interest ([Appendix G](#)). All reviewers will be required to sign and submit the Reviewer Conflict of Interest Form, which requires the reviewer to disclose any conflict of interest.

All eligible CPs will be reviewed based on technical feasibility, ability to address the identified priorities, readiness to proceed, and other criteria outlined in the *Concept Proposal Evaluation: Scoring Criteria* forms ([Appendix D-2](#) or [Appendix E-2](#)).

The CBTF will meet to discuss the CPs submitted. Based on CBTF recommendations, the Division staff will group the CPs into three categories:

- ❖ Invite Applicant to Submit Detailed Application;
- ❖ Invite Applicant to work with CBTF to Improve Proposed Project; or
- ❖ Applicant Not Invited to Submit Detailed Application.

The applicants invited to submit detailed applications, or to work with the CBTF to improve their projects, will be assigned a Division staff person to assist them in the detailed application process.

**When preparing the Concept Proposal, please remember that the Project Title entered in FFAST will be the project title for the life of the project. This title needs to be consistent on all project submittals.**

### ***ii. DETAILED APPLICATION***

Detailed applications will be processed, and grant funds will be committed to projects based on the applicants' timely submittal of complete applications until the funds are exhausted. The following information will be required for an application to be deemed complete:

- Detailed project description that addresses the CBTF comments on the CP;
- Documentation that the applicant is an organization listed in [Section IV.B](#);
- Names and addresses of contacts that should be notified of CBI funding;
- Documentation that environmental reviews required by the California Environmental Quality Act (CEQA) have been completed;
- Status of permits and agency contacts for all permitting agencies;
- A resolution from the applicant agency's Board of Directors authorizing the Project Director to enter into a grant agreement with the State Water Board;
- Draft Scope of Work for the project;
- Schedule for project activities;
- Line Item Budget for the Project;

- Project Performance Measures Table(s) ([Appendix F.III](#))
- Evidence that the applicant will be able to fund the operation and maintenance of the project for a period of 20 years;
- Conceptual outline of the project Monitoring Plan; i.e. where, when, how often, and what constituents will be monitored to determine project effectiveness;
- Status of any real property or right-of-way acquisitions necessary for the project to proceed;
- Statement of support from Regional Water Board, if applicable.
- Letters of support from collaborating partners, if applicable.

Division staff will determine when an application is complete and notify the applicant. Staff will present the project to the State Water Board at a regularly scheduled meeting to obtain a preliminary funding commitment.

## F. GRANT AGREEMENT

Following funding awards, Division staff will execute a grant agreement with the grantee. Grant agreements are not executed until signed by authorized representatives of the grantee and the State Water Board. A copy of a Grant Agreement Template will be available on the State Water Board website at:

[http://www.waterboards.ca.gov/water\\_issues/programs/beaches/cbi\\_projects/request.shtml](http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/request.shtml)

It is HIGHLY advisable that applicants review the Grant Agreement Template prior to submission of their CP. If applicants are not able to abide by the terms and conditions contained therein, they should not submit a CP. Only under extreme and unusual circumstances will modifications to the Grant Agreement Template's terms and conditions be made.

Grant agreements will be executed with one eligible grantee per project. This grantee can subcontract with partners that are responsible for implementation of the component projects. The grant funding and the implementation responsibilities will be the province of the grantee. The State Water Board will not have a funding relationship with collaborators. Division staff will provide the grant agreement oversight.

Non-responsiveness has been an issue with a handful of past grant recipients. Such non-responsiveness slows down the funding process. In several cases, non-responsiveness has resulted in grant funds being left unused for a substantial and unwarranted amount of time and has caused the termination of grant agreements. For this reason, lack of responsiveness prior to finalizing and executing a grant agreement may result in withdrawal of the grant award. These funds will be made available to other competitive proposals that have submitted complete detailed applications.

The Terms and Conditions of the Grant Agreement apply to all subcontractors, as well as the grantee. Grantees and subcontractors cannot request reimbursement of indirect costs or use indirect costs as a match for the grant.

## G. REIMBURSEMENT OF COSTS

Reimbursable costs are defined in [Appendix A](#). Only direct costs related to the project are allowed. Only work performed within the terms of the grant agreement will be eligible for reimbursement.

**Advance funds will not be provided. Funding match requirements are discussed in [Section IV.A](#).**

Eligible expenses incurred upon adoption of these Guidelines, and prior to the execution date of a grant agreement, may be applied to the funding match. Eligible expenses incurred after the grant execution date and prior to the project completion date may be directly reimbursed or applied to the funding match. The Division reserves the discretion to review and approve funding expenditures.

## **VI. GENERAL REQUIREMENTS**

### **A. CONFLICT OF INTEREST**

All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement being declared void. Other legal action may also be taken. Before submitting an application, applicants are urged to seek legal counsel regarding conflict of interest requirements. Applicable statutes include, but are not limited to, California Government Code Section 1090, California Public Contract Code Sections 10410 and 10411.

### **B. CONFIDENTIALITY**

Once the proposal has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

The location of all projects awarded funding must be reported to the Division and will be available to the public in the project files. Additionally, the Division reports project locations to the public through internet-accessible databases. The locations of all monitoring points and all monitoring data generated for ambient monitoring must be provided to the Division and will not be kept confidential. The State Water Board uses Geographical Positioning System (GPS) coordinates for project/sampling locations. See Monitoring and Reporting ([Section VI.G](#)) for additional information on monitoring and reporting requirements.

### **C. LABOR CODE COMPLIANCE**

California Labor Code, Section 1771.8 requires the body awarding a contract for a public works project financed in any part with funds made available by Propositions 13, 40, 50 or 84 to adopt and enforce a labor compliance program pursuant to California Labor Code Section 1771.5(b). Compliance with applicable laws, including California Labor Code provisions, will become an obligation of the grantee under the terms of the grant agreement between the grantee and the State Water Board. California Labor Code Section 1771.8 provides, where applicable, that the grantee's Labor Compliance Program must be in place at the time of awarding of a contract for a public works project by the grantee.

Before submitting an application, applicants are urged to seek legal counsel regarding California Labor Code compliance. See [Appendix B](#) for web links to the California Department of Industrial Relations.

### **D. CEQA COMPLIANCE**

All projects funded under the CBI Grant Program must comply with the California Environmental Quality Act (CEQA) (PRC § 21000 et seq.). See [Appendix B](#) for links to the State Clearinghouse Handbook and the CEQA Guidelines.

Grantees are responsible for complying with all applicable laws and regulations for their projects, including CEQA. State Water Board selection of a project for a grant does not foreclose appropriate consideration of alternatives or mitigation measures that would reduce or eliminate adverse environmental effects of that project during the CEQA review process. No work that is subject to CEQA may proceed until the State Water Board, a responsible agency, gives clearance. CEQA clearance is a requirement of the detailed application process.

### **E. WAIVER OF LITIGATION RIGHTS**

Under no circumstances may a grantee use funds from any disbursement under a grant agreement to pay costs associated with any litigation the grantee pursues against the State Water Board or any Regional Water Board. Regardless of the outcome of any such litigation, and notwithstanding any

conflicting language in a grant agreement, the grantee must complete the Project funded by the agreement or repay all of the grant funds plus interest.

## **F. PROJECT ASSESSMENT & EVALUATION PLANS**

All CPs and Detailed Applications must include the performance measure tables ([Appendix F.III](#)) that form the basis of the Project Assessment and Evaluation Plan (PAEP) to summarize how project performance will be assessed, evaluated, and reported. The goals of the PAEP are to:

- ❖ Provide a framework for assessment and evaluation of project performance;
- ❖ Identify measures that can be used to monitor progress towards achieving project goals and desired outcomes;
- ❖ Provide a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements;
- ❖ Provide information to help improve current and future projects; and
- ❖ Quantify the value of public expenditures to achieve environmental results.

The PAEP will be submitted after the grant agreement is executed and will include a summary of project goals, the desired project outcomes, the appropriate performance measures to track the project progress, and measurable targets that the applicant thinks are feasible to meet during the project period. The PAEP is not intended to be a monitoring plan. PAEP guidance is presented in Appendix F.

## **G. MONITORING & REPORTING**

All projects must include a monitoring component that allows integration of data into statewide monitoring efforts, including the Surface Water Ambient Monitoring Program (SWAMP) and/or the Groundwater Ambient Monitoring Assessment (GAMA) Program. Both programs include data quality assurance and quality control requirements.

Projects that include water quality monitoring must include development of an appropriate Monitoring Plan and Quality Assurance Project Plan (QAPP). The QAPP must be prepared in accordance with the SWAMP QAPP template, which is available on-line at:

[http://www.waterboards.ca.gov/water\\_issues/programs/swamp/](http://www.waterboards.ca.gov/water_issues/programs/swamp/)

In addition, all projects must include a CBI Monitoring Plan, Progress Reports, Annual Summaries, and a Final Report. Standardized templates for these documents are available on-line at:

[http://www.waterboards.ca.gov/water\\_issues/programs/beaches/cbi\\_projects/request.shtml](http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/request.shtml)

## **H. DATA MANAGEMENT**

Projects must include appropriate data management activities so that project data can be incorporated into appropriate statewide data systems. Project-generated data will be available to the stakeholders, agencies, and the public in the California Water Boards' files and on the website. Web links to additional information on the State Water Board's statewide data management efforts are provided in [Appendix B](#).

## **I. GRANT MANAGER NOTIFICATION**

Grantees will be required to notify Division staff prior to conducting construction, monitoring, demonstration, or other implementation activities so that Division staff may observe to verify activities are conducted in accordance with the grant agreement. Division staff may document the inspection with photographs or notes, which shall be included in the project file.

## **J. DIVISION OF FINANCIAL ASSISTANCE (DIVISION) ADDITIONAL AUTHORITY**

Funds may become available from projects which are withdrawn or completed under budget. The Deputy Director of the Division shall have the authority to utilize these funds for funding additional projects recommended by the CBTF or augmenting the scope of and budget of projects previously awarded. Additional activities funded under existing grants will be subject to these Guidelines and must complement or further the goals of existing projects.

In addition, upon recommendation by the CBTF, the Deputy Director of the Division is authorized to utilize the funds available pursuant to PRC §75072, to develop and implement a statewide CBI Source Identification Pilot Program.

## ***APPENDIX A: DEFINITIONS***

**AB 411** – Chapter 765, Statutes of 1997 mandated that beaches with storm drains that discharge during dry weather and visited by more than 50,000 people per year be monitored at least weekly from April 1 through October 31 by the local public health agency.

**Applicant** – An entity that files an application for funding under the provisions of Proposition 13, 40, 50 or 84 with the State Water Resources Control Board.

**Application** – The electronic submission to the State Water Resources Control Board that requests grant funding for the project that the applicant intends to implement. It includes the responses to the questions included in the on-line application system as well as the proposal.

**Appropriation** – Funds made available through Budget Act authorization or other special legislation.

**Areas of Special Biological Significance** – Areas designated by the State Water Resources Control Board as requiring protection of species or biological communities to the extent that alteration of natural water quality is undesirable. All areas of special biological significance are State Water Quality Protection Areas as defined in PRC § 36700(f). There are 34 designated areas of special biological significance, which are listed in the California Ocean Plan.

**Ahwahnee Principles** – A highly acclaimed set of community and regional principles developed by a leading group of architects and urban planners to assist local government officials in planning for quality of life and sustainability. The Ahwahnee Principles have three parts: 1) Community Principles, which provide a definition of land use ideals for communities; 2) Regional Principles, which describe how communities should relate to each other within a region; and 3) Implementation Strategy, which creates a plan for local officials.

**Beneficial Uses** - The beneficial uses of the ocean waters of the State that shall be protected include industrial water supply; water contact and non-contact recreation, including aesthetic enjoyment; navigation; commercial and sport fishing; mariculture; preservation and enhancement of designated ASBS; rare and endangered species; marine habitat; fish migration; fish spawning and shellfish harvesting.

**Capital Cost** - Costs allowable under this section include costs incidentally but directly related to construction or acquisition of a capital asset, including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

**Clean Beaches Task Force** – A State Water Board appointed group that reviews and recommends projects to the State Water Board for Clean Beaches Initiative funding. The Clean Beaches Task Force represents the “breadth and diversity” of California’s coastal communities and was selected from local agencies, environmental advocacy groups, academia, government, and scientific research organizations.

**Disadvantaged Community** – A community with an annual median household income that is less than 80 percent of the statewide annual median household income (WC § 79505.5 (a)).

**Encumbrance** – The commitment of part or all of an appropriation by a governmental unit for goods or services not yet received. These commitments are expressed by such documents as contracts or agreements, and cease to be encumbrances when they are paid or otherwise cancelled.

**Environmental Justice** – The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, adoption,

implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including racial, ethnic, or social-economic groups should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations, or the execution of Federal, State, local, and tribal programs and policies.

**Evaluation Criteria** – The set of factors used to choose a project for a given program or for funding; the specifications or criteria used for selecting or choosing a project based on available funding.

**Funding Match** – Funds made available by the grantee from non-State sources. The funding match may include, but is not limited to, federal funds, local funding, or donated and volunteer services from non-State sources. A State agency may use State funds and services (WC § 79505.5 (b)-(c)). Eligible reimbursable expenses incurred after adoption of the Guidelines and prior to the project completion date can be applied to the funding match. Additionally, education and outreach may qualify as a portion of the funding match.

**Grantee** – A grant recipient such as public agencies, local public agencies, public colleges, tribes, or nonprofit organizations as defined in this Appendix, which are eligible for grant funding.

**Granting Agency** – The agency that is funding a proposal and with which a grantee has a grant agreement. The State Water Resources Control Board will be the granting agency for the 2008 Clean Beaches Initiative Program.

**Impaired Water Body** – Surface waters identified by the Regional Water Quality Control Boards as impaired because water quality objectives are not being achieved or where the designated beneficial uses are not fully protected after application of technology-based controls. The State Water Resources Control Board pursuant to section 303(d) of the Clean Water Act compiles a list of impaired water bodies.

**Indian Tribes** – Federally recognized tribes.

**Low Impact Development (LID)** - A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional stormwater management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, LID takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes.

**Management Measures** –Economically achievable measures for the control of the addition of pollutants from existing and new categories and classes of nonpoint sources of pollution, which reflect the greatest degrees of pollutant reduction achievable through the application of the best available nonpoint pollution control practices, technologies, processes, siting criteria, operating methods, or alternatives.

**Nonpoint Source Pollution (NPS)** - NPS Pollution is water pollution that does not originate from a discrete point, such as a sewage treatment plant outlet. NPS pollution is a by-product of land use practices, such as those associated with farming, timber harvesting, construction management, marina and boating activities, road construction and maintenance, mining, and urbanized areas not regulated under the point source storm water program. Primary pollutants include sediment, fertilizers, pesticides and other pollutants that are picked up by water traveling over and through the land and are delivered to surface and ground water via precipitation, runoff, and leaching. From a regulatory perspective, pollutant discharges that are regulated under the National Pollutant Discharge Elimination System Permit (NPDES) are considered to be point sources. By definition, all other discharges are considered nonpoint sources of pollution.

**Nonprofit Organization** – Any California corporation organized under Sections 501(c)(3), 501(c)(4), or 501(c)(5) of the Federal Internal Revenue Code.

**Section 501(c)(3)** defines Nonprofit Organizations as:

“Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

**Section 501(c)(4)** defines Nonprofit Organizations as:

“Non-profit organizations that promote social welfare.”

**Section 501(c)(5)** defines Nonprofit Organizations as:

“Labor, agricultural, or horticultural organizations.”

**Northern California** – Those counties of Santa Barbara, San Luis Obispo, Monterey, Santa Cruz, San Mateo, San Francisco, San Jose, Alameda, Marin, Napa, Sonoma, Mendocino, Humboldt, and Del Norte.

**Pollutant Load Reduction** – The decrease of a particular contaminant in the impaired water body resulting from the implementation of the Project.

**Project** – The entire set of actions, including planning, permitting, constructing, monitoring, and reporting on all of the proposed activities, including structural and non-structural implementation of management measures and practices.

**Project Area** - The geographical boundaries, as defined by the applicant, which encompass the area where the project will be implemented/constructed, including the area where the benefits and impacts of project implementation or planning activities extend. For projects to develop local watershed management plans, the project area includes the entire area included in the planning activities.

**Proposal** – All of the supporting documentation submitted that details the project and actions that are proposed for funding pursuant to an application for a grant.

**Proposition 13** – The “Costa Machado Water Act of 2000,” as set forth in Division 26 of the WC (commencing at § 79000).

**Proposition 40** – The “California Clean Water, Clean Air, Safer Neighborhood Parks, and Coastal Protection Act of 2002”, as set forth in Division 20.4 of the PRC (commencing at § 30901).

**Proposition 50** – The “Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002,” as set forth in Division 26.5 of the WC (commencing at § 79500).

**Proposition 84** – The “Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006”, as set forth in Division 43 of the PRC (commencing at § 75001).

**Public Agency** – A city, county, city and county, district, the State, or any agency or department thereof, and applicants eligible for technical assistance under Section 319 of the federal Clean Water Act (33 U.S.C Sec. 1330).

**Public Colleges** – State Universities, Universities of California, and community colleges.

**Public Works** – as defined in the California Labor Code, Section 1720.

**Reimbursable Costs** – Costs that may be funded under the CBI Program. Reimbursable costs include the reasonable costs of engineering, design, legal fees, and preparation of environmental documentation, environmental mitigation, and project implementation.

Costs that are not reimbursable with grant funding include, but are not limited to:

- a. Costs, other than those noted above, incurred outside the terms of the grant agreement with the State;
- b. Purchase of equipment not integral to the project;
- c. Establishing a reserve fund;
- d. Replacement of existing funding sources for ongoing programs;
- e. Expenses incurred in preparation of the Concept Proposal and Full Proposal;
- f. Purchase of land or interests in land;
- g. Payment of principal or interest of existing indebtedness or any interest payments unless the debt is incurred within the terms of the grant agreement with the State, the granting agency agrees in writing to the eligibility of the costs for reimbursement before the debt is incurred, and the purposes for which the debt is incurred are otherwise reimbursable project costs; and
- h. Overhead or indirect costs.

**Source Tracking** – Biological, chemical or spatial analysis tools that identify the geographical location or biological origins of fecal contamination.

**Southern California** – The Counties of San Diego, Riverside, Orange, Los Angeles, San Bernardino, and Ventura. Note that projects in Riverside and San Bernardino counties are not eligible for CBI funds unless there is a direct correlation to beach water quality.

**Stakeholder** – An individual, group, coalition, agency, or others who are involved in, affected by, or have an interest in the implementation of a specific program or project.

**Sustainability** - The State Water Board's commitment to promote the long-term vitality of local communities by balancing environmental, economic, and social resources in the implementation of its funding programs. Sustainability will be a factor in determining the priority of grant proposals.

**303(d) List** – Section 303(d) of the Clean Water Act that requires each state to periodically submit to the United States Environmental Protection Agency a list of impaired waters. Impaired waters are those that are not meeting the State's water quality standards. Once the impaired waters are identified and placed on the list, section 303(d) requires that the State establish total maximum daily loads that will meet water quality standards for each listed water body.

**Total Maximum Daily Load (TMDL)** – identifies the maximum quantity of a particular pollutant that can be discharged into a water body without violating a water quality standard, and allocates allowable loading amounts among the identified pollutant sources.

## ***APPENDIX B: USEFUL WEB LINKS***

### **Areas of Special Biological Significance (ASBS)**

[http://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/asbs/index.shtml#announcements](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/asbs/index.shtml#announcements)

**Ahwahnee Principles** <http://www.lgc.org/ahwahnee/principles.html>

### **CEQA Information**

Environmental Information: [http://www.opr.ca.gov/planning/publications/SCH\\_Handbook\\_2006.pdf](http://www.opr.ca.gov/planning/publications/SCH_Handbook_2006.pdf)

CEQA Guidelines: <http://ceres.ca.gov/ceqa/guidelines/>

### **California Legislative Information**

<http://www.leginfo.ca.gov/>

California Water Code (CWC):

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=wat&codebody=&hits=20>

Public Resources Code (PRC): <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=prc>

**Department of Industrial Relations** <http://www.dir.ca.gov/>

### **Environmental Justice**

[http://www.waterboards.ca.gov/water\\_issues/programs/outreach/education/justice.shtml](http://www.waterboards.ca.gov/water_issues/programs/outreach/education/justice.shtml)

**Environmental Justice Coalition for Water** <http://www.ejcw.org>

**Environmental Justice Program (USEPA's)** <http://www.epa.gov/compliance/environmentaljustice/index.html>

**Natural Resources Conservation Services Technical Resources** <http://www.nrcs.usda.gov/technical>

### **Performance Assessment and Evaluation Plan Websites**

PAEP Tools and Project Performance Measures Table(s)

[http://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/paep/paep\\_training.shtml](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/paep/paep_training.shtml)

Project Planning, Research, Monitoring, and Assessment (many of these resources also apply to BMP implementation or habitat restoration effectiveness monitoring)

<http://www.waterboards.ca.gov/nps/volunteer.html>

[http://www.waterboards.ca.gov/water\\_issues/programs/swamp/docs/swampqapp\\_template032404.doc](http://www.waterboards.ca.gov/water_issues/programs/swamp/docs/swampqapp_template032404.doc)

<http://www.calfish.org/DesktopDefault.aspx?tabId=112>

Education and Outreach

[http://www.michigan.gov/deq/0,1607,%207-135-3313\\_3682\\_3714-75944--,00.html](http://www.michigan.gov/deq/0,1607,%207-135-3313_3682_3714-75944--,00.html)

[http://cecommerce.uwex.edu/pdfs/G3658\\_10.PDF](http://cecommerce.uwex.edu/pdfs/G3658_10.PDF)

Pollutant Load Reduction Activities

<http://it.tetratex.com/stepl/>

<http://www.sccwrp.org/pubs/annrpt/96/ar-04.htm>

## **APPENDIX B: USEFUL WEB LINKS**

### Habitat Restoration

<http://www.dfg.ca.gov/nafwb/manual.html>  
[http://www.dfg.ca.gov/hcpb/species/stds\\_gdl/survmonitr.shtml](http://www.dfg.ca.gov/hcpb/species/stds_gdl/survmonitr.shtml)  
<http://www.epa.gov/watertrain>  
<http://water.usgs.gov/nawqa/protocols/OFR-93-408/habit1.html>

**Proposition 50 Bond Language** [http://resources.ca.gov/bonds\\_prop50.html](http://resources.ca.gov/bonds_prop50.html)

**Proposition 84 Bond Language** [http://resources.ca.gov/bonds\\_prop84.html](http://resources.ca.gov/bonds_prop84.html)

### **Regional Water Boards Watershed Management Initiative Chapters**

Region 1: [http://www.waterboards.ca.gov/water\\_issues/programs/watershed/#wmichap](http://www.waterboards.ca.gov/water_issues/programs/watershed/#wmichap)  
Region 2: <http://www.waterboards.ca.gov/sanfranciscobay/watershedmanagement.shtml>  
Region 3: <http://www.waterboards.ca.gov/centralcoast/WMI/Index.htm>  
Region 4: [http://www.waterboards.ca.gov/losangeles/water\\_issues/programs/regional\\_programs.shtml](http://www.waterboards.ca.gov/losangeles/water_issues/programs/regional_programs.shtml)  
Region 8: [http://www.waterboards.ca.gov/santaana/water\\_issues/programs/wmi/index.shtml](http://www.waterboards.ca.gov/santaana/water_issues/programs/wmi/index.shtml)  
Region 9: [http://www.waterboards.ca.gov/sandiego/water\\_issues/programs/wmc/index.shtml](http://www.waterboards.ca.gov/sandiego/water_issues/programs/wmc/index.shtml)

### **Regional Water Quality Control Plans (Basin Plans)**

Region 1: [http://www.waterboards.ca.gov/northcoast/water\\_issues/programs/basin\\_plan/](http://www.waterboards.ca.gov/northcoast/water_issues/programs/basin_plan/)  
Region 2: [http://www.waterboards.ca.gov/sanfranciscobay/basin\\_planning.shtml](http://www.waterboards.ca.gov/sanfranciscobay/basin_planning.shtml)  
Region 3: <http://www.waterboards.ca.gov/centralcoast/BasinPlan/Index.htm>  
Region 4: [http://www.waterboards.ca.gov/losangeles/water\\_issues/programs/basin\\_plan/](http://www.waterboards.ca.gov/losangeles/water_issues/programs/basin_plan/)  
Region 8: [http://www.waterboards.ca.gov/santaana/water\\_issues/programs/basin\\_plan/index.shtml](http://www.waterboards.ca.gov/santaana/water_issues/programs/basin_plan/index.shtml)  
Region 9: <http://www.waterboards.ca.gov/sandiego/>

### **State Water Board Program Information**

303d List: [http://www.waterboards.ca.gov/tmdl/303d\\_lists.html](http://www.waterboards.ca.gov/tmdl/303d_lists.html)  
Critical Coastal Areas Program: <http://www.coastal.ca.gov/nps/cca-nps.html>  
California Ocean Plan: <http://www.waterboards.ca.gov/plnspols/oplans/index.html>  
Division of Financial Assistance: <http://www.waterboards.ca.gov/funding/index.html>  
NPS Plan: <http://www.waterboards.ca.gov/nps/5yrplan.html>  
NPS Program: <http://www.waterboards.ca.gov/nps/protecting.html>  
Stormwater Program: <http://www.waterboards.ca.gov/stormwtr/index.html>  
TMDL List: <http://www.waterboards.ca.gov/funding/docs/tmdlolist.doc>

### **State Water Board Statewide Data Management Programs**

Surface Water Ambient Monitoring Program:  
<http://www.waterboards.ca.gov/swamp/index.html>  
SWAMP QAPP Template:  
[http://www.waterboards.ca.gov/swamp/docs/swampqapp\\_template032404.doc](http://www.waterboards.ca.gov/swamp/docs/swampqapp_template032404.doc)

**US Census 2000** <http://www.census.gov/main/www/cen2000.html>

## ***APPENDIX C: CBTF PRIORITY BEACHES 2008 <sup>1</sup>***

<b>County</b>	<b>Beach Name</b>
Humboldt	Moonstone County Park (Little River State Beach)
Humboldt	Clam Beach County Park near Strawberry Creek
Sonoma	Campbell Cove State Park Beaches
Marin	Muir Beach
Contra Costa	Keller Beach
San Francisco	Baker Beach
San Mateo	Pillar Point Harbor
San Mateo	Venice Beach at Frenchman's Creek
Santa Cruz	Cowell Beach
Santa Cruz	Main Beach
Santa Cruz	Capitola Beach
Monterey	Stillwater Cove Beach
San Luis Obispo	Pismo Beach Pier
Santa Barbara	Jalama Beach
Santa Barbara	Refugio State Beach
Santa Barbara	Hope Ranch Beach
Santa Barbara	Arroyo Burro Beach
Santa Barbara	Leadbetter Beach
Santa Barbara	East Beach at Mission Creek
Ventura	San Buenaventura Beach
Ventura	Kiddie and Hobbie Beaches
Los Angeles	Paradise Cove
Los Angeles	Escondido State Beach
Los Angeles	Latigo Canyon Creek mouth
Los Angeles	Marie Canyon in Malibu
Los Angeles	Malibu Point
Los Angeles	Surfrider Beach
Los Angeles	Malibu Pier

<b>County</b>	<b>Beach Name</b>
Los Angeles	Carbon Beach at Sweetwater Canyon
Los Angeles	Topanga State Beach
Los Angeles	Santa Monica Municipal Pier
Los Angeles	Santa Monica Beach at Pico/Kenter storm drain
Los Angeles	Dockweiler State Beach, at Ballona Creek Mouth
Los Angeles	Manhattan Beach, 28 <sup>th</sup> Street Drain
Los Angeles	Redondo Beach at the Pier
Los Angeles	Cabrillo Beach
Los Angeles	Avalon Beaches
Los Angeles	Long Beach City Beach
Los Angeles	Alamitos Bay
Los Angeles	Mother's Beach - Long Beach
Los Angeles	Colorado Lagoon
Orange	Huntington State Beach
Orange	Newport Bay
Orange	Aliso Beach
Orange	Doheny State Beach
Orange	Dana Point Harbor, Baby Beach
San Diego	Cardiff State Beach, San Elijo Lagoon outlet
San Diego	Del Mar, San Dieguito River Beach
San Diego	Pacific Beach and PB point
San Diego	Mission Bay
San Diego	San Diego Bay at Bayside Park
San Diego	San Diego Bay at Tidelands Park
San Diego	Imperial Beach
San Diego	Ocean Beach at Dog Beach
San Diego	Tijuana Slough NWRs
San Diego	Border Field State Park

<sup>1</sup>Placement on this Priority List does not guarantee funding. All eligible proposed projects that meet the criteria defined in [Section IV.D.i](#) will be considered.

***APPENDIX D: CONCEPT PROPOSAL APPLICATION & EVALUATION  
CRITERIA FOR IMPLEMENTATION PROJECTS***

**Appendix D-1 Concept Proposal Application For Implementation Projects**

**Appendix D-2 Concept Proposal Evaluation Criteria For Implementation Projects**

## **APPENDIX D-1: CONCEPT PROPOSAL APPLICATION FOR IMPLEMENTATION PROJECTS**

### **APPLICATION INSTRUCTIONS**

This section provides instructions for preparing and submitting an application. It is important that the applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

**Division staff will notify all applicants that have active applications in FFAST one week prior to closing the tri-annual application period.**

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FFAST) at the following secure link:

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

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

FFAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. Applicants are strongly encouraged to avoid last minute submittals to allow time for FFAST staff assistance should any submittal problems occur. **Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FFAST. Once an application has been submitted no further modifications, additions, or deletions will be allowed.**

To print out a blank copy of the entire application:

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

The grant application in FFAST consists of the sections outlined below in Table 1 – FFAST Checklist. Within FFAST, pull-down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. FFAST will allow applicants to type text or cut and paste information from other documents directly into a FFAST submittal screen.

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

Att#\_PIN\_AttachmentName\_#ofTotal#

Where:

- ◆ “Att#” is the attachment number;
- ◆ “PIN” is the applicant’s PIN assigned by FAAST;
- ◆ “AttachmentName” is the name of the attachment; and
- ◆ “#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 Attachment 3 – Work Plan for applicant with PIN “1234” is made up of 3 files, the second file in the set would be named “Att3\_1234\_WorkPlan\_2of3.”

**Non-Profit Organizations: If the applicant is a nonprofit organization, the applicant must use the organization name that is registered with the California Secretary of State: <http://kepler.ss.ca.gov/list.html>. If a different name was initially used, please see [FAAST User Manual, Section V.A. \(https://faast.waterboards.ca.gov\)](#) for instructions on changing the name.**

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

The checklist below is provided as a guide for applicants to ensure that they have submitted the required information.

Table 1 – FAAST Checklist	
1.	<b>GENERAL INFORMATION</b> <i>The following fields must be completed:</i>
<input type="checkbox"/>	<u>Project Title</u> – Provide title of the Proposal. <b>Project Title entered in FAAST will be the project title for the life of the project. This title needs to be consistent on all project submittals.</b> <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Project Description</u> – Provide a brief description of the Proposal. The length of the Project Description is limited to 1,000 characters including spaces and returns. <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Applicant Details</u> – Provide the name and address of the applicant organization.
<input type="checkbox"/>	<u>Project Director</u> – The Project Director is the person responsible for filing the application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director. <u>Project Manager</u> – The Project Manager is the day-to-day contact on this project from the Applicant Organization.
<input type="checkbox"/>	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the Project in dollars.

<input type="checkbox"/>	<b>Local Cost Match</b> – “Local Cost Match” is the same as “Funding Match” in the Guidelines. Provide Funding Match for the Proposal in dollars. <b>A minimum Funding Match of 15% of the total cost of the construction projects is required for Clean Beaches Initiative Grants unless a reduction of the funding match is requested.</b>
<input type="checkbox"/>	<b>Total Budget</b> – Provide total cost for the Project in dollars.
<input type="checkbox"/>	<b>Latitude/Longitude</b> – Enter latitude/longitude coordinates of the approximate midpoint of the Project Location in degrees using decimal format.
<input type="checkbox"/>	<b>Watershed</b> – Provide name(s) of the watershed(s) the Project is located. If the Project covers multiple watersheds, list the primary watershed first.
<input type="checkbox"/>	<b>County</b> – Provide the county in which the Project is located. If the Project covers multiple counties, select “Multiple Counties” from the drop down list.
<input type="checkbox"/>	<b>Responsible Regional Water Board</b> – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select “Statewide” from the drop down list. <i>If this item is not completed FAAST will not accept the application.</i>
	<b>LEGISLATIVE INFORMATION</b>
2.	Enter the State assembly, State senate, and U.S. congressional districts in which the Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.
	<b>COOPERATING ENTITIES</b>
3.	Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.
	<b>AGENCY CONTACTS</b>
4.	If the applicant has been collaborating with State and Federal agencies (DWR, Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.
	<b>APPLICATION QUESTIONNAIRE</b>
5.	<i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i>
	<b><i>I. PROBLEM DEFINITION - ANSWER THE FOLLOWING QUESTIONS TO DESCRIBE THE BEACH WATER QUALITY PROBLEM THE PROJECT IS ADDRESSING.</i></b>
<input type="checkbox"/>	<b>Q1.</b> Identify the AB 411 monitoring location(s) closest to the proposed project site, and provide approximate distance from monitoring location(s) to project site.
<input type="checkbox"/>	<b>Q2.</b> How does the beach affected by the Project meet the criteria in <a href="#">Section IV.D.i</a> ?
<input type="checkbox"/>	<b>Q3.</b> Provide data on the number of postings by year for at least three years.
<input type="checkbox"/>	<b>Q4.</b> Provide data on the number of closures by year for at least three years. Identify the cause for the closures.
<input type="checkbox"/>	<b>Q5.</b> What is the recreator population that utilizes the affected beach?

<input type="checkbox"/>	<u>Q6.</u> Identify the water quality problem(s) the project is proposing to solve.
<input type="checkbox"/>	<u>Q7.</u> Briefly describe the project. (2000 characters maximum)
<input type="checkbox"/>	<u>Q8.</u> How does the project solve the identified water quality problem(s)?
<input type="checkbox"/>	<u>Q9.</u> Describe the impaired waters, their beneficial uses, and the water quality problem(s) that interfere with the beneficial uses of those waters. Beneficial uses associated with a water body can be found in each Regional Water Board Basin Plan located on their website (Appendix B).
<input type="checkbox"/>	<u>Q10.</u> If necessary, provide additional problem definition information not addressed in the previous questions.
<input type="checkbox"/>	<u>Q11.</u> Attach a map or diagram depicting the project and watershed in Attachment 1, and provide photographs of the proposed site.
<input type="checkbox"/>	<u>Q12.</u> Submit baseline water quality data in the immediate vicinity of the project in Attachment 5. Explain the relevance of the data.
	<b><i>II. SOURCE OF CONTAMINATION – USE THE FOLLOWING QUESTIONS TO EXPLAIN HOW WELL YOU UNDERSTAND THE SOURCE OF THE CONTAMINATION.</i></b>
<input type="checkbox"/>	<u>Q13.</u> What are possible or known sources of bacteria or pathogens? Describe any studies or data collection efforts that have been done to confirm these conclusions. Attach copies of reports in Attachment 6.
<input type="checkbox"/>	<u>Q14.</u> What is the quantity and origin of the flow to be treated (If applicable)?
<input type="checkbox"/>	<u>Q15.</u> If necessary, provide additional information about the source of contamination that was not addressed in the previous questions.
	<b><i>III. IS THE TECHNOLOGY/SOLUTION LIKELY TO BE SUCCESSFUL – DESCRIBE THE PROPOSED PROJECT AND DISCUSS WHY YOU THINK IT WILL BE SUCCESSFUL.</i></b>
<input type="checkbox"/>	<u>Q16.</u> Provide a list and brief description of all major project work items and the associated schedule for completion of all major project work items.
<input type="checkbox"/>	<u>Q17.</u> Is this a phased project or part of a larger project effort? Please explain the objectives, framework, and scheduling for the larger project. Note whether there is a commitment to complete the entire project.
<input type="checkbox"/>	<u>Q18.</u> Describe any computer models, management practices, specialized testing, or other extraordinary methods and materials that will be implemented or used as part of this project.
<input type="checkbox"/>	<u>Q19.</u> If necessary, provide additional information about the proposed solution that was not addressed in the previous questions.
	<b><i>IV. PROJECT EFFECTIVENESS – EXPLAIN HOW YOU PROPOSE TO MEASURE THE PROJECT EFFECTIVENESS.</i></b>
<input type="checkbox"/>	<u>Q20.</u> How do you propose to measure and document your project’s benefits to water quality and beneficial uses (e.g. before and after concentrations of a constituent, percent load reduction, amounts of storm water captured, etc.)? Use the Project Performance Tables per <a href="#">Appendix F.III</a> to quantify. Submit PAEP tables in Attachment 4.
	<b><i>V. PROGRAM PREFERENCES</i></b>
<input type="checkbox"/>	<u>Q21.</u> If applicable, describe how the project provides multiple benefits.
<input type="checkbox"/>	<u>Q22.</u> Is this project is implementing a Total Maximum Daily Load (TMDL)? If yes, identify the TMDL by name.

<input type="checkbox"/>	<u>Q23.</u> Is the project located in an area of special biological significance (ASBS)? If yes, identify the ASBS in the box below and briefly describe how your project will benefit the ASBS. A list of ASBSs is available on-line at: <a href="http://www.waterboards.ca.gov/plnspols/asbs.html">http://www.waterboards.ca.gov/plnspols/asbs.html</a>
<input type="checkbox"/>	<u>Q24.</u> Does the project improve water quality in a disadvantaged community? If yes, the applicant must complete Attachment 7 – Disadvantaged Communities.
<input type="checkbox"/>	<u>Q25.</u> Is this a Low Impact Development (LID) project? If yes, identify the LID technique(s).
<input type="checkbox"/>	<u>Q26.</u> Does the project promote stormwater reuse. If yes, identify how the technique(s) are consistent with supporting beneficial uses and existing water rights.
<input type="checkbox"/>	<u>Q27.</u> Does this project implement the Ahwahnee Principles? If yes, identify the applicable Ahwahnee Principle(s).
<input type="checkbox"/>	<u>Q28.</u> Does this project address the impacts of climate change, including the minimization of greenhouse gas? If yes, describe how.
<input type="checkbox"/>	<u>Q29.</u> Does this project address environmental justice community needs or issues? If yes, describe.
<input type="checkbox"/>	<u>Q30.</u> Will this project reduce wet weather beach posting? If yes, describe.
	<b>VI. READINESS TO PROCEED</b>
<input type="checkbox"/>	<u>Q31.</u> Provide the status of all environmental documents required for the project. All projects require CEQA compliance and will be allowed to use matching grant funds for reimbursement of CEQA costs, provided the costs were incurred after the adoption of the Guidelines. If draft or final CEQA documents are available, please submit documents as part of Attachment 2.
<input type="checkbox"/>	<u>Q32.</u> List any permits, approvals, or design standards that must be obtained/met before the project can be implemented. (All grant recipients will be required to certify prior to final disbursement that they have obtained all necessary permits and approvals required to construct their projects.)
<input type="checkbox"/>	<u>Q33.</u> Is project planning and design complete? If not, what is the estimated completion date?
	<b>VII. APPLICANT INFORMATION</b>
<input type="checkbox"/>	<u>Q34.</u> Have you or any cooperating entities applied for other funds from another program for this specific project? (This includes programs not administered by the State Water Board.) If yes, identify the agency and program.
<input type="checkbox"/>	<u>Q35.</u> Has the Applicant or any Cooperating Entities entered into a contract or grant agreement: (1) that was terminated; (2) in which funds were withheld by the State Water Board; or (3) that has been the subject of an audit in which there were findings regarding the management of the project or funds by the Applicant or a Cooperating Entity? If so, please explain in the box below, including actions taken to address the problem(s).
<input type="checkbox"/>	<u>Q36.</u> Is the Applicant or was the Applicant a party to a current or pending legal challenge to any State Water Board or Regional Water Board regulation or order, which either requires performance of the project, or though not required, whose terms or conditions would be satisfied in whole or in part by performance of the project? If so, please explain in the box below (include the name and case number in your explanation).
6.	<b>DISCLAIMER</b>

\_\_\_\_\_ (Initials): The Project Director has read and understands the General Terms and Conditions of the Grant Agreement. If the Project Director does not agree with the terms and conditions, a grant award may be denied. (All Applicants will be required to check the box and initial next to the statement.)

**APPLICATION ATTACHMENTS**

Provide the attachments listed below by attaching files to the FFAST application. For instructions on attaching files, please refer to the FFAST User Manual. When attaching files, applicants must use the naming convention noted on FFAST.

File size for each attachment submitted via FFAST is limited to 10 Megabytes (MB). Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. If the application has files larger than 10 MB, files must be mailed to the Division on a CD.

The mailing address is:

Ms. Jennifer Toney  
 State Water Resources Control Board  
 Division of Financial Assistance  
 1001 I Street, 16th floor  
 Sacramento, CA 95814

All CDs and the cover page of any hardcopy documents must be clearly labeled with the applicant name, project title, grant program name, and PIN.

Attachment #	Attachment Title
<input type="checkbox"/>	Attachment 1 Project Site/Location Map
<input type="checkbox"/>	Attachment 2 Environmental Clearance Checklist and CEQA Documentation
<input type="checkbox"/>	Attachment 3 Draft Grant Agreement
<input type="checkbox"/>	Attachment 4 Project Performance Measures Table(s)
<input type="checkbox"/>	Attachment 5 Baseline Data
<input type="checkbox"/>	Attachment 6 Technical Report(s) (If Applicable)
<input type="checkbox"/>	Attachment 7 Disadvantaged Communities (If Applicable)
<input type="checkbox"/>	Attachment 8 Letters of Support or Opposition (If Applicable)
<input type="checkbox"/>	Attachment 9 Resumes (If Applicable)

**APPENDIX D-2: CONCEPT PROPOSAL EVALUATION FOR  
IMPLEMENTATION PROJECTS**

<b>CLEAN BEACHES INITIATIVE GRANTS PROGRAM CONCEPT PROPOSAL EVALUATION: ELIGIBILITY REVIEW</b>
<b>CRITERIA CONSIDERED</b>
<b>I. PROBLEM DEFINITION</b>
<b>II. SOURCE OF CONTAMINATION</b>
<b>III. IS THE TECHNOLOGY/SOLUTION LIKELY TO BE SUCCESSFUL</b>
<b>IV. PROJECT EFFECTIVENESS</b>
<b>V. PROGRAM PREFERENCES</b>
<b>VI. READINESS TO PROCEED</b>
<b>VII. APPLICANT INFORMATION</b>

The Clean Beaches Task Force will consider the above criteria when determining the proposals that will be invited back to submit Detailed Applications.

***APPENDIX E: CONCEPT PROPOSAL APPLICATION  
& EVALUATION CRITERIA FOR RESEARCH  
PROJECTS***

**Appendix E-1 Concept Proposal Application For Research Projects**

**Appendix E-2 Concept Proposal Evaluation Criteria For Research Projects**

## ***APPENDIX E-1: CONCEPT PROPOSAL APPLICATION FOR RESEARCH PROJECTS***

### **APPLICATION INSTRUCTIONS**

This section provides instructions for preparing and submitting an application. It is important that the applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

**Division staff will notify all applicants one week prior to closing the tri-annual application period.**

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FAAST) at the following secure link:

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

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, before creating a user account and completing the online application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FAAST. A new PIN will be assigned to the Step 2 Proposal; however, the Step 1 PIN must be entered into FAAST for tracking and reference purposes.

FAAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. Applicants are strongly encouraged to avoid last minute submittals to allow time for FAAST staff assistance should any submittal problems occur. **Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FAAST. Once an application has been submitted no further modifications, additions, or deletions will be allowed.**

To print out a blank copy of the entire application:

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

**Non-Profit Organizations: If the applicant is a nonprofit organization, the applicant must use the organization name that is registered with the California Secretary of State:**

**<http://kepler.ss.ca.gov/list.html>. If a different name was initially used, please see [FAAST User Manual](#), Section V.A. (<https://faast.waterboards.ca.gov>) for instructions on changing the name.**

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

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

Att#\_PIN\_AttachmentName\_#ofTotal#

Where:

- ◆ “Att#” is the attachment number;
- ◆ “PIN” is the applicant’s PIN assigned by FAAST;
- ◆ “AttachmentName” is the name of the attachment; and
- ◆ “#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 Attachment 3 – Work Plan for an applicant with PIN “1234” is made up of 3 files, the second file in the set would be named “Att3\_1234\_WorkPlan\_2of3”.

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

The checklist below is provided as a guide for applicants to ensure that they have submitted the required information.

<b>Table 1 – FAAST Checklist</b>	
1.	<b>GENERAL INFORMATION</b> <i>The following fields must be completed:</i>
<input type="checkbox"/>	<u>Project Title</u> – Provide title of the Proposal. <b>Project Title entered in FAAST will be the project title for the life of the project. This title needs to be consistent on all project submittals.</b> <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Project Description</u> – Provide a brief description of the Proposal. The length of the Project Description is limited to 1,000 characters including spaces and returns. <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Applicant Details</u> – Provide the name and address of the applicant organization.
<input type="checkbox"/>	<u>Project Director</u> – The Project Director is the person responsible for filing an application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director. <u>Project Manager</u> – The Project Manager is the day-to-day contact on this project from Applicant Organization.
<input type="checkbox"/>	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the Proposal in dollars.

<input type="checkbox"/>	<b>Local Cost Match</b> (If Applicable)– “Local Cost Match” is the same as “Funding Match” in the Guidelines. Provide Funding Match for the Proposal in dollars. <b>A Funding Match is not required for Research Projects funded through the CBI Program.</b>
<input type="checkbox"/>	<b>Total Budget</b> – Provide total cost for the Proposal in dollars.
<input type="checkbox"/>	<b>Latitude/Longitude</b> – Enter latitude/longitude coordinates of the approximate midpoint of the Project Location in degrees using decimal format.
<input type="checkbox"/>	<b>Watershed</b> – Provide name(s) of the watershed(s) the Project is located. If the Project covers multiple watersheds, list the primary watershed first.
<input type="checkbox"/>	<b>County</b> – Provide the county in which the Project is located. If the Project covers multiple counties, select “Multiple Counties” from the drop down list.
<input type="checkbox"/>	<b>Responsible Regional Water Board</b> – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select “Statewide” from the drop down list. <i>If this item is not completed FFAST will not accept the application.</i>
2.	<b>LEGISLATIVE INFORMATION</b> Enter the State assembly, State senate, and U.S. congressional districts in which the Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FFAST to assist with determining the appropriate districts.
3.	<b>COOPERATING ENTITIES</b> Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.
4.	<b>AGENCY CONTACTS</b> If the applicant has been collaborating with State and Federal agencies (DWR, Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.
5.	<b>APPLICATION QUESTIONNAIRE</b> <i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i>
	<b><i>I. PROBLEM DEFINITION - ANSWER THE FOLLOWING QUESTIONS TO DESCRIBE THE BEACH WATER QUALITY PROBLEM THE PROJECT IS ADDRESSING.</i></b>
<input type="checkbox"/>	<b>Q1.</b> How does the proposed research Project meet the Research Criteria in <a href="#">Section IV.D.ii</a> ?
<input type="checkbox"/>	<b>Q2.</b> What is (are) the specific research question(s) the proposed research is intended to address?
<input type="checkbox"/>	<b>Q3.</b> Describe the impaired waters, their beneficial uses, and the water quality problem(s) that interfere with the beneficial uses of those waters. Beneficial uses associated with a water body can be found in each RWQCB Basin Plan located on their website ( <a href="#">Appendix B</a> ).
<input type="checkbox"/>	<b>Q4.</b> If necessary, provide additional problem definition information not addressed in the previous questions.
<input type="checkbox"/>	<b>Q5.</b> If the research project is conducted at a specific location, attach a map or diagram depicting the project location(s), and provide photographs of the proposed site(s).

	<b>II. RESEARCH PRIORITIES – USE THE FOLLOWING QUESTIONS TO EXPLAIN HOW WELL YOU UNDERSTAND THE RESEARCH PRIORITIES.</b>
<input type="checkbox"/>	<u>Q6.</u> Describe any previous studies or data collection efforts that have been done. Attach copies of reports (or any data that might be available but unreported to date) on the “Attachments” tab of the FFAST application.
<input type="checkbox"/>	<u>Q7.</u> If necessary, provide additional background information about the research priorities that was not addressed in the previous questions.
	<b>III. IS THE RESEARCH LIKELY TO BE SUCCESSFUL – DESCRIBE THE PROPOSED PROJECT AND DISCUSS WHY YOU THINK IT WILL BE SUCCESSFUL.</b>
<input type="checkbox"/>	<u>Q8.</u> In the context of the existing literature, explain how the proposed research will advance the understanding and management of our beach water quality for the research priority?
<input type="checkbox"/>	<u>Q9.</u> How will your research support the goal of the CBI Program which is to implement projects that will result in direct water quality improvements, as measured by the reduction of exceedences of indicator bacteria water quality standards?
<input type="checkbox"/>	<u>Q10.</u> Explain the study design in the context of statistical reliability, controls, and ability to address and resolve potential confounding factors.
<input type="checkbox"/>	<u>Q11.</u> Is this a phased study or part of a larger project effort? Please explain the objectives, framework, and scheduling for the larger project. Note whether there is a commitment to complete the entire project.
<input type="checkbox"/>	<u>Q12.</u> Describe any computer models, management practices, specialized testing, or other extraordinary methods and materials that will be implemented or used as part of this project.
<input type="checkbox"/>	<u>Q13.</u> Indicate the expected research benefits to water quality and beneficial uses.
<input type="checkbox"/>	<u>Q14.</u> Please describe the roles and qualifications of participating researchers. Provide a 2-page resume for each researcher participating in Project in Attachment 9.
<input type="checkbox"/>	<u>Q15.</u> If necessary, provide additional information about the research project that was not addressed in the previous questions.
	<b>IV. PROJECT EFFECTIVENESS – EXPLAIN HOW YOU PROPOSE TO MEASURE THE PROJECT EFFECTIVENESS. TOPICS COULD INCLUDE:</b>
<input type="checkbox"/>	<u>Q16.</u> Explain in simple terms what we can expect in terms of research results.
<input type="checkbox"/>	<u>Q17.</u> What is the greatest challenge in the proposed research program, and what are the potential benefits that could be attained if that challenge is successfully overcome?
<input type="checkbox"/>	<u>Q18.</u> How do you propose to measure and document your project’s benefits to water quality and beneficial uses? Use the Project Performance Tables per Appendix F.III to quantify. Submit PAEP tables in Attachment 4.
	<b>V. PROGRAM PREFERENCES</b>
<input type="checkbox"/>	<u>Q19.</u> Does the research project address any of the Program Preferences listed in <a href="#">Section IV.E</a> ? If so, describe.
	<b>VI. READINESS TO PROCEED</b>
<input type="checkbox"/>	<u>Q20.</u> Provide the status of all environmental documents required for the project. All projects, even research projects, require CEQA compliance. Research projects typically require a Notice of Exemption filed with County Clerk or State Clearing House. If NOE has been filed please include a copy in Attachment 2.
<input type="checkbox"/>	<u>Q21.</u> Explain the scope and schedule of the research program.

	<b>VII. APPLICANT INFORMATION</b>
<input type="checkbox"/>	<b>Q22.</b> Have you or any cooperating entities applied for other funds from another program for this specific project? (This includes programs not administered by the State Water Board.) If yes, identify the agency and program.
	<b>Q23.</b> Has the Applicant or any Cooperating Entities entered into a contract or grant agreement: (1) that was terminated; (2) in which funds were withheld by the State Water Board; or (3) that has been the subject of an audit in which there were findings regarding the management of the project or funds by the Applicant or a Cooperating Entity? If so, please explain in the box below, including actions taken to address the problem(s).
<input type="checkbox"/>	<b>Q24.</b> Is the Applicant or was the Applicant a party to a current or pending legal challenge to any State Water Board or Regional Water Board regulation or order, which either requires performance of the project, or though not required, whose terms or conditions would be satisfied in whole or in part by performance of the project? If so, please explain in the box below (include the name and case number in your explanation).
6.	<b>VIII. DISCLAIMER</b>
<input type="checkbox"/>	_____ (Initials): The <u>Project Director</u> has read and understands the General Terms and Conditions of the Grant Agreement. If the Project Director does not agree with the terms and conditions, a grant award may be denied. (All Applicants will be required to check the box and initial next to the statement.)

**APPLICATION ATTACHMENTS**

Provide the attachments listed below by attaching files to the FAAST application. For instructions on attaching files, please refer to the FAAST User Manual. When attaching files, applicants must use the naming convention noted on FAAST.

File size for each attachment submitted via FAAST is limited to 10 Megabytes (MB). Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. If the application has files larger than 10 MB, files must be mailed to the Division on a CD.

The mailing address is:

Ms. Jennifer Toney  
State Water Resources Control Board  
Division of Financial Assistance  
1001 I Street, 16th floor  
Sacramento, CA 95814

All CDs and the cover page of any hardcopy documents must be clearly labeled with the applicant name, project title, grant program name, and PIN.

Attachment #		Attachment Title
<input type="checkbox"/>	Attachment 1	Project Site/Location Map
<input type="checkbox"/>	Attachment 2	Environmental Clearance Checklist and CEQA Documentation
<input type="checkbox"/>	Attachment 3	Draft Grant Agreement
<input type="checkbox"/>	Attachment 4	Project Performance Measures Table(s)
<input type="checkbox"/>	Attachment 5	Baseline Data
<input type="checkbox"/>	Attachment 6	Technical Report(s) (If Applicable)
<input type="checkbox"/>	Attachment 7	Disadvantaged Communities (If Applicable)
<input type="checkbox"/>	Attachment 8	Letters of Support or Opposition (If Applicable)
<input type="checkbox"/>	Attachment 9	Resumes (If Applicable)

**APPENDIX E-2: CONCEPT PROPOSAL  
EVALUATION FOR RESEARCH PROJECTS**

<b>CLEAN BEACHES INITIATIVE GRANTS PROGRAM CONCEPT PROPOSAL EVALUATION: ELIGIBILITY REVIEW</b>
<b>CRITERIA CONSIDERED</b>
<b>I. PROBLEM DEFINITION</b>
<b>II. RESEARCH PRIORITIES</b>
<b>III. IS THE RESEARCH LIKELY TO BE SUCCESSFUL</b>
<b>IV. PROJECT EFFECTIVENESS</b>
<b>V. PROGRAM PREFERENCES</b>
<b>VI. READINESS TO PROCEED</b>
<b>VII. APPLICANT INFORMATION</b>

The Clean Beaches Task Force will consider the above criteria when determining the proposals that will be invited back to submit Detailed Applications.

## APPENDIX F: PREPARING PROJECT ASSESSMENT AND EVALUATION PLANS

### I. PURPOSE

The purpose of this Appendix is to provide background information on Project Assessment and Evaluation Plans (PAEPs) and the Project Performance Measures Tables.

### II. BACKGROUND

Monitoring, assessment, and performance measures must be designed so that the State Water Resources Control Board (State Water Board) can ensure that the projects meet their intended goals, achieve measurable outcomes, and provide value to the State of California. The State Water Board requires that all grant funded projects monitor and report project performance with respect to the stated benefits or objectives identified in the Proposal. **Applicants are required to prepare and submit Project Performance Measures Tables, specific to their proposed project, as part of the Detailed Application submittal.** As part of the grant agreement, all grantees must prepare a PAEP, which will include the performance measures tables. Guidance and tools for preparing a PAEP and the accompanying Project Performance Measures Tables can be found on our website ([Appendix B](#)).

The goals of a PAEP are to:

- ❖ Provide a framework for assessment and evaluation of project performance;
- ❖ Identify measures that can be used to monitor progress towards achieving project goals and desired outcomes;
- ❖ Provide a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements;
- ❖ Provide information to help improve current and future projects; and
- ❖ Quantify the value of public expenditures to achieve environmental results.

Many projects include multiple activities that will require measurement of several parameters to evaluate overall project performance. Successful applicants must be prepared to demonstrate the success of the project through the development and measurement of the appropriate metrics. These metrics may include water quality measurements; measurement-based estimates of pollution load reductions; acres of habitat restored; feet of stream channel stabilized; additional water supply; improved water supply reliability and flexibility; groundwater level measurements; stream flow measurements; or other quantitative measures or indicators. These and other measures and/or indicators should be selected to fit the performance evaluation needs of the Project.

### III. PROJECT PERFORMANCE MEASURES TABLES

Project Performance Measures Tables must be submitted as part of the Detailed Application submittal. Applicants may be required to complete multiple Performance Measures Tables depending on what types of activities are proposed. Use the following guidance when completing tables for a project:

<b>Project Goals:</b>	Identify the project goals as they relate to activities or items outlined in the proposal/grant agreement.
<b>Desired Project Outcomes:</b>	Identify the measurable results that the project expects to achieve by implementing project activities consistent with the specified goals.
<b>Project Performance Measures:</b>	Appropriate project performance measures that include: (1) Output Indicators representing measures to efficiently track outputs (activities, products, or deliverables); and (2) Outcome Indicators, measures to evaluate change that is a direct result of the work and can be linked through a weight-of-evidence approach to project activities or outputs (e.g. improvements in environmental conditions, awareness, participation, or community, landowner, or local government capacity);

**Measurement Tools and Methods:** Methods of measurement or tools that will be used to document project performance (e.g. California Rapid Assessment Method, California Department of Fish and Game Monitoring Protocols for fisheries restoration projects); and

**Targets:** Measurable targets that are feasible to meet during the Project period, such as a ninety percent (90%) reduction in invasive species acreage, or fifty percent (50%) reduction in pesticide use within the watershed.

Example Project Performance Measures Tables are provided on the State Water Board’s website ([Appendix B](#)). The format of these tables may be used as a template for completing this part of the Detailed Application submittal. The example activities are provided for illustrative purposes only, however, and should be used to guide the identification of appropriate categories and performance measures for the project described in the recommended Concept Proposal.

## **APPENDIX G: CONFLICT OF INTEREST FOR REVIEWERS**

### **I. PURPOSE**

The purpose of this Appendix is to provide information on how potential conflicts of interest will be addressed throughout the proposal review and selection process.

### **II. LEGAL REQUIREMENTS**

Government Code section 87100 prohibits public officials from making or attempting to influence a governmental decision in which the official has or has reason to know he has a financial interest. Additionally, Government Code section 87104 prohibits a public official representing another person or entity for compensation from communicating to the State Water Board, its members, and employees for the purpose of influencing a decision regarding a grant under this program.

### **III. REVIEW PROCEDURE**

The State Water Board is aware of the inherent conflicts of interest created by the Bond law's narrow definition of eligible applicants and project types, and the small group of technical experts available to review CBI proposals. In order to maintain transparency and accountability in the proposal review and selection process, the CBI Task Force members will not review or comment on any projects for which they would potentially receive a direct or an indirect financial gain, either as a lead applicant or cooperating entity.