Prop 1 Storm Water Grant Program Planning Workshop for New Grantees

Friday, September 9, 2016
Sacramento, CA and Webinar

Workshop Agenda

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

Email questions to:
DFA_Grants@waterboards.ca.gov

Send email with Grantee Name, Grant Agreement # (D1612XXX), and Name of Attendees
Communication is Key!

Starting the Process

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

Negotiation Process

- Grantee Contacted with Initial Instructions
- Admin Forms and Budget are Requested
- SOW Drafted by GM and PA from Proposal
- Draft Agreement Forwarded to PD for Approval
- Teleconference with PD, GM, and PA
  - Agreement is Finalized
Planning Grant Agreement

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

Exhibit A – SOW
Information Added During Negotiation Process

Review Provisions Included in Exhibits B and C

State Cross-Cutters

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

Scope of Work (SOW)

• Developing your SOW from full proposal in FAAST
• SOW must align with budget and schedule!
• Standard Language for Storm Water Resource Plan Development Grants
DRAFT SOW Project Management

1. Project Management

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

DRAFT SOW – Technical Advisory Committee

2. Technical Advisory Committee (TAC)

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

DRAFT SOW – Data & Watershed ID

3. Data Collection and Watershed Identification

3.1 Gather and review existing data appropriate to development of the SWRP including maps, geographic information system (GIS) layers...
3.2 Identify the SWRP watershed and sub-watersheds planning boundaries. Submit a watershed planning area description...
4. **Storm Water Resource Plan Development**
   4.1 Develop and submit a detailed SWRP outline that demonstrates compliance with the SWRP Guidelines...
   4.2 Develop necessary components for a complete SWRP that achieves the recommendations set forth in the SWRP Guidelines and complies with the Water Code Sections 10561 – 10573...

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

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

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

DRAFT SOW – Plan Development cont.

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

5. Additional Technical Tasks (as applicable)

DRAFT SOW – Outreach and Education

6. Stakeholder Outreach, Education, and Public Participation
   6.1 Facilitate organization, coordination, and collaboration among stakeholders ...
      6.1.1 Prepare a stakeholder outreach, education, and engagement plan...
      6.1.2 Conduct a minimum of two (2) stakeholder meetings and one (1) public outreach meeting ...
      6.1.3 [Include additional specific public outreach efforts, such as development of a website etc.]
   6.2 Submit a summary of stakeholder outreach, education, public participation...
## DRAFT Project Deliverables/Schedule

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION OF DELIVERABLES</th>
<th>CRITICAL DUE DATE</th>
<th>ESTIMATED DUE DATE</th>
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<tbody>
<tr>
<td>1.</td>
<td>Project Management</td>
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<td>1.2</td>
<td>Notification of Upcoming Meetings, Workshops, and Trainings</td>
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<td>1.3</td>
<td>Detailed Project Schedule</td>
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<td>1.4</td>
<td>Status Review Meetings</td>
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<td>2.</td>
<td>Technical Advisory Committee</td>
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<td>2.1</td>
<td>List of TAC Members, Roles and Responsibilities, Affiliations and Commitment Letters</td>
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<td>2.2</td>
<td>TAC Kickoff Meeting Summary</td>
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<tr>
<td>2.3</td>
<td>TAC Meeting Agenda, Notes, Sign-In Sheets, and Action Items</td>
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<td>3.</td>
<td>Data Collection, and Watershed Identification</td>
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<td>3.1</td>
<td>Annotated List of Data and Reports</td>
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<tr>
<td>3.2</td>
<td>Planning Area Description, Map and Boundaries</td>
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<td>4.</td>
<td>Storm Water Resource Plan Development</td>
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<td>4.1</td>
<td>Detailed SWRP Outline</td>
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<td>4.3</td>
<td>Description of Approach Addressing Water Quality</td>
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<tr>
<td>4.4</td>
<td>Technical Memo</td>
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## Developing a Detailed Budget

### Pro 5 STORMWATER DRAFT PROGRAM - BUDGET DETAIL

- **Eligible Costs (Reimbursement and Match)**
  - Grantee’s personnel hours
  - Volunteer hours (match)
  - Consulting and Contractors Invoices
  - Supplies and materials directly related to project
  - Match from previous work must be supported by invoices
  - Travel – must be at state per diem/approved rates
  - Modeling Software – must get pre-approval
Ineligible Costs (reimb. and match)
Some examples of ineligible costs are:
- Grant proposal preparation costs
- Mark Up/Surcharge
- Unapproved Out of State Travel
- Tuition fees (Fee remission)
- Overhead
- Deductible for insurance
- Food and beverages
- Audit costs
- Legal Costs (some exceptions)

Execution Process

Final Agreement Routed Internally for Approval
Emailed to PD for Signature

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

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

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

CEQA – Environmental Documents

- Project Exempt from CEQA?
  - YES:
    - File NOE
  - NO:
    - Initial Study: Does project have significant adverse effect on environment?
      - YES: File EIR
      - NO: File MND

- File ND

CEQA – Where to find Help

  - See Appendix A for CEQA Process Flow Chart
- CA Natural Resources Agency: [http://ceres.ca.gov/ceqa/](http://ceres.ca.gov/ceqa/)
  - See FAQs
- State Clearinghouse: [http://www.opr.ca.gov/m_stateclearinghouse.php](http://www.opr.ca.gov/m_stateclearinghouse.php)
  - Submitting Environmental Documents to OPR
CEQA – NOE: Items for SB Review

- Submit to Grant Manager:
  - 1 page Project Description
  - Map(s)
  - Signed, date-stamped copy of NOE with State Clearinghouse #
  - State Water Board NOE Concurrence Form

CEQA: NOE Concurrence Form Example
**Timeline**

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

**Auditable Files**

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

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