

Policy No. UKB-002
Adopted Date: 10-20-2010
Amended Dates:

Water Authority Project Application Process

(To be condensed or otherwise altered by Advisory Committee in order to meet specific grant solicitations)

Stage # and description	Stage initiation	Stage duration	Fees?	Activities
0) Pre-work	Ongoing	--	No	<ul style="list-style-type: none"> • Authority and Advisory Committee will conduct periodic regional needs assessments and brainstorm regional projects to meet IRWMP goals. • As resources permit, regional project proponents will initiate feasibility studies and data gathering to support project development, prior to specific grant opportunities. Also, proponents may consider adding components that strengthen the application such as a disadvantaged community component, flood management component, or environmental component. • Interested Parties, as defined by the JPA, will make contact with Authority Members about sponsorship of their project(s).
1) Grant workshop(s) and initial conversations on projects and partnering	Issuance of draft grant guidelines, ideally at least 1 yr from application deadline	1 month	No	<ul style="list-style-type: none"> • Project workgroup selects a Project Selection Panel. The Panel shall have minimum of three members. • Staff and/or a work group identified by the Authority will plan and conduct an educational workshop on the grant opportunity, including a template for the grant application. Participants will begin the process of identifying projects with regional value and potential project partners. • Grant workshop(s) will include as much information as possible to help project proponents understand and incorporate requirements of the grant solicitation. • Project proponents present initial ideas to Authority and/or its Advisory Committee for additional discussion of how each project meets regional needs and potential for partnering or combing projects. • The Authority may establish an application fee to be shared by proponents of all projects scored in each round of reviews. (Only projects actually scored in each round will incur fees).

<p>2) Initial Screening</p>	<p>Immediately after discussions with Authority</p>	<p>1 month</p>	<p>Possible</p>	<ul style="list-style-type: none"> • Proponents submit projects to online preliminary project database based on project potential (e.g. project description, need, scope of work, budget, schedule, technical studies and known information). • Projects pre-ranked based on information submitted to online project database. Based on this information, the Project Selection Panel will announce the pre-ranking and identify projects that should be further considered for funding from this grant opportunity. • Project Selection Panel presents workshop on Project Application Template and Ranking Criteria for projects being considered for current round of funding.
<p>3) Initial project / data development period</p>		<p>1 month</p>		<ul style="list-style-type: none"> • Project proponents decide whether to proceed with the grant opportunity. • Proponents who choose to move forward refine ideas and collect all information that will be needed for Stage 4. • Project proponents submit individual project application package that includes all required components (written narrative, tables and drawings, full scope, budget, and schedule). Application package must be complete enough to evaluate against the IRWMP goals met and specific guidelines of the grant opportunity and should follow the draft application format of the grant.
<p>4) First Full Scoring: Review and scoring to grant criteria. (Project-ready and application-ready to the extent possible.)</p>		<p>1 month</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Project Selection Panel to conduct the scoring. If numbers by the reviewing parties significantly differ, project applicants and reviewers will consult and address inconsistencies.
<p>5) Project refinement and combining</p>		<p>2-3 months</p>	<p>No</p>	<ul style="list-style-type: none"> • Project proponents are responsible for preparation of all information required by the grant opportunity. Project proponents will share, coordinate and clarify issues for project consistency as they relate to the IRWMP and grant guidelines. • Proponents who choose to move forward will refine and improve their concepts, data and application materials to improve their scoring potential.

6) Second (final) scoring	Immediately following the release of the final PSP	1 month	Yes	<ul style="list-style-type: none"> • Project proponents submit complete project application package in application-ready form. • Consultants or a panel selected by the Authority score the projects to IRWMP goals met and specific guidelines of potential project funding.
7) Advisory Committee recommendation and Authority decision	At least 4 months prior to grant application deadline	1 month	Possible	<ul style="list-style-type: none"> • (2 weeks) Authority subcommittee and/or Advisory Committee will develop a recommendation to the Authority for projects to package in the grant application. • (2 weeks) Authority will finalize the list of projects to package in the grant application. • The Authority will determine whether additional resources are required to package the project applications, based on the complexity and number of selected projects. A permit application fee (packaging fee) may be developed and applied to project sponsors. • Parallel to Authority discussions, project proponents may further refine application materials based on final scoring results to improve the overall quality of the regional grant package.
8) Final data submission, application finalization	At least 60 days prior to application deadline	2 months	Possible	<ul style="list-style-type: none"> • Project proponents selected for the final application package may negotiate to adjust each project’s proposed cost share in order to achieve maximum joint scoring potential while minimizing costs to individual project proponents. • Project proponents on the JPA’s final list of included projects will submit final application drafts. • Consultants will complete the final packaging by linking and formatting specified parts of the project application for consistency purposes—e.g., economic analysis
9) Application submission	At least 48 hours before application deadline	NA	No	<ul style="list-style-type: none"> • The final application package will be submitted. • KRCD, as Authority Agent, shall be responsible for compliance measures of meeting deadlines.

Levels of Stage 3 Project Screening

1) General Fatal Flaws

- a) Project template/required information incomplete
- b) Not covered by UWMP
- c) Not covered by GWMP
- d) Not AB1420 compliant
- e) No clear resource commitments for ongoing O&M
- f) No clear resource commitments for project cash flow flexibility to support project implementation

2) Incorporation of IRWMP Goals and Management Strategies

- a) Determine if two or more IRWMP Goals and Objectives were integrated (worksheet may be provided)
- b) Determine if two or more DWR Management Strategies from the IRWMP were integrated (worksheet may be provided)

3) Evaluation of Project Readiness to Proceed

- a) Categorize all projects by completion schedule as either “immediate-term” (1-2 years), “near-term” (2-3 years), or “long-term” (3+ years out). Projects not competing for immediate funding should be categorized as “long-term” for the purposes of the Project List Amendment. Assignment of lower priority should indicate that the project proponent(s) need to develop the project concepts further, conduct needed feasibility evaluations, develop project designs, identify additional sponsors, or perfect local funding prior to implementation.

Full Scoring Utilizing an Approved Scoring Matrix

Projects that make it through the above levels of Stage 3 Project Screening and that were categorized as “Immediate-term” will move on to the full scoring stage(s) described by this document.