

***DROUGHT RESPONSE OUTREACH PROGRAM  
FOR SCHOOLS  
GUIDELINES***



***DRAFT – JULY 23, 2014***

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

AB	Assembly Bill
BMP	Best Management Practice
CASH	Coalition for Adequate School Housing
CCR	California Code of Regulations
CEEIN	California Environmental Education Information Network
CEDEN	California Environmental Data Exchange Network
CEQA	California Environmental Quality Act
CLC	California Labor Code
COE	County Offices of Education
CWC	California Water Code
DAS	Disadvantaged School
District	K-12 School District
Division	Division of Financial Assistance
DROPS	Drought Response Outreach Program for Schools
DWR	Department of Water Resources
EJ	Environmental Justice
FAAST	Financial Assistance Application Submittal Tool
FRPM	Free or Reduced Price Meals
LAUSD	Los Angeles Unified School District
LEA	Local Educational Agency
LID	Low Impact Development
MP	Monitoring Plan
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System
NPS	Nonpoint Source
NRPI	Natural Resources Projects Inventory
PAEP	Project Assessment and Evaluation Plan
PRC	California 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
USEPA	United States Environmental Protection Agency
Water Boards	State Water Resources Control Board and Regional Water Quality Control Boards

## PURPOSE

In response to the Governor's declaration of a Drought State of Emergency on January 17, 2014, the State Water Resources Control Board (State Water Board) is repurposing unallocated Proposition 13 and Proposition 40 grant funds for the Drought Response Outreach Program for Schools (DROPS). DROPS is focused on projects that reduce stormwater pollution and provide multiple benefits including water conservation, water supply augmentation, energy savings, increased awareness of water resource sustainability, and reduced dry weather runoff. In order to leverage the inherent educational opportunities and raise awareness of water resource management, funds will be provided directly to Local Educational Agencies (LEAs) for projects to be implemented on publicly-owned or leased property. Projects may be located on school owned or leased property, district-owned educational facilities, or on publicly-owned property adjacent to campuses and campus educational facilities where there is a cooperative relationship with the school district. Every project must include an educational component to increase awareness of water resource sustainability at schools.

## BACKGROUND

The purpose of these Guidelines is to establish the process and criteria that the State Water Board will use to solicit applications, evaluate and select proposals, and award grants for DROPS. These Guidelines include the information and documentation applicants will be required to submit to apply for the grant funds.

To develop the Guidelines, the State Water Board Division of Financial Assistance (Division) staff held the following meetings and outreach events to discuss the DROPS grant program:

1. Meeting with California Department of Education Green Ribbon Schools Program staff (April 28, 2014).
2. Meeting with California Department of Public Health staff regarding the Improving Access to Water in Schools Initiative (April 29, 2014).
3. Meeting with the Division of the State Architect (April 23, 2014).
4. Conference call with Russian RiverKeeper regarding the Clean Campus, Clean Creeks Program (May 6, 2014).
5. Meeting with selected school facility and agency stakeholders (May 7, 2014).
6. Meeting with Los Angeles Environmental Action Network (coalition of Environmental Justice [EJ] representatives) and Los Angeles Unified School District (LAUSD) (May 13, 2014).
7. Presentation to California Environmental Education Information Network (CEEIN) (May 15, 2014).
8. Presentation to Coalition for Adequate School Housing (CASH) (April 23, 2014). Workshop with CASH (May 27, 2014). Presentation to CASH in Sacramento (June 24, 2014) and in Ontario (June 27, 2014).
9. Conference call with LAUSD (June 4, 2014).
10. Conference call with EJ and Disadvantaged Community (DAC) representatives from the Central and Salinas Valley areas (June 5, 2014).
11. Draft Guideline workshops and webinars in Sacramento (June 24, 2014) and San Diego (July 8, 2014)

These Guidelines were posted to the State Water Board web site from [redacted] to [redacted], 2014 for public review. The State Water Board adopted the Guidelines on [redacted].

## OVERVIEW

Funds for DROPS will consist of Propositions 13 and 40 funds:

- Proposition 13, the *Safe Drinking Water, Clean Water, Watershed Protection, and Flood Protection Act of 2000*,
  - Nonpoint Source Pollution Control Program (Water Code, Section 79110 - 79117)
  - Watershed Protection Program (Water Code, Section 79075 - 79088).
- Proposition 40, the *California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002*, (Public Resources Code Section 5096.600-5096.683).

Additional funds may be available from Proposition 84, the *Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006* and from Proposition 50, the *Water Quality, Supply and Safe Drinking Water Projects, Coastal Wetlands Purchase and Protection, Bonds, Initiative Statute* (Water Code Section 79550).

Division staff will determine which funding source will be used for each awarded project based on eligibility requirements from each proposition (see Appendix B for details).

## AVAILABLE FUNDING AND SET-ASIDES

A total of approximately \$25.5 million is available for DROPS, which includes approximately \$24.4 million from Proposition 13 (Nonpoint Source Pollution Control and Watershed Protection) and approximately \$1.1 million from Proposition 40.

### Geographic Funding Distribution Requirements

Proposition 13 funds are subject to a North/South split, with \$4.1 million and \$20.3 million being allocated for Northern and Southern California, respectively. Southern California includes the following six counties: Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura. The funding sources are presented in Table 1.

**Table 1 – Funding Source and Geographic Funding Distribution Requirements\***

FUNDING SOURCE	NORTH	SOUTH
Proposition 13 Nonpoint Source	\$1.9M	\$15.7M
Proposition 13 Watershed	\$2.2M	\$4.6M
Proposition 40	\$1.1M	

\*Amounts are approximate and may change slightly as funds revert and are re-appropriated

### Disadvantaged School (DAS) Funding Set-Aside

At least twenty five percent (25%) of the total funds allocated to the DROPS program, approximately \$6.4 million, will be set-aside for qualified DAS projects (see Section D under Eligibility Requirements). In order to qualify for the set-aside, one hundred percent (100%) of the project must benefit qualified DASs.

### Los Angeles Unified School District (LAUSD) Set-Aside

Five million dollars (\$5,000,000) from the available Southern California funding is set-aside for LAUSD to complete projects at qualified DAS schools. LAUSD is not eligible for any additional DROPS funding. LAUSD will complete a separate application process working directly with the Division. If LAUSD does not submit a proposal acceptable to the Deputy Director of the Division by April 15, 2015, those set-aside funds will be made available to other DROPS applicants.

### Technical Assistance Set-Aside

Up to two hundred fifty thousand dollars (\$250,000) may be used by the Division for one (1) or more grants to provide technical assistance to DROPS applicants both during the application process and after

grant award. Assistance may consist of, but not be limited to, the following: 1) Develop uniform planning specifications, 2) Conduct a training webinar, and/or 3) Provide application assistance to qualified DASs. Any funds not used will be made available to other DROPS projects.

## SOLICITATION

The application will be a one-step competitive process. The proposals will be evaluated for eligibility, technical merit, educational merit, and ranked by applying the evaluation criteria. The highest ranked proposals will be recommended for funding.

Division staff reserves the right to request additional information during the proposal review process, and may make a recommendation to partially fund projects.

## ELIGIBILITY REQUIREMENTS

Eligibility is based on applicant type, minimum and maximum grant amounts, match requirements, project schedule, project eligibility, and inclusion of an education and outreach component. Proposals that do not meet all the eligibility requirements will not be reviewed or considered for funding.

### A. ELIGIBLE APPLICANTS

Eligible applicants are LEAs, limited to: K-12 school districts (Districts), county offices of education (COEs), federally recognized tribes, and K-12 charter schools located on publicly-owned property.

Other public agencies interested in applying on behalf of a school district may do so if pre-approved by the Division. Such requests must be submitted to the Division by December 15, 2014 to be considered. Division staff may require documentation of the relationship of the public agency to the school district such as a resolution or Memorandum of Understanding.

Only one (1) grant will be awarded per LEA, but individual projects may be located at multiple schools within the LEA. A project to be located at individual school can only be part of one (1) grant application.

To qualify for Proposition 13 Watershed Protection funds, applicants must be a member of a local watershed group. Proof of membership/partnership will be required as part of the proposal process.

### B. ELIGIBLE PROJECT TYPES

Eligible projects must:

- Focus on stormwater pollution reduction, retention, and reuse or recharge;
- Implement Low Impact Development (LID) strategies and practices that seek to maintain predevelopment hydrology;
- Reduce and/or prevent stormwater contamination;
- Increase understanding of the project's environmental benefits and the sustainability of California's water resources; and,
- Be located on existing school or COE-owned or leased property, or on publicly-owned property immediately adjacent to school or COE-owned or leased property.

For any project(s) located on **leased** land, the applicant must provide a copy of a long-term lease agreement showing that the term of the lease extends a minimum of twenty five (25) years beyond project completion.

Applicants are encouraged to work with local stormwater agencies and watershed groups to develop projects consistent with current stormwater management efforts in the region, and the needs of the greater watershed area.

Projects can be centrally located or distributed across numerous properties. Projects must be designed to infiltrate, filter, store, reduce or retain runoff in close proximity to the source of water. Specific types of eligible LID projects include, but are not limited to:

- Bioretention basins;
- Rain gardens;
- Vegetated swales;
- Filter strips/infiltration systems;
- Reduced impervious area;
- Permeable pavers/pavement;
- Rooftop capture, cisterns, or rain barrels;
- Tree/planter box filters;
- Constructed wetlands;
- Dry wells; and,
- Rooftop capture/reuse/disconnection.

While LID projects will be given preference, the following types of projects and expenses are also eligible:

- Demonstration projects on school district or COE-owned property;
- Asphalt removal and replacement with drought-tolerant species;
- Ornamental turf replacement with drought-tolerant landscaping;
- Water audits associated with conservation and stormwater management;
- Certification for landscape professionals and maintenance staff to operate and maintain LID systems; and,
- Trash reduction improvements (e.g., installation and maintenance of trash receptacles).

In addition, up to ten percent (10%) of the total project costs may be used for indoor water conservation measures (e.g., low-flow showerheads/fixtures and toilets, leak detection and repair, etc.).

All DROPS projects must meet the following requirements:

- Must include an education and outreach component;
- Must be maintained for at least twenty (20) years beyond project completion; and
- Must be approved by the school and the school district or COE.

### C. GRANT AND MATCH AMOUNTS

A sliding scale will be used to determine a grant amount minimum and maximum for different school district sizes, as presented in Table 2.

The Grantee is required to provide a funding match. The match requirement ranges from ten (10%) to twenty percent (20%) of the total project cost and is presented in Table 2. Match is based solely on the size of the project. **Eligible reimbursable expenses incurred after adoption of the Guidelines (date of adoption)** and prior to the project completion date can be applied to the funding match.



**Table 2 – Grant and Match Amounts per School District Size**

SCHOOL DISTRICT OR COE SIZE	GRANT AMOUNT		MINIMUM MATCH AMOUNT REQUIREMENT*
	Minimum	Maximum	
Fewer than 2,000 students	\$50,000	\$124,999	10%
Between 2,000 and 10,000 students	\$125,000	\$999,999	15%
Between 10,001 and 50,000 students	\$125,000	\$2,000,000	15% if < \$1,000,000 20% if = or > \$1,000,000
More than 50,000 students	\$200,000	\$2,500,000	15% if < \$1,000,000 20% if = or > \$1,000,000

\*Percentage is based on total project costs

Eligible expenses include, but are not limited to:

- Direct administration;
- Planning, engineering, and design;
- Permitting;
- Environmental documentation and mitigation;
- Project implementation;
- Project monitoring; and
- Education and outreach.

The funding match may include, but is not limited to: Federal or State loans or grants, local and private funding, or paid in-kind, donated and volunteer (“in-kind”) services, including student and teacher planning/design participation and educational activities. The Division will review and approve funding match expenditures.

**D. DISADVANTAGED SCHOOLS**

Twenty-five percent (25%) of the available funds, approximately \$6.4 million, is set-aside for projects located at DASs. Under DROPS, a school is considered a DAS if at least eighty percent (80%) of the students are eligible for the California Department of Education’s Free or Reduced Price Meals program (FRPM) based on the most current data available on the California Department of Education website: <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>.

To qualify for the set-aside funds, all funds in the proposal must benefit a DAS. Bonus points will be awarded during the application process for proposals that partially benefit DASs.

**E. SCHEDULE**

Eligible projects must be completed within the four (4)-year funding cycle. The anticipated program timeline is outlined in Table 3. Division staff will notify applicants regarding updates to the timeline.

**Table 3 – Program Timeline**

ACTIVITY	TIMELINE
Open Solicitation	September 8, 2014
Close Solicitation	January 15, 2015
Award Grants	Spring 2015
Project Completion	March 31, 2019

Any program schedule updates will also be available on the DROPS website at:

<http://www.waterboards.ca.gov/drops>

## F. EDUCATION AND OUTREACH

**All projects must include an education/outreach component** that is designed to increase student and public understanding of the project's environmental benefits and the sustainability of California's water resources directly related to the project. The education and outreach component may occur either during the application process, or after the grant award. Up to ten percent (10%) of the grant amount may be used to fund education and outreach activities that are directly related to the eligible project. By itself, education and outreach is not an eligible project type. Additional education and outreach expenditures may be used to meet the funding match requirement. Applications will be evaluated based on the level of involvement in the project development, implementation participation, post-construction activities, and curriculum integration, as well as effectiveness and the number of students/persons reached.

Eligible education and outreach activities include, and are not limited to:

- Teacher and student time dedicated to project development, curriculum integration, and project site visits;
- Student involvement throughout the life of the project (e.g., planning/design, implementation, maintenance)
- Purchase of existing curriculum materials including but not limited to the California Education and the Environment Initiative;
- Relevant equipment for demonstration or testing;
- Extracurricular activities or programs; and
- Landscaper or maintenance staff training certification (e.g., Water Management Certification Program) or other training (teacher training).

## G. PROGRAM PREFERENCES

Preference will be given to projects that demonstrate a measurable impact on stormwater capture and reuse, groundwater recharge, significant water conservation impacts, or other drought relief measures. Additional points are awarded to projects with multiple benefits, including projects that:

- Are part of an urban greening plan;
- Reduce flood risk;
- Increase water conservation;
- Improve water quality;
- Capture stormwater for reuse or augmentation of local water supplies;
- Reduce runoff;
- Restore or enhance stream habitat;
- Increase awareness of water sustainability;
- Reduce carbon dioxide emissions or address climate change; or
- Reduce energy consumption.

These preferences are reflected in the proposal Evaluation Criteria and will be considered when determining the recommended project funding list.

## PROJECT SELECTION PROCESS

DROPS projects will be awarded through a one (1)-step solicitation process. The solicitation, review, and selection process are described herein. Application requirements and evaluation criteria are included in Appendix C.

## A. APPLICANT ASSISTANCE WORKSHOPS

State Water Board staff will conduct applicant assistance workshops to address questions and provide general assistance to applicants in preparing proposals. The dates and locations of the workshops will be announced via the DROPS electronic mailing list, as well as on the State Water Board website at:

<http://www.waterboards.ca.gov/drops>

## B. PROPOSAL SOLICITATION

Division staff will release a Proposal solicitation notice upon adoption of the Guidelines. The Proposal solicitation notice will include the application period, due date, and detailed instructions for submitting the Proposal.

The Proposal solicitation notice will be posted on the State Water Board website at:

<http://www.waterboards.ca.gov/drops>

The Proposal solicitation notice will also be emailed to all interested parties on the State Water Board's DROPS electronic mailing list. Interested parties may sign up for the electronic mailing list at:

[http://www.waterboards.ca.gov/resources/email\\_subscriptions/State\\_Water\\_Board\\_subscribe.shtml](http://www.waterboards.ca.gov/resources/email_subscriptions/State_Water_Board_subscribe.shtml)

The Proposal application will consist of an online application submitted using the State Water Board's Financial Assistance Application Submittal Tool (FAAST) system. The Proposal application and evaluation criteria are presented in Appendix C. The FAAST application will be available following issuance of the Proposal solicitation notice, at the following secure link:

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

Division staff may make clarifying or editorial revisions to the application following adoption of these Guidelines.

## C. COMPLETENESS REVIEW

Applications must contain all required items. All applications, including attachments and supporting documentation, must be provided by the submittal deadline. Any material submitted after the deadline will not be reviewed or considered. Division staff will initially evaluate and screen each application for completeness. **Applications not containing all required information will not be reviewed or considered for funding, and applicants will be notified.**

## D. ELIGIBILITY REVIEW

Division staff will evaluate and verify complete applications for compliance with eligibility criteria. All proposals must meet the eligible applicant requirements and eligible project types in Parts A and E, respectively, of the Eligibility Requirements section of the Guidelines. **Applications that are determined to be ineligible will not be reviewed or considered for funding, and applicants will be notified.**

## E. PROPOSAL REVIEW AND PROCESS

The Proposals will be scored by technical reviewers from the State and Regional Water Boards as well as other State agencies and/or organizations with applicable expertise, using the criteria outlined in the Proposal Evaluation: Scoring Criteria Form (Appendix C-2) and in Table 4. Following completion of individual reviews, a lead reviewer from the Division will evaluate the individual reviewers' scores to verify that the scoring criteria were applied consistently. If the scoring criteria were applied consistently, then an average score will be determined for the Proposal. If there is general disagreement regarding the application of the scoring criteria, then the individual reviewers will discuss the Proposals to arrive at a final score for each Proposal.

**Table 4 – Scoring Criteria Summary**

<b>SCORED CRITERIA</b>	<b>SCORE</b>
Technical	30 points
Education and Community Involvement	35 points
Budget	5 points
Readiness and Schedule	10 points
Operations and Maintenance	10 points
Monitoring, Assessment, and Performance	5 points
Multiple Benefits	5 points
Bonus Points: DAS Status	15 points

Applications should include supporting materials, if available, such as design plans and specifications, detailed cost estimates, feasibility studies, geotechnical information, pilot projects, additional maps, diagrams, copies of agreements, or other applicable items. All supporting documentation must be submitted with the application in an electronic format through FFAST.

Division staff may recommend reducing individual grant amounts from the requested amount; however, such reductions will be considered only if technical reviewers have indicated in their review comments that the budget is too high or some tasks are not necessary. A reduction would also be weighed against whether the reduced funding would impede project implementation.

Based on the Proposal final scores, Division staff will compile a Recommended Funding List to be approved by the State Water Board Executive Director.

#### **F. APPLICANT NOTIFICATION**

Division staff will notify applicants of awards via email and post the approved Recommended Funding List on the State Water Board website at:

<http://www.waterboards.ca.gov/drops>

#### **G. GRANT AGREEMENT**

Following funding awards, the State Water Board 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.

It is **HIGHLY recommended** that applicants review the Grant Agreement Template prior to submission of their proposal. If applicants are not able to abide by the terms and conditions contained therein, applicants should not submit a proposal. A copy of a Grant Agreement Template can be found online at:

<http://www.waterboards.ca.gov/drops>

The State Water Board encourages collaboration in the development and implementation of projects. Parties that wish to collaborate on a proposal may elect to use a contractor-subcontractor relationship, a joint venture, a joint powers authority, or other appropriate mechanism. Grant Agreements will be executed with one (1) eligible Grantee per project. This Grantee can subcontract with partners that are responsible for implementation of the project tasks. The grant funding and the implementation responsibilities will be the province of the Grantee; subcontracting to another entity does not relieve the Grantee of its responsibilities. The State Water Board will not have a relationship with collaborators or subcontractors.

Non-responsiveness to State Water Board inquiries, requests for information, and invoicing has been an issue with a handful of past Grantees. 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 may be made available to other competitive proposals listed below the funding line on the State Water Board award list.

# APPENDICES

APPENDIX A: GENERAL PROGRAM REQUIREMENTS

APPENDIX B: PROPOSAL APPLICATION & EVALUATION CRITERIA

APPENDIX C: PROPOSAL APPLICATION AND EVALUATION CRITERIA

APPENDIX D: DEFINITIONS

## **APPENDIX A: GENERAL PROGRAM REQUIREMENTS**

All applicants that are awarded a grant through the DROPS program must comply with the following general program requirements. Before proceeding with the application process, applicants must consider their ability to comply with these 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 § 1090 and California Public Contract Code §§10410 and 10411.

### **B. CONFIDENTIALITY**

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

The location of all projects awarded funding, including the locations of management measures or practices implemented, must be reported to the Water Boards and will be available to the public. The Water Boards may report 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 Water Boards and will not be kept confidential. The State Water Board uses Global Positioning System coordinates for project and sampling locations. See item G of the General Program Requirements Section for additional information on monitoring and reporting requirements.

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

This section applies if Proposition 84 funds become available and are awarded.

Proposition 84 requires the body awarding a contract for a public works project financed in any part with funds made available by Proposition 84 to adopt and enforce, or contract with a third party to enforce, a labor compliance program pursuant to California Labor Code (CLC) § 1771.5(b). Compliance with applicable laws, including CLC provisions, will become an obligation of the Grantee under the terms of the Grant Agreement between the Grantee and the State Water Board. Proposition 84 requires, 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 CLC compliance. See the California Department of Industrial Relations website (<http://www.dir.ca.gov/>) for more information.

### **D. CEQA COMPLIANCE**

All projects funded under DROPS must comply with the California Environmental Quality Act (CEQA). 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 indicate that the consideration of alternatives or mitigation measures that would reduce or eliminate adverse environmental effects of that project are adequate. No work may proceed until the State Water Board completes its own CEQA findings.

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

A Grantee cannot use funds from any disbursement under a Grant Agreement to pay costs associated with any litigation the Grantee pursues against the Water Boards. Regardless of the outcome of any such litigation, and notwithstanding any conflicting language in the Grant Agreement, the Grantee agrees to complete the project funded by the Grant Agreement or to repay all grant funds plus interest.

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

Grantees are required to assess and report on project effectiveness, which may include, but is not limited to, qualitative assessments, monitoring receiving water quality, determining pollutant load reductions, and assessing improvements in stormwater discharge quality resulting from project implementation.

All proposals must include a Project Assessment and Evaluation Plan (PAEP) to summarize how project performance will be assessed, evaluated, and reported. 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.

Division staff will provide a PAEP template for applicants.

## **G. MONITORING**

If project effectiveness is being evaluated through water quality or environmental monitoring, then the Grantee must prepare a Monitoring Plan (MP). The MP must include a description of the monitoring program and objectives, types of constituents to be monitored, methodology, the frequency and duration of monitoring, and the sampling location for the monitoring activities.

If water quality monitoring is undertaken, then the Grantee shall also prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the State Water Board's Surface Water Ambient Monitoring Program's (SWAMP) QAPP and data reporting requirements, and the United States Environmental Protection Agency (USEPA) QAPP, EPA AQ/R5, 3/01. Water quality monitoring data includes physical, chemical, and biological monitoring of any surface water. The SWAMP QAPP template is available online at:

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

## **H. DATA MANAGEMENT**

If applicable, projects must include appropriate data management activities so that project data can be incorporated into appropriate statewide data systems. Water quality monitoring data must be integrated into the California Environmental Data Exchange Network (CEDEN) and be compliant with an approved QAPP. Data will be available to the stakeholders, agencies, and the public. Please see the CEDEN website (<http://www.ceden.org/>) for additional information on the State Water Board's statewide data management efforts.

## **I. REPORTING**

Every Grantee is required to submit regular progress reports that detail activities that have occurred during the applicable reporting period. At the conclusion of the project, the Grantee must submit a Final Project Summary, Natural Resource Projects Inventory (NRPI) Survey Form, and a comprehensive Draft Final Project Report and Final Project Report.



## J. OPERATIONS AND MAINTENANCE

The Grantee shall maintain and operate the facility and structures constructed or improved as part of the project throughout the life of the project (twenty [20] years), consistent with the purposes for which this grant was made. The Grantee assumes all operations and maintenance costs of the facilities and structures; the State Water Board shall not be liable for any cost of such maintenance, management, or operation. Operation costs include direct costs incurred for material and labor needed for operations, utilities, insurance, and similar expenses. Maintenance costs include ordinary repairs and replacements of a recurring nature necessary to prolong the life of capital assets and basic structures, and the expenditure of funds necessary to replace or reconstruct capital assets or basic structures.

## K. URBAN WATER MANAGEMENT PLAN

The Urban Water Management Planning Act (California Water Code [CWC] § 10610 et seq.) provides that management of urban water demands and efficient use of urban water supplies shall be a guiding criterion in public decisions. Urban Water Suppliers, publicly or privately owned suppliers that provide water for municipal purposes to more than three thousand (3,000) customers or supply more than three thousand (3,000) acre-feet of water annually, shall be required to develop water management plans to actively pursue the efficient use of available supplies. An urban water supplier shall submit to the Department of Water Resources (DWR), the California State Library, and any city or county within which the supplier provides water supplies, a copy of its plan no later than 30 days after adoption. Copies of amendments or changes to the plans shall be submitted to DWR, the California State Library, and any city or county within which the supplier provides water supplies within 30 days after adoption (CWC § 10644).

Assembly Bill (AB) 1420 (Statutes 2007, Chapter 628) requires an Urban Water Supplier to prepare and adopt an urban water management plan that includes a description of water demand management measures being implemented or scheduled for implementation in their service area. Beginning January 1, 2009, Urban Water Suppliers applying for water management grants or loans are required to demonstrate implementation of water demand management measures (CWC §10631). Compliance with this provision will be required before a Grant Agreement can be executed with an Urban Water Supplier if the project is considered a water management project. DWR is the responsible agency for verifying compliance with the AB 1420 provision.

## L. REIMBURSEMENT OF COSTS

Only **direct costs** and work performed within the terms of the Grant Agreement will be eligible for reimbursement. **Indirect costs, such as overhead, contingency, or markup are not eligible expenses.** Eligible expenses incurred upon the start date of the agreement and prior to the project completion date may be directly reimbursed. **Advance funds will not be provided.**

Reimbursable costs include the reasonable costs of planning, engineering, design, permitting, preparation of environmental documentation, environmental mitigation, project implementation, project monitoring within the term of the agreement, and education and outreach.

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

- Costs, other than those noted above, incurred outside the terms of the Grant Agreement with the State;
- Purchase of equipment not an integral part of the project;
- Establishing a reserve fund;
- Replacement of existing funding sources for ongoing programs;
- Expenses incurred in preparation of the Proposal;
- Purchase, acquisition or lease of land;

- 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
- Overhead, markup, or indirect costs.

#### **M. GRANT MANAGER NOTIFICATION**

Grantees will be required to notify the State Water Board Grant Manager prior to conducting construction, monitoring, demonstration, or other implementation activities so that the Grant Manager may observe to verify activities are conducted in accordance with the grant agreement. The Grant Manager may document the inspection with photographs or notes, which may be included in the DROPS project file.

#### **N. DIVISION OF FINANCIAL ASSISTANCE ADDITIONAL AUTHORITY**

Funds may become available from new appropriations or 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 below the funding line or for augmenting the scope 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.

#### **O. WATER CONSERVATION**

Grantees will be required to comply with the State Water Board's Drought Emergency Water Conservation regulations (California Code of Regulations [CCR] title 23, sections 863, 864 and 865) to the extent feasible.

## **APPENDIX B: SUMMARY OF PROPOSITIONS 13, PROPOSITION 40, AND 84 REQUIREMENTS**

[Appendix B-1 Proposition 13 Requirements](#)

[Appendix B-2 Proposition 40 Requirements](#)

[Appendix B-3 Proposition 84 Requirements](#)

# **APPENDIX C: PROPOSAL APPLICATION & EVALUATION CRITERIA**

## **Appendix C-1 Proposal Application**

## **Appendix C-2 Proposal Evaluation Criteria**

Please note that the application and/or review questions outlined in Appendix B may be slightly reworded, combined, or separated as the information is transferred to the online FFAST. The technical content and requirements will not change.

## APPENDIX C – 1: PROPOSAL APPLICATION

### Appendix C-1: Proposal Application

The following information is provided as a guide for applicants to ensure that they have submitted the required information. Character limits refer to character limits in FFAST.

A. Program Selection & General FFAST Information	
<b>1.</b>	<b>PROJECT SELECTION</b>
	Select “DROPS”
<b>2.</b>	<b>GENERAL INFORMATION</b>
	<u>Project Title</u> – Provide the title of the proposal. <b>If this item is not completed, FFAST will not accept the application.</b>
	<u>Project Description</u> – Provide a brief description of the project. The length of the Project Description is limited to 250 characters (including spaces). <b>If this item is not completed, FFAST will not accept the application.</b>
	<u>Applicant Details</u> – Provide the name and address of the applicant organization.
	<u>Project Director</u> – The Project Director (PD) is responsible for adhering to the terms of the Grant Agreement, keeping the project on track, submitting deliverables in a timely manner, and overall management of the administrative and technical aspects of the Grant Agreement. The PD must be an employee of the Grantee. Persons that are subcontractors to be paid by the grant cannot be listed as the PD.
	<u>Grant Contact</u> – The Grant Contact is the day-to-day contact on the project from the applicant organization.
	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the project in dollars.
	<u>Total Budget</u> – Includes the grant funds requested, funding match and other funding sources not reported as match (e.g., other grant funds).
	<u>Latitude/Longitude</u> – Enter latitude/longitude coordinates of the project. If there is more than one project location, enter the coordinates for the applicant’s office.
	<u>Watershed</u> – Provide names of the watersheds where the project is located. If the project covers multiple watersheds, list the primary watershed first.
	<u>County</u> – Provide the county in which the project is located. If the project covers multiple counties, select “Multiple Counties” from the drop down list.
	<u>Responsible Regional Water Board</u> – 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. <b>If this item is not completed, FFAST will not accept the application.</b>
<b>3.</b>	<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. Lookup tables are provided in FFAST to assist with determining the appropriate districts.
<b>4.</b>	<b>COOPERATING ENTITIES</b>
	Include entities that have/will assist the applicant in project development or implementation. Provide names of cooperating entities, role/contribution to project, first and last name of entity contact, phone number, and email address.
<b>5.</b>	<b>AGENCY CONTACTS</b>
	If the applicant has been collaborating with State and Federal agencies (Department of Water Resources [DWR], Regional Water Board, State Water Board, USEPA, etc.) in proposal/project 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 project and in no way indicates an advantage or disadvantage in the ranking process.
<b>6.</b>	<b>APPLICATION QUESTIONNAIRE</b>
	The answers to these questions will be used in processing the application and determining the eligibility and completeness of the application.

## APPENDIX C – 1: PROPOSAL APPLICATION

<b>7.</b>	<p><b>PROJECT CLASSIFICATION</b></p> <p>These questions allow State Water Board staff to categorize the types of activities the project(s) is proposing to implement.</p>
<b>B. Background Information</b>	
	<p><u>Q1.</u> Select the applicant’s organization type from the drop-down menu. In order to be considered eligible, the applicant must meet the definition of “school district”, “county office of education” “federally recognized tribe”, or a public agency applying on behalf of a school district.</p>
	<p><u>Q2.</u> Are all of the projects located in disadvantaged communities?</p>
	<p><u>Q3.</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; (3) in which the Grantee was notified of a Breach of Agreement; or (4) that has been the subject of an audit in which there were findings regarding management of the project or funds by the applicant or cooperating entity? If so, explain the actions taken to address the problems. (250 Characters)</p>
	<p><u>Q4.</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, explain (include the name and case number in your explanation). (250 Characters)</p>
<b>C. Proposal Questions</b>	
<b>1.</b>	<p><b>Technical</b></p>
	<p><u>Q5.</u> Submit an overall project description (2-page maximum) (Attachment 1).</p> <p><u>Q6.</u> Using the Project Summary Template available at <a href="http://www.waterboards.ca.gov/drops">www.waterboards.ca.gov/drops</a>, submit an attachment (Attachment 2) listing for each project: 1) the property name, 2) location, 3) number of students attending the school/location, 4) gallons captured per year, 5) pollutants addressed, and 6) estimated percent impervious area for each site. Include costs for administration, planning/design, construction, and education. Cost estimate for each project should include both grant and match funds.</p> <p><u>Q7.</u> Submit a map or photo (Attachment 3) of each school or project location, with the proposed locations of the stormwater capture projects marked and labeled on that map. For each school, include a 1-page written explanation describing how each of the Best Management Practices (BMPs) listed in Attachment 2 were selected, and how they are appropriate for the school or how they benefit water quality. Identify your school team (educators, consultants, etc. – who’s involved and who will be a champion for the proposed project(s)). Describe any soil, geotechnical, planning, design, or geotechnical information, if available.</p> <p><u>Q8.</u> Describe your adaptive management plan in the event that a proposed project(s) is not financially or technically feasible.</p>
<b>2.</b>	<p><b>Education and Community Involvement</b></p>
	<p><u>Q9.</u> Submit an attachment (Attachment 4) describing the educational benefits of the proposed project(s). Please include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>A. How does the project tie into existing water education activities?</li> <li>B. Will students participate in the planning of the project? The design of the project? How many will participate in construction? Post-construction maintenance or upkeep of the project?</li> <li>C. How many students will be exposed to the project over the lifetime of the BMP? Please include the percentage of the total student body that will be educated...</li> <li>D. Will students participate in the planning, design, engineering, or construction of the proposed stormwater capture BMPs? If so, please describe how.</li> </ul> <p><u>Q10.</u> Describe how the project(s) will lead to community involvement and/or awareness of stormwater capture, including outreach activities, leveraging from other private or public entities, leveraging of additional funds, parent teacher organization coordination, coordination with other agencies, partnering with local watershed groups, city or local government involvement, etc.</p>

## APPENDIX C – 1: PROPOSAL APPLICATION

<b>3.</b>	<b>Budget</b>
	<p><u>Q11.</u> Submit a budget table (Attachment 5) using the DROPS Budget Template available at: <a href="http://www.waterboards.ca.gov/drops">http://www.waterboards.ca.gov/drops</a></p> <p><u>Q12.</u> Describe the anticipated source(s) and amount of proposed funding match for the project(s).</p>
<b>4.</b>	<b>Readiness and Schedule</b>
	<p><u>Q13.</u> Provide a schedule table (Attachment 6) that documents the steps needed to accomplish the project(s), and include a narrative description (one page maximum) describing the pacing and scheduling of the project(s) and listing all known tasks and anticipated deliverables. The schedule should include:</p> <ol style="list-style-type: none"> <li>a) The start and end dates of the overall project;</li> <li>b) Estimated completion dates for major milestones associated with the project (for example, planning, construction commencement and completion dates, etc.);</li> <li>c) Current status of environmental documentation and California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) compliance, and estimated status of the proposed start date of the project. Complete the Environmental Clearance Checklist and submit CEQA documentation as Attachment 7;</li> <li>d) The project design and bid solicitation process, acquisition of rights-of-way, and identification and acquisition of all necessary permits (e.g., CEQA, local permits) and agency review (e.g., Division of State Architect);</li> <li>e) Implementation of any environmental mitigation or enhancement efforts;</li> <li>f) Project administration, including preparation of invoicing, reporting, and deliverables;</li> <li>g) Monitoring activities; and</li> <li>h) Educational activities.</li> </ol> <p>Schedule should show the sequence and timing of project tasks and should be in a horizontal bar or Gantt chart format.</p>
<b>5.</b>	<b>Operation and Maintenance</b>
	<p><u>Q14.</u> Describe how the project(s) will be maintained and operated for at least 20 years, including the source of funds.</p>
<b>7.</b>	<b>Monitoring, Assessment, and Performance Measure</b>
	<p><u>Q15.</u> How will you measure or evaluate the effectiveness of your project(s), and whether the project(s) is meeting the proposed goals and targets? Can the benefits of the proposed project(s) be measured in terms of specific numeric targets (for example, acre-feet per year), or will the benefits be measured relative to existing conditions (for example, a percentage reduction in sediment load)? Can the effectiveness of the project(s) be monitored within the lifetime of the grant? Submit Project Assessment and Evaluation Plan (PAEP) Performance Table Template.</p>
<b>8.</b>	<b>Multiple Benefits</b>
	<p><u>Q16.</u> Describe if the project will also contribute to any of the following:</p> <ul style="list-style-type: none"> <li>- Is part of an urban greening or smart growth plan</li> <li>- Reduce flood risk</li> <li>- Increase water conservation</li> <li>- Improve water quality</li> <li>- Capture stormwater for reuse or augmentation of local water supplies</li> <li>- Reduce runoff</li> <li>- Restore or enhance stream habitat</li> <li>- Increase awareness of water sustainability</li> <li>- Reduce carbon dioxide emissions or address climate change</li> </ul>
<b>9.</b>	<b>Disclaimer</b>
	<p><u>Q17</u> _____ (initials): By initialing the box, the <u>Project Director</u> is certifying that:</p> <ol style="list-style-type: none"> <li>a) The applicant is a school district, county office of education, or federally recognized tribe, that the proposed project is an eligible project type, and that the proposed project will contribute to sustained, long-term water quality benefits for a period of 20 years;</li> </ol>

## APPENDIX C – 1: PROPOSAL APPLICATION

- b) They are aware that, once the proposal has been submitted in FFAST, any privacy rights as well as other confidentiality protections offered by law with respect to the application package and project location are waived; and
- c) They have read and agree to the General Terms and Conditions of the Grant Agreement. If the Project Director does not agree with the terms and conditions, then a grant award may be denied. **(All applicants are required to check the box and initial next to the statement.)**

### APPLICATION ATTACHMENTS

Provide the attachments listed below by attaching files, no larger than 10 megabytes, to the FFAST application. For instructions on attaching files, please refer to the FFAST User Manual ([https://faast.waterboards.ca.gov/LoginLinks/FAAST\\_UserManual\\_v3\\_120711.pdf](https://faast.waterboards.ca.gov/LoginLinks/FAAST_UserManual_v3_120711.pdf)). When attaching files, applicants must use the naming convention noted in FFAST.

Attachment #	Attachment Title
<input type="checkbox"/>	Attachment 1 Overall Project Description
<input type="checkbox"/>	Attachment 2 Project Summary (use template available at <a href="http://www.waterboards.ca.gov/drops">www.waterboards.ca.gov/drops</a> )
<input type="checkbox"/>	Attachment 3 Map(s)/Photo(s) of Project Location(s)
<input type="checkbox"/>	Attachment 4 Educational Benefits
<input type="checkbox"/>	Attachment 5 Budget (use template available at <a href="http://www.waterboards.ca.gov/drops">www.waterboards.ca.gov/drops</a> )
<input type="checkbox"/>	Attachment 6 Schedule
<input type="checkbox"/>	Attachment 7 Environmental Clearance Checklist (use template available at <a href="http://www.waterboards.ca.gov/drops">www.waterboards.ca.gov/drops</a> ) and CEQA Documentation
<input type="checkbox"/>	Attachment 8 Letters of Support (If Applicable)
<input type="checkbox"/>	Attachment 9 PAEP Performance Table(s) template



**APPENDIX C – 2: PROPOSAL EVALUATION CRITERIA**

**Appendix C-2: Proposal Evaluation Criteria**

<b>DROPS PROGRAM PROPOSAL EVALUATION: ELIGIBILITY REVIEW</b>		
<b>ELIGIBILITY CRITERIA</b>	<b>YES/ NO</b>	<b>KEY</b>
<p><b>General FFAST Information</b></p> <p>1. Does the proposal contain all the required information requested in FFAST? (e.g., <i>General Information, Budget, Location, Funding Source, Legislative Information, Agency Information, Cooperating Entity Information, etc.</i>)</p>		<b>Applicant must receive “Yes” to be eligible for funding.</b>
<p><b>Background Information</b></p> <p>2. Is the applicant eligible for funding? (Question 1)</p>		
<p><b>Budget</b></p> <p>3. Are sufficient matching funds provided?</p>		
<p><b>Schedule</b></p> <p>4. Does the project’s estimated “start date” and “end date” fall within the DROPS appropriations? (Question 13)</p>		
<p><b>Additional Questions</b></p> <p>5. Is the applicant a member of a local watershed group? This is a requirement to qualify for Proposition 13 Watershed Protection funds.</p>		<b>Applicants who answer “Yes” to these questions must provide a description on actions used to address the problem. These questions may be used as a “tie breaker.”</b>
<p>6. Has the applicant or any cooperating entities entered into a contract or Grant Agreement that was terminated, where funds were withheld, whether the Grantee was notified of a Breach of Agreement, or the Grantee subject to an audit where there were auditable findings? (Question 3)</p>		
<p>7. 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? (Question 4)</p>		
<p><b>Disclaimer</b></p> <p>8. Has the applicant checked the box and initialed that the Project Director has read, understands and agrees to the General Terms and Conditions of the Grant Agreement? (Question 18)</p>		
<p><b>Overall Evaluation</b></p> <p>Indicate if the proposal should be scored, based on answers to Questions 1 through 6 above?</p>		<p><b>Yes = Proposal should be scored.</b></p> <p><b>No = Proposal should not be scored.</b></p>

**APPENDIX C – 2: PROPOSAL EVALUATION CRITERIA**

<b>DROPS PROGRAM PROPOSAL EVALUATION SCORING CRITERIA</b>	
<b>SCORED CRITERIA</b>	<b>SCORE</b>
<b>TECHNICAL</b>	
<p>How well are the technical components of the project described?</p> <p>Are the goals and objectives consistent with the DROPS requirements, and are technically feasible and realistic;</p> <p>How well does the proposal describe the project location, including current site conditions (incl. soil information), land use, and a map depicting the project location and stormwater capture area?</p> <p>Does the proposal clearly describe how the project will address noted/observed water quality problems associated with stormwater? Was the approximate quantity of the stormwater flow to be treated or captured provided? Does that quantity and origin seem reasonable, given the proposed budget?</p> <p>How thoroughly does the applicant support the technical approach described by the proposal?</p> <p>What was the technical basis for selecting the proposed LID BMPs provided?</p>	30
<b>EDUCATION AND COMMUNITY INVOLVEMENT</b>	
<p>How well are the educational components of the project described?</p> <p>What types of educational components will be implemented?</p> <p>How many students and grades will the educational components reach?</p> <p>How much community involvement is anticipated as a result of the project? Who are the anticipated groups? Are any municipalities or local agencies involved in the project?</p>	35
<b>BUDGET</b>	
<p>Did the summary budget table and narrative provide a rationale for the project costs? Are the costs reasonable? Is the project cost effective? Did the applicant provide the appropriate amount of matching funds?</p>	5

**APPENDIX C – 2: PROPOSAL EVALUATION CRITERIA**

<b>READINESS AND SCHEDULE</b>	
Does the schedule seem reasonable given the tasks listed? Are the start dates and end dates within the required timeframe as indicated in the Guidelines?	10
Does the schedule identify all the necessary tasks required to implement the project?	
Does the schedule include anticipated deliverables associated with completion of the tasks?	
Does the schedule address CEQA compliance, necessary permits, and agency review (e.g., State Architect)?	
<b>OPERATION AND MAINTENANCE</b>	
Does the proposal describe the anticipated operation and maintenance (O&M) efforts for each LID BMP?	10
Does the proposal describe the source of O&M funds?	
<b>MONITORING, ASSESSMENT, AND PERFORMANCE MEASURES</b>	
How well will the measurement tools and methods effectively monitor project performance and target progress? Is the monitoring appropriate for the benefits claimed? Are the goals and targets reasonable and feasible within the life of the grant?	5
<b>MULTIPLE BENEFITS</b>	
Does the project provide any of the following multiple benefits: is part of an urban greening or smart growth plan, Reduce flood risk, Increase water conservation, Improve water quality, Capture stormwater for reuse or augmentation of local water supplies, Reduce runoff, Restore or enhance stream habitat, Increase awareness of water sustainability, Reduce carbon dioxide emissions or address climate change, and/or is consistent with a local municipality stormwater management plan.	5

**APPENDIX C – 2: PROPOSAL EVALUATION CRITERIA**

DISADVANTAGED SCHOOL BENEFITS						
1. Will the project be located in a DAS? 2. Based on the portion of project located in a DAS (using the instructions in the document titled "Determination of DAS Status" available at <a href="http://www.waterboards.ca.gov/drops">http://www.waterboards.ca.gov/drops</a> ):						Bonus Points: 15
<b>% DAS Projects</b>	<25%	25-29%	30-39%	40-49%	50-59%	
<b>Points</b>	0	2	3	4	5	
<b>% DAS Projects</b>	60-69%	70-79%	80-89%	90-99%	100%	
<b>Points</b>	6	7	8	9	10	
<b>OVERALL TOTAL POINTS:</b>						<b>115</b>

## APPENDIX D: DEFINITIONS

**Applicant** – an entity that files an application for DROPS funding.

**Application** – the electronic submission to the State Water Board that requests grant funding for the project that the applicant intends to implement. It includes the Proposal, which may be comprised of responses to the questions included in the on-line application system, as well as attachments.

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

**Disadvantaged School** – for the purpose of this grant program, a disadvantaged school is a school in which at least 80% of the students are eligible for the Free or Reduced Price Meals (FRPM) program as defined by the California Department of Education.

**Evaluation Criteria** – the set of specifications used to select or choose a project based on available funding.

**Funding Match** – funds made available by the applicant including, but not limited to, Federal funds, local and private funding, State financing, or donated and volunteer (“in-kind”) services. Financing received through the Clean Water State Revolving Fund Program or any other State sponsored loan programs may be used for match. Additionally, education and outreach may qualify as a portion of the funding match.

**Grantee** – refers to a grant recipient.

**Granting Agency** – the agency that is funding a proposal and with which a Grantee has a Grant Agreement. The State Water Board will be the granting agency for the DROPS Grant Program.

**Lead Agency** – public agency (usually the applicant) that is responsible for preparation and circulation of environmental documents before project approval.

**Local Public Agency** – is any city, county, city and county, or district.

**Low Impact Development (LID)** – for the purposes of this funding program, LID is a stormwater management strategy aimed at maintaining or restoring the natural hydrologic functions of a site or project to achieve natural resource protection objectives and fulfill environmental regulatory requirements; LID employs a variety of natural and built features that reduce the rate of runoff, filter pollutants out of runoff, and facilitate the infiltration of water into the ground and/or on-site storage of water for reuse.

**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 Sources (NPS) Pollution** – 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, and mining. 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 NPS pollution.

**National Pollutant Discharge Elimination System (NPDES) Permit Program**– controls water pollution by regulating point sources that discharge pollutants into waters of the United States. Point sources are discrete conveyances such as pipes or man-made ditches. Since its introduction in 1972, the NPDES Permit Program has been responsible for significant improvements to our Nation's and State's water quality.

**Pollutant Load Reduction** – the decrease of a particular contaminant in the impaired waterbody resulting from the implementation of the project.

**Project** – refers to 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** - refers to 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.

**Project Director** – The Project Director is responsible for adhering to the terms of the Grant Agreement, keeping the project on track, submitting deliverables in a timely manner, and overall management of the administrative and technical aspects of the Grant Agreement. The Project Director must be an employee of the Grantee. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.

**Proposal** – refers to 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** – is the “Safe Drinking Water, Clean Water, Watershed Protection, and Flood Protection Bond Act of 2000” as set forth in Division 26 of the Water Code.

**Proposition 40** – is the “California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002” as set forth in Division 5 of the Public Resources Code.

**Proposition 50** - is the “Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002” as set forth in Division 26 of the Water Code.

**Proposition 84** – is 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 Public Resources Code.

**Public Works** – construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds, except work done directly by any public utility company pursuant to order of the Public Utilities Commission or other public authority (CLC § 1720).

**Restore** – to improve physical structures or facilities (PRC § 75005).

**Smart Growth** - an urban planning and transportation theory that concentrates growth in urban areas to limit urban sprawl to preserve natural lands and critical environmental areas, protect water and air quality, and reuse already-developed land. Smart Growth conserves resources by reinvesting in existing infrastructure and reclaiming historic buildings. By designing neighborhoods that have shops, offices, schools, churches, parks, and other amenities near homes, communities are giving their residents and visitors the option of walking, bicycling, taking public transportation, or driving as they go about their business. Basic Smart Growth principles include:

- Mixing land uses;
- Taking advantage of compact building design;
- Creating a range of housing opportunities and choices;
- Creating walkable neighborhoods;
- Fostering distinctive, attractive communities with a strong sense of place;
- Preserving open space, farmland, natural beauty, and critical environmental areas;
- Strengthening and direct development towards existing communities;
- Providing a variety of transportation choices;
- Making development decisions predictable, fair, and cost effective; and
- Encouraging community and stakeholder collaboration in development decisions.

**Stakeholder** – an individual, group, coalition, agency, or other entity that is involved in, affected by, or has an interest in the implementation of a specific program or project.

**Stormwater** – water generated by runoff from land and impervious surfaces during rainfall and snow events that often contains pollutants in quantities that could adversely affect water quality. Dry weather flow enters the municipal storm sewer from every day activities such as lawn watering, car washing, and ground water seepage.

**Sustainable** - resources must only be used at a rate at which they can be replenished naturally.

**Urban Water Supplier** – a supplier, either publicly or privately owned, that provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually (CWC § 10617).

**Water Management Grants** - programs or projects for surface water or groundwater storage, recycling, desalination, water conservation, water supply reliability, and water supply augmentation. (CWC § 10631.5)