Online Form

General Items and Tips

The form consists of 10 pages with approximately 110 questions.

You need to register with the site using a valid email and password in order to add projects. Once you have registered you can add as many projects as you want as that user.

Navigate between pages by clicking the 'Save/Next >' or '< Back' button at the bottom of each page. Data is saved into the database each time you click the 'Save/Next > button. Do not use the back and forward buttons on your browser tool bar to navigate pages. Clicking the forward button will not save data to the database and the back button may not display the most recent version of information saved into the database.

The program checks that required questions are complete before saving information to the database and moving to the next page. If a required question is not answered (or is otherwise not valid), a prompt will appear in yellow text next to the question or at the bottom of the page, and you must complete that question before saving all the information on that page to the database and moving on to the next page.

After completing the first two pages of the form (Lead Agency and General) you can come back and edit your project at any time.

In order for your project to be considered for Round 2 funding, Proposition IE funding, or the OWOW Plan you must complete all pages of the online form and click the 'Submit' button on the last page of the form. After you click submit you can still edit your project at any time before close of business on October 1, 2012. If you decide to withdraw your project from consideration you can do so by going to the Start Page, clicking the 'Edit Existing Round 2 Project' and then clicking the Active link in the grid for the project of interest. Active = True means the project will be considered, and Active=False means the project will not be considered. You can toggle back and forth between the two.

Owing to the length of the form and the detailed nature of the questions, it is recommended you complete your answers in the MS Word Form provided on the help page and then copy and paste your answers into the online form. Copy text from the MSWord form by selecting the text, and then either right click and select copy, or hold down the CTRL key and press the 'C' key on your keyboard. To paste text into textboxes on the online form move your cursor to the textbox, hold down the CTRL key and press the 'V' key on your keyboard. **Only the keyboard shortcuts for copying and pasting will work on the online form.**

There are character count (including spaces) limitations on the questions requiring a text response. You can get a character count in MS Word by highlighting the text and clicking the 'Words' button on the status bar at the bottom of the page.

Online Form

Help is available on each page of the form by clicking the help button ![help button] located on the top of each page. Specific information regarding individual questions is available by clicking the info icon ![info icon] next to the question.

Register/Log in

Click the 'Register' button on the upper right if you are a new user and fill out the form with a valid email and a 6-10 character password.   Once you have registered you will be sent a confirmation email containing the email and password you used to register.

Click the 'Login' button on the upper right if you have already registered and you want to add more projects or edit any of your existing projects.

You need to be logged in to add projects, and you can add as many projects as you like using the same email and password.

If you forget your password, type your email address into the Login form and click the 'Retrieve Password' link on the form. Your password will be emailed to you.

Start Page

There are three functions available on this page:

Add a New Round 2 Project – Add a new project from scratch. When you click this button you will be taken to the 'Lead Agency' Page to begin your project.

Update Round 1 Project for Round 2 – Update a project submitted in Round 1 for consideration in Round 2. When you click this button, Lead Agency, General Project and Project Location information is transferred from the Round 1 Project to a new Round 2 Project. When you click this button you will be taken to the 'Lead Agency' Page and **will not** be able to change the Lead Agency Name. Please note that only the Lead Agency, General Project and Project Location information is transferred to the form and you will need to complete the other questions for the Round 2 application. You are also encouraged to review the transferred data for completeness and accuracy.

Edit Existing Round 2 Project – Edit a Round 2 Project that you have already started. This function allows you to fill out the form over time. A project needs to be completed through the second page (General Project) before it is saved permanently in the database and can be edited later on.

Lead Agency Page

This page contains information regarding the Lead Agency. All fields except Cell Phone are required.

Click the 'Save/Next >' button to save information into the database.

Online Form

General Project Page

This page contains General Project information including Project Name, Description, Goals and Objectives, Purpose and Need, how the project meets existing IRWM goals, IRWM Plan consideration type, Project Type and whether the project is part of an existing regional/sub-regional plan. Also included on this page are questions as to whether you are requesting assistance for implementation of sustainable water rates, and if you have achieved the year 2020 efficiency goal under SBx7-7. If you have achieved the year 2020 efficiency goal under SBx7-7 you will be asked to upload the California Urban Water Conservation Council (CUWCC) or equivalent document. All fields on the page are required.

Descriptions of the IRWM Plan consideration types are listed below:

OWOW Plan:
Projects that may not meet all eligibility and threshold requirements (gates) and may not be eligible or ready for Prop 84 Round 2 funding, but wish to be included and ranked in the OWOW Plan to be part of an official IRWMP and be considered for other potential sources of funding in the future.

Round 2 Funding:
Projects that meet all eligibility and threshold requirements (gates) and are anticipated to be ready for Prop 84 Round 2 funding. Projects seeking Prop 84 Round 2 funding will automatically be included in the OWOW Plan.

Prop 1E Funding:
Projects that seek Prop 1E Funding. These projects need to be part of an official IRWMP, but may not be eligible for Prop 84 Round 2 Funding.

Click the 'Save/Next >' button to save information into the database.

Location Page

This page consists of an interactive map that you click to locate your project. Use the map tools to zoom in, out or pan the map as necessary to get as close to your project location as possible. Then click the map to locate your project. If your project covers a large area, use the approximate center. You can click as many times as necessary to get the desired location. The latitude and longitude coordinates will automatically be calculated when you click the map. You will also need to type in a description of the project location in the 'Location Description' box.

Click the 'Save/Next >' button to save information into the database.

Project Benefits and Benefit Accrual Page

On this page you need to complete information regarding Project benefits as defined by DWR Guidelines Section 3 – Projects requesting Proposition 84 IRWM Implementation Funding (page 17, December 2010

Online Form

version).   You will need to select a minimum of one project benefit; however, more benefits will make the project more competitive.

This page also contains information as to where project benefits accrue in regards to communities and sub-watersheds.   OWOW 2.0 encourages the development of regional projects that benefit multiple jurisdictions.

There is also a question about project synergies and linkages that add additional value.

Click the 'Save/Next >' button to save information into the database.

Disadvantaged Communities (DAC) and Native American Tribal Communities (NATC) Page

On this page you will complete information regarding DAC's, NATC's and Environmental Justice. There is a link to a DWR map showing the location of DAC's in the area of the Santa Ana Watershed (http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm).   After clicking the link scroll down to DAC Mapping Tool. Map 3 is the one to use. Note: the map works best with Google Chrome or Internet Explorer version 9 or newer. Older browsers can take 25-45 seconds to load or will not load at all.

There are three possible scenarios for DAC projects: (1) project directly addresses a DAC as identified in the DWR map; (2) project addresses a DAC as identified in the DWR map, in addition to other non-DAC areas (i.e. not exclusively a DAC project); (3) project addresses the need of a community that is not identified as a DAC in the DWR map, but that nevertheless has a median household income (MHI) of less than 80% of the state MHI, or $48,704. Scenario 3 may occur in small areas that are part of a larger community that does not qualify as a DAC as a whole. If your project falls under Scenario 3, please provide information about data development such as income survey or combinations of census geographies used to define a more disaggregated level (e.g. census block or census group) in the box provided.

Click the 'Save/Next >' button to save information into the database.

Project Partners Page

On this page you will insert information about Project Partner Agencies. In addition to agency name, address and contact information, you will also need to select a partner type for the agency (At least one). Partner types include:

Collaborative Planning - Helps in the planning of project.

Direct Funding - Provides funding for project.

In-Kind Services - Provides labor/services contributions to project.

Co-operator/Co-Manager - Co-manages or is an equal partner in the project

Online Form

You can insert as many agencies as necessary using the 'Insert Partner' Button.

Click the 'Next >' button to move to the next page when you are done inserting agencies.

Project Funding

On this page you will insert information about Project Funding including the Total Project Cost and the amount of the total project cost to be funded by the Requested Round 2 Funding amount and by Match Contribution. In addition annual O&M costs are required. You will also be asked questions about the security and longevity of the funding sources. If your project is not requesting any funding, just put zeros into the funding amount boxes and put NA for explanations about the security and longevity of funding.

Click the 'Save/Next >' button to save information into the database.

Project Criteria

On this page you will insert information about Project Criteria under four categories as defined by DWR. These categories include:

1) Improve Water Reliability and Reduce Reliance on Imported Water
2) Improve Water Quality and Salt Balance
3) Climate Change
4) Manage Flood Waters through Preservation and Restoration of Natural Hydrology

Climate Change tip:
Input the amount of CO_2e that will be mitigated by your project versus a baseline condition. For example, if your project is replacing imported water with local water supplies calculate the difference in annual CO2e generation between the two sources. Unit indicators may be used to compare the carbon footprint of different sources. Other examples include the replacement of a local water source for another local source with a smaller carbon footprint; energy-efficiency improvements in your operations (e.g. replacing equipment); and renewable energy generation (e.g. solar, methane capture and use).

It is important that you report your metrics in the units provided in the form so that the project can be evaluated properly.

Click the 'Save/Next >' button to save information into the database.

Project Status

On this page you will insert information about the status/readiness of the project including the current stage of project development, estimated project completion date, estimated operational life, CEQA status and NEPA status.

Click the 'Save/Next >' button to save information into the database.

Online Form

Project Documents Page

On this page you will upload documents to support your project under three category types:

Project Partners
Documents that demonstrate collaboration between agencies. These include Memorandums of Understanding (MOU) Funding Agreements, Letters of Support, Excerpts from Board Actions, etc ..

Project Funding
Documents that show a 25% match contribution. Budgets, relevant excerpts from capital improvement plans, Board Resolutions committing to match, etc ..

Project Status
Implementation schedule that shows project completion within 5 years after grant approval.

SBx 7-7 20% by 2020
California Urban Water Conservation Council (CUWCC) Annual Report
or equivalent

For large documents, please include relevant sections only

Submit Page

This is the final page where you submit your project to flag it as complete. After clicking the submit button you will receive an email notification that your project has been submitted. A report will also be generated with all the information you inserted into the form. You can save this report in pdf or excel format to your hard drive. You can also make changes to the project at any time up until October 1, 2012.

Map of Round 2 Projects

Once the submit button has been clicked your project will also be included on the 'Map of Round 2 Projects Submitted'. (You may need to refresh your browser before the project is listed on the map). You can find your project (or any other submitted) by selecting the agency and project name using the drop downs on the left side of the map, or by zooming into the map directly in the area of your project.

If you click the id tool and then click your project location on the map, an info window will appear that will allow you to open and save a pdf copy of the report generated when the submit button was clicked.

1) Lead Agency Information:

Agency Name:

Contact Person:

Address:

City:

Zip:

Email:

Phone:

Cell Phone (optional):

2) General Project Information:

Project Name (250 chars):

Tip: to get a character count, highlight the text and click the words tab below

Project Description (3000 chars):

Goals and Objectives (2000 chars):

Purpose and Need (2000 chars):

How does Project meet IRWM Goals and Objectives (1000 chars):

Tip: see http://www.sawpa.net/Prop84Tools/IRWMGoalsObjectives.pdf *for list of Objectives adopted by Steering Committee to be used to answer this question*

Project to be considered for IRWM Plan HELP

     OWOW Plan (No Funding Requested)

     Round 2 Funding

     Prop 1E Funding

Project Type

     Construction

     Program

     Study Investigation

Is Project part of regional/subregional plan   ___ Yes   ___ No

If yes, Name Plan (200 chars):

Are you requesting assistance for implementation of sustainable water rates   ___ Yes ___ No

Have you achieved the year 2020 efficiency goal under SBx7-7   ___ Yes   ___ No

If yes, you will need to upload California Urban Water Conservation Council (CUWCC) Annual Report or equivalent on the Documents page of the form as verification.

3) Project Location

Longitude: (auto generated when map is clicked on form)

Latitude: (auto generated when map is clicked on form)

Project Location Description (500 chars):

4) Project Benefits and Benefit Accrual Locations

Project Benefits (select all that apply) HELP

One is required, but more benefits will make the project more competitive

___ Water supply reliability, conservation and use efficiency

___ Stormwater capture, storage, cleanup, treatment and management

___ Removal of invasive species; wetlands creation or enhancement; acquisition, protection and restoration of open space

___ Non-point source pollution reduction, management, monitoring

___ Groundwater recharge and management

___ Contaminant and salt removal, reclamation, desalting and conveyance to users

___ Water banking, exchange, reclamation and improvement of water quality

___ Planning and implementation of multipurpose flood management programs

___ Watershed protection and management

___ Drinking water treatment and distribution

___ Ecosystem and fisheries restoration and protection

Where do Project Benefits Accrue:

Jurisdiction

___ Single Municipality/Community   Explain (500 chars)

___ Multiple Communities

Subwatershed/Basin

___ Single Subwatershed/Basin   Explain (500 chars)

___ Multiple Subwatersheds/Basin

___ Entire Watershed

Describe project synergies and linkages that result in added value, and coordinated implementation and/or collaboration (1000 chars):

5) Disadvantaged Communities (DAC) and Native American Tribal Communities (NATC)

100 % project benefits go to DAC HELP

     ___ Yes   ___ No

Portion of project benefits go to DAC HELP

     ___ Yes   ___ No   ___ NA (used if 100% DAC checked)

If yes, what percentage apply to DAC   _____ (0 if no)

100 % project benefits go to NATC HELP

     ___ Yes   ___ No

Portion of project benefits go to NATC HELP

     ___ Yes   ___ No   ___ NA (used if 100% NATC checked)

If yes, what percentage apply to NATC   _____ (0 if no)

Describe Benefits to DAC and NATC (1000 chars):

How does the proposed project address any Environmental Justice Concerns? (1000 chars): HELP

6) Project Partners

(Insert as many as necessary)

Agency Name:

Project Contact:

Address:

City:

Zip:

Email:

Phone:

Cell Phone (optional):

Project Partner Type (select all that apply) HELP

___ Collaborative Planning

___ Direct Funding

___ In-Kind Services

___ Co-Operator/Co-Manager

7) Project Funding

(Do not use $ or % symbols in Amount and % boxes. Use whole numbers only)

Category	Amount ($) (Whole Numbers Only)	% Whole Numbers Only	
Total Project Cost:			
Requested Round 2 Funding:			
Match Contribution*			sum of a,b,c,d
a) Local Contribution:			
b) Federal Contribution:			
c) In-Kind Contribution:			
d) Other:			

*25% match contribution required for Non-DAC projects requesting funding

SRF Loan: _____

O & M (Annual) Costs: _____

Has Funding been secured?

___ Yes   ___ No

If yes, please explain certainty and longevity of funding (500 chars)

Has O&M Funding been secured?

___ Yes   ___ No

If yes, please explain certainty and longevity of funding (500 chars)

8) Project Criteria

1) Improve Water Reliability and Reduce Reliance on Imported Water

Reduction of Imported Water By: (select all that apply)

___ Water Use Efficiency   _____ (AFY)

___ Stormwater Capture and Storage   _____ (AFY)

___ Recycling/Reuse   _____ (AFY)

___ Groundwater Desalination   _____ (AFY)

___ Other   Explain (200 chars)_____   _____ (AFY)

2) Improve Water Quality and Salt Balance

(select all that apply)

___ Salt Removal   _____ (tons removed/year)

___ Non-Point Source Reduction   _____ (Water Treated mgd)

___ Reduction to TMDL or other pollutant   _____ (kg removed per year)

        Explain (200 chars)   _____

3) Climate Change

Greenhouse Gas Emissions   HELP

Reduction of greenhouse gas emissions achieved from water management activities vs baseline

_____ (metric tons CO2e/year)

Explain (1000 chars):

8) Project Criteria

Climate Change Adaptation

Describe how the project adapts to the potential effects of climate change (1000 chars):

4) Manage Flood Waters

(select all that apply)

___ Preservation and Restoration   HELP   _____ (Acres)

___ Natural Hydrology Restoration and Connectivity

Explain (1000 chars):

___ Uses LID or other resource-efficient land use

Explain (1000 chars):

5) Impacts to natural hydrology and alluvial fans

___ Positive   ___ Negative   ___ No Impact

Describe impacts to natural hydrology and alluvial fans (1000 chars):

9) Project Status

What is the status of the project?

___ Planning studies completed

___ Conceptual design (15%) completed

___ Preliminary design (30%) completed

___ Final design (100%) completed

___ Project ready for construction bid (permits secured)

Estimated project complete date: _____ (mm/dd/yyyy)

Estimated operational life: _____ (years)

Has your agency completed similar projects?

___ Yes   ___ No

CEQA Status (select one)?

___ Not Applicable

___ In Progress   Estimated complete date: _____ (mm/dd/yyyy)

___ Complete   Filing date: _____ (mm/dd/yyyy)

NEPA Status (select one)?

___ Not Applicable

___ In Progress   Estimated complete date: _____ (mm/dd/yyyy)

___ Complete   Filing date: _____ (mm/dd/yyyy)

10) Project Attachments

Upload Relevant Project Documents

Project Partners:
Documents that demonstrate collaboration between agencies:
Memorandums of Understanding (MOU), Funding Agreements,
Letters of support, Excerpts from Board Actions, etc ..
For large documents please include relevant sections only

Project Funding:
Documents showing 25% match contribution minimum:
Budgets, relevant excerpts from capital improvement plans,
Board Resolutions committing to match, etc ..
For large documents please include relevant sections only

Project Status
Implementation schedules showing project completion within
5 years after grant approval.
For large documents please include relevant sections only

SBx 2020
If water retail agency, documents showing agency meets Year 2020
goals under SBX7-7 20% by 2020. California Urban Water
Conservation Council (CUWCC) Annual Report or equivalent.
For large documents please include relevant sections only

11) Submit

Click the Submit button to flag the project as complete. A pdf report will automatically be generated
with your project information that you can save to your hard drive in either pdf or excel format. You will
receive an email confirming the project submission. You can make edits to the project at any time until
close of business on October 1, 2012.

Help

Project to be considered for IRWM Plan

OWOW Plan:
Projects that may not meet all eligibility and threshold requirements (gates) and may not be eligible or ready for Prop 84 Round 2 funding, but wish to be included and ranked in the OWOW Plan to be part of an official IRWMP and be considered for other potential sources of funding in the future.

Round 2 Funding:
Projects that meet all eligibility and threshold requirements (gates) and are anticipated to be ready for Prop 84 Round 2 funding. Projects seeking Prop 84 Round 2 funding will automatically be included in the OWOW Plan.

Prop 1E Funding:
Projects that seek Prop 1E Funding. These projects need to be part of an official IRWMP, but may not be eligible for Prop 84 Round 2 Funding.

Back

Project Benefits

Project benefits as defined by DWR Guidelines Section 3 – Projects requesting Proposition 84 IRWM Implementation Funding (page 17, December 2010 version)

Back

100% DAC

Click "yes" for this option only if the project is specifically intended to directly address a critical water supply or water quality need of a disadvantaged community (DAC). A DAC is defined by DWR as 'a community with an annual median household income that is less than 80 percent of the Statewide annual median household income (PRC §75005 (g))'

Back

Portion DAC

Click "yes" for this option if the project is not specifically intended to address a critical water supply or water quality need of a DAC, but nevertheless provides benefits to a DAC, in addition to benefiting other residents of the watershed or agency's service area. For example, if the project improves water quality throughout your service area, of which a portion is classified as a DAC.

Back

100% NATC

DWR has identified as a statewide priority 'proposals that include the development of Tribal consultation, collaboration, and access to funding for water programs and projects to better sustain Tribal water and natural resources'. Click "yes" for this option only if the project addresses this statewide priority

[Back](#)

Portion NATC

Click "yes" for this option if the project is not specifically intended to address the need of a NATC, but nevertheless provides benefits to a NATC, in addition to benefiting other residents of the watershed or agency's service area. For example, it the project improves water quality throughout your service area, of which a portion is classified as a NATC.

[Back](#)

Environmental Justice

Environmental Justice is defined by DWR as the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies (California Government Code §65040.12(e)).

[Back](#)

Project Partner Type

Coordinated Planning - Helps in the planning of project.

Direct Funding - Provides funding for project.

In-Kind Services - Provides labor/services contributions to project.

Co-operator/Co-Manager - Co-manages or is an equal partner in the project

[Back](#)

Climate Change

Input the amount of CO_2e that will be mitigated by your project versus a baseline condition. For example, if your project is replacing imported water with less energy-intensive local water supplies calculate the difference in annual CO_2e generation between the two sources. Unit indicators may be used to compare the carbon footprint of different sources. Other examples include the replacement of a local water source for another local source with a smaller carbon footprint; energy-efficiency improvements in your operations (e.g. replacing equipment); and renewable energy generation (e.g. solar, methane capture and use). Reported values must me within your operational control.

[Back](#)

Preservation and Restoration

Headwaters forest and meadow preservation; or Riparian habitat restoration and connectivity; or Open space or recreational opportunity created

[Back](#)