

Proposition 1 Disadvantaged Community (DAC) Involvement Program

Proposal for the Tulare/Kern Funding Area

Integrated Regional Water Management (IRWM)

DRAFT

Introduction

The California Department of Water Resources (DWR) prepared a Request for Proposals for the Disadvantaged Community Involvement Program (Program), which was authorized by the Water Quality, Supply, and Infrastructure Improvement Act (Proposition 1).

Water Code §79745 requires DWR to expend no less than 10 percent of the Proposition 1, Chapter 7 funds authorized for Integrated Regional Water Management (IRWM) Grant Program, for the purposes of ensuring involvement of disadvantaged communities (DACs), economically distressed areas (EDAs), or underrepresented communities (collectively referred to as DACs) in IRWM planning efforts. DWR is establishing the Program to support the following objectives:

- 1) Work collaboratively to involve DACs, community-based organizations, and stakeholders in IRWM Planning efforts to ensure balanced access and opportunity for participation in the IRWM Planning process.
- 2) Increase the understanding, and where necessary, identify the water management needs of DACs on a Funding Area basis.
- 3) Develop strategies and long-term solutions that appropriately address the identified DAC water management needs.

DWR has requested a single Funding Area-wide proposal from each of the 12 Proposition 1 Funding Areas. This Proposal is for the Tulare/Kern Funding Area Disadvantaged Community Involvement Program.

Definitions

Disadvantaged Community (DAC): A community with an annual median household income that is less than 80 percent of the Statewide annual median household income (Water Code §79505.5).

Economically Distressed Area (EDA): A municipality with a population of 20,000 persons or less, a rural county, or a reasonably isolated and divisible segment of a larger municipality where the segment of the population is 20,000 persons or less, with an annual median household income that is less than 85 percent of the statewide median household income, and with one or more of the following conditions as determined by the department: (1) financial

hardship, (2) unemployment rate at least 2 percent higher than the statewide average, or (3) low population density (Water Code §79702(k)).

Underrepresented Community: To be defined by the Project Advisory Committee.

Applicant

Tulare County is the Applicant for the Tulare/Kern Funding Area Disadvantaged Community Involvement Program:

Denise England
Tulare County Administrative Office
2800 W. Burrel Avenue
Visalia, CA 93291

Tulare County has regional expressed interest in being the Applicant for the execution and management of the DAC Involvement Program, based on its experience through administering the Tulare Lake Basin Disadvantaged Community Study funded by through Proposition 84. The seven Tulare County's interest in being the Applicant was discussed at meetings of the existing Tulare Lake Basin Regional IRWMP Coordinating group. It was requested that a representative from each IRWM group discuss the DAC Involvement funding with their respective IRWM groups in the region area and consider the interest of Tulare County in being the Applicant. No objections were received, and responses were generally in support of Tulare County being the Applicant for the Funding Area.

An informal committee was initiated to develop the activities to be included in this Program, scope of those activities, and development of this proposal. The committee was intended to include a representative from each of the IRWM groups within the Tulare/Kern funding area, a representative from each of the four counties in the funding area (Fresno, Kern, Kings, and Tulare), and two (2) DAC representatives. Not all representatives were interested or able to come to all of the scope development meetings; however effort was made to invite and encourage attendance from as many representatives as possible. Also involved in the proposal preparation were non-governmental organizations (NGOs), community based organizations (CBOs), and consultants who have worked on previous DAC studies in the area and may be involved in the activities identified for this Program.

Draft proposal information was presented to each of the IRWM Boards at regularly scheduled meetings for comment and support. Letters of support from each of the IRWM groups within the Funding Area are attached to this Proposal.

Integrated Regional Water Management Groups in the funding area include:

- Kaweah River Basin IRWM Group
- Kern County IRWM Group
- Kings Basin Water Authority
- Poso Creek IRWM Group
- Southern Sierra Regional Water Management Group
- Tule River Basin IRWM Group
- Westside-San Joaquin IRWM Group

A formalized Project Advisory Committee (PAC) is planned to be developed to provide an advisory role in the development of Program activities, once an Agreement has been executed with DWR. The Project Advisory Committee (PAC) is intended to include the following representatives:

- One member representing each IRWM (7)

- One DAC member selected by each IRWM (7)
- One Tribe member (1)
- Alternates for each PAC member (15)

It is intended that, at the onset of the project, each IRWM will be asked to appoint an IRWM representative and a DAC member from their region, as well as alternates for each position. Tulare County and the local NGOs can help to identify DAC representatives if one is not identified within an IRWM. Tulare County, local NGOs and IRWMs will also reach out to solicit interest for the Tribe member and alternate positions.

Recognizing that the work to be performed is great and budget and time is limited, the PAC is envisioned to assist the Program in

- Prioritizing sub-tasks in the development of the following tasks
 - Needs Assessment
 - Project Development
 - DAC Engagement Program
- Reviewing and recommending projects for the Project Development task including:
 - Scoring criteria for potential projects
 - Review of potential projects
 - Funding recommendation for projects

For additional information please see the flow charts provided.

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The PAC will serve as an advisory group to the Tulare County Board of Supervisors. At key decision points the PAC will make a recommendation to the Tulare County Board of Supervisors. Some key decision points may be

- Funding Project Development
- Contracting for DAC Engagement tasks
- Review of Final Report

This is due to the Board of Supervisors holding the authority and responsibility to enter into a funding agreement and carrying out the tasks agreed to. The PAC meetings will be open to all stakeholders.

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For additional information please see the memo provided.

DAC Background

The Tulare/Kern Funding Area has a baseline understanding of DAC water management needs through previous studies and efforts related to DACs in this region. The Disadvantaged Community Water Study for the Tulare Lake Basin Region (TLB Study), funded through Proposition 84 and administered by Tulare County, assessed the needs of DACs within this region. The full report, which was completed in August 2014, can be found at the following location:

http://www.water.ca.gov/irwm/grants/docs/p1DACinvolvement/Reports_Studies/TulareLakeBasinDACStudy.pdf

In addition, the Kings Basin Water Authority administered the Disadvantaged Community Pilot Project Study (Kings Basin Study) for their IRWM region. That report, which was completed in August 2013, can be found at the following location:

http://www.water.ca.gov/irwm/grants/docs/p1DACinvolvement/Reports_Studies/KingsBasinDACPilotProjectStudy.pdf

Both studies identified various challenges and needs for DACs within the region, and set forth recommendations to help address those challenges. Several of those recommendations are identified as tasks within this proposal.

1. Funding Area DAC Needs

Previous studies within this region have evaluated the needs of DACs. An assessment of needs will be updated as part of the proposed DAC Involvement Program. A database of disadvantaged communities, including water and wastewater system information, was developed through the TLB Study. The database was utilized to catalog identify common issues and associated with providing safe, reliable water and wastewater services to DACs. Based on the list of common issues that was developed, the TLB Study project team worked with a Stakeholder Oversight Advisory Committee (SOAC) to identify priority issues faced by disadvantaged communities in the Tulare Lake Basin region. From the list of common issues, five priority issues were identified, as listed below:

- Lack of funding to offset increasingly expensive operations and maintenance costs in large part due to lack of economies of scale;
- Lack of technical, managerial, and financial (TMF) capacity by water and wastewater providers;
- Poor water quality;
- Inadequate or unaffordable funding or funding constraints to make improvements; and
- Lack of informed, empowered, or engaged residents.

Through Additionally, through the course of the Study, several other common problems that were previously identified also emerged as important issues to be addressed, including the following:

- Lack of vision and integrated planning to develop solutions;
- Inadequate existing infrastructure;
- Lack of information on DACs;
- A changing regulatory environment; and
- Insufficient quantity of water.

The Kings Basin Study identified many limiting characteristics affecting DACs beyond income level, including:

- Inability to achieve economies of scale in smaller communities;
- Low revenues;
- Small or nonexistent reserve funds;
- Dependence on a single source of water;
- Limited pool of informed/educated individuals;
- Lack of equipment;
- Lack of access to technology in an increasingly technical world;
- Limited ability to hire paid staff or consultants;
- Limited understanding of regional or state dialogue concerning water policy; and
- Lack of office space and a secure location for board meetings, records storage and computer equipment.

2. Existing Strategies to Address DAC Needs

The TLB Study developed a list of potential solution sets to address each of the priority issues identified. The following four pilot studies were prepared:

1. Management and Non-Infrastructure Solutions to Reduce Costs and Improve Efficiency;
2. Technical Solutions to Improve Efficiency and Reduce Operation & Maintenance;
3. New Source Development; and
4. Individual Household Solutions.

Upon completion of the TLB Study, several major successes of the project were noted:

- A comprehensive inventory of DACs was prepared;
- A "roadmap", or set of decision trees, was developed to guide communities and funding agencies through some critical steps to selecting an appropriate alternative for their specific issues and situations;
- Through various stakeholder outreach efforts, the interest and awareness of communities related to water and wastewater issues within the Tulare Lake Basin was expanded;
- Priority issues common to communities throughout the Study Area, and various obstacles and barriers to address those issues, were identified and acknowledged;
- Recommendations for local service providers, various regulatory and funding agencies, as well as the Legislature were developed to help overcome those obstacles and barriers so that the priority issues impacting DACs within the Study Area can be adequately addressed;
- A database of DACs within the Tulare Lake Basin, and their water and wastewater challenges was compiled;
- The Tulare Lake Basin Disadvantaged Water Study Final Report was compiled and made available on the Tulare County website; and
- The TLB Study Final Report was submitted to DWR and subsequently to the State Legislature.

Seven (7) main categories of recommendations were identified to address the priority issues, as follows:

1. Improve Local Technical, Managerial and Financial Capacity
2. Improve Operation and Maintenance Funding
3. Improve Water Supply Quality and Reliability
4. Improve Funding for Disadvantaged Communities
5. Improve Disadvantaged Community Awareness and Participation
6. Improve Land Use Planning to Minimize Creation of New Water/Wastewater Issues
7. Develop and Maintain Information on DAC Water/Wastewater Needs

In addition, The Kings Basin Study provided recommendations of how regional groups may be able to approach and engage DACs in the IRWMP process. Some of those recommendations included:

- Staffing a Regional DAC Coordinator;
- Using NGOs or CBOs for outreach and DAC contacts;
- Providing technical and/or financial support for DACs to prepare funding applications;
- Considering DAC characteristics when reviewing funding applications;
- Utilizing non-email forms of communication to DACs; and
- Conducting pre-application and grant application workshops or trainings.

3. Existing DAC Involvement in IRWM Planning Efforts

Existing DAC involvement in IRWM planning efforts varies between IRWMs. Where DAC involvement in IRWM planning efforts is lacking, it may be due to inability of DACs to pay fees to become a member agency, lack of resources or time to participate in IRWM meetings or engage in the IRWM process, limited outreach to DACs, lack of understanding of the IRWM planning process by DACs, or lack of understanding of DAC needs by IRWMs. Additional assessment of the barriers that may exist will be conducted through the proposed DAC Engagement and Education Program.

4. DACs, EDAs, and Underrepresented Communities

Disadvantaged Communities and Economically Distressed Areas are defined in the California Water Code, as indicated in the "Definitions" section of this Proposal. The definition of Underrepresented Communities was left for each Funding Area to define. It is intended that the definition of Underrepresented Communities will be established with input from the PAC.

For the purposes of this Proposal, DACs, EDAs, and Underrepresented Communities will collectively be referred to as DACs.

A map of the region was developed and is attached to this proposal. The map shows all known DACs and EDAs within the Funding Area. The map does not include Underrepresented Communities, since this is a new classification and communities within this category will need to be identified during the Needs Assessment activity. Every effort will be made to include the few DACs that are located in non-IRWM portions of the funding area. These communities have been included in past DAC study efforts, as well.

Activity Descriptions

The tasks proposed for this DAC Involvement Program are broken down into seven Activities, as follows:

1. Needs Assessment
2. Project Development
3. DAC Engagement and Education Program
4. Third Party Facilitation
5. Final Report
6. Project Management
7. Grant Administration

1. Needs Assessment

Scope

A Needs Assessment will be conducted to provide a better understanding of the water management needs of DACs in the Funding Area. The results of the Needs Assessment will be used to help direct resources and funding for both the Project Development Activities and the DAC Engagement and Education Program activities. The Needs Assessment will include the following activities:

1. Update and expand the database developed in the TLB Study (see preliminary framework below)
2. Review of data structure
3. Coordination with agencies such as DWR and SWRCB for data sharing

4. Develop a web portal for public access of the database reports and data mapping
 - a. Map showing DACs
 - b. Legend of Water Quality or Other Identified Issues
 - c. Accessible summary report for each DAC
 - d. Potential to link to the SWRCB Drinking Water Watch data portal
5. Make recommendations for methods to maintain and update the data

A framework for the Needs Assessment was developed in the TLB Study. The database that has already been developed will be updated and expanded upon as necessary for this project. The Needs Assessment will include the following for all DACs identified in the funding area (as available):

- 1) Community Characteristics
 - Community Name
 - County
 - IRWM Region
 - Population
 - Median Household Income
 - DAC/EDA/Underrepresented Community Classification
 - Involvement in Local IRWM (involved, aware, or not aware)
- 2) Drinking Water
 - Source(s) of Water
 - Estimated Number of Private Wells
 - Estimated Number of Public Wells
 - Water Supply Treatment
 - Water Quality Data for Constituents of Concern
 - Drinking Water System Issues
 - Water Quality Exceedances or MCL Violations
- 3) Wastewater
 - Type of Wastewater System (community system or individual on-site systems)
 - Wastewater System Issues or Insufficiencies
 - Capacity of Wastewater System
- 4) Storm Water
 - Storm Water System Entity (if existing)
 - Storm Water /Urban Water Runoff/Flood Management Issues
 - Other Conditions/ Issues (i.e. Drought)

In addition, the Needs Assessment may include the information listed below for select communities, where additional site assessments and community reviews may be conducted. The additional information needs will be based on recommendations by the PAC. This information may be requested as part of the applications for Project Development funding, and the DAC Engagement and Education Program may also provide surveys to communities to request this information.

- Maximum Day Demand of Water System
- Capacity of Wells
- Capacity of Surface Water Sources
- Depth to Water in Wells
- Water Rates/Rate Structure (metered or flat rate)

- Sewer Rates
- System Expenses and Revenues (i.e. Operation and Maintenance Costs) (water and wastewater)
- Affordability (i.e. above or below 1.5% of MHI affordability criteria)

The information described above will be collected in a database. Information from the database can be reported in tabular form, and it can also be presented on maps using Geographic Information System (GIS) mapping tools. Mapping will be utilized to show locations of various water system issues that are identified in the Needs Assessment.

Justification for Activities

The Needs Assessment meets the objectives of the required Needs Assessment activity as listed in Table 3 – Eligible DAC Involvement Activities, from the Request for Proposals. This activity will meet the desired outcome of providing a better understanding of the water management needs of DACs in the area. This activity will provide the basis for remaining project activities.

Deliverables

Deliverables will include:

- Updated Database
Deliverables will include a database of DACs in the Funding Area, including various water and wastewater issues.
- Web Portal to house the database
Deliverables will also include a web portal that can continue to be maintained and updated beyond this project.
- Preliminary Needs Assessment
- Needs Assessment Summary Report
Findings from the Needs Assessment database will be summarized and used to help direct resources for the Project Development Activities and DAC Engagement Program Activities. Data mapping and reporting will be included in the Final Report that is prepared at the end of the Project.

Key Milestones

The Needs Assessment will be the first project task to be conducted. A Preliminary Needs Assessment must be complete before Project Development and DAC Engagement activities can be initiated. A final update of the Needs Assessment will be completed toward the end of the project to incorporate additional information and findings collected through other project activities.

2. Project Development Activities

Scope

The Preliminary Needs Assessment must be complete before the Project Development task can begin. The Project Development task will include the following activities:

- a) Prepare Application Package (for Project Development)
 1. Develop clear set of guidelines for project development applications
 2. Prepare Application Package for distribution
- b) Planning/Environmental/Design Activities

The first step in the Project Development task will be to establish guidelines for project applications. This task cannot commence until the Preliminary Needs Assessment is complete, with a summary of preliminary findings. Establishing guidelines for project applications will involve considering the results of the Preliminary Needs Assessment, Proposition

1 IRWM implementation guidelines for the next anticipated round(s) of implementation funding, existing processes established within the various IRWMs, and considering feedback from the Project Advisory Committee. Maximum funding amounts for each project may be included.

Once the guidelines are established, an application package will be developed. The application package can be distributed through the DAC Engagement and Education program activities, to DACs and IRWMs. The DAC Engagement Program lead and the individual IRWM groups will be responsible to inform DACs of the opportunity to apply for project development activities.

The DAC Engagement Program may provide assistance with preparing applications, as necessary. Communities may also choose to utilize existing Technical Assistance (TA) programs to help prepare applications. The DAC must be involved in the application process and approve of the application that is prepared; the DAC Engagement Program can help to gather the necessary information to complete the application form, but cannot submit an application on behalf of a community.

Once applications have been received and the application deadline has passed, the applications will be delivered to the appropriate IRWM group. Each IRWM will select the top one (1) to three (3) projects in their region. The top ranking project from each IRWM shall be included in the Project Development activities. If additional project development funds are available, the Project Advisory Committee may rank the remaining projects from each IRWM against each other to recommend to the County what other project applications can proceed to project development.

Selection criteria for the remaining project development funding will be recommended by the Project Advisory Committee, and may include considerations such as: size of communities; type of problem being addressed; regional efforts; current status of project; community buy-in; and other criteria.

Project development activities will depend on the needs of the project. This task may include any of the following:

- Prepare Feasibility Study Report
- Conduct Community Outreach and Engagement Activities for a specific project
- Conduct Preliminary Design Activities
- Prepare CEQA/NEPA Documents
- Prepare Funding Applications (Implementation/Construction funding) (Must be consistent with the purposes of the Proposition 1 IRWM Funding)
- Coordination with IRWMs/DWR

Depending on the type of projects to be developed, it is anticipated that there may be between 7 and 10 projects.

The consultant for each project shall complete a Project Summary/Completion memo at the end of the project, describing:

- Description of Project
- Problem being addressed
- Type of project developed (feasibility study, CEQA, etc.)
- Challenges encountered
- Process to overcome challenges
- Recommended next steps for the project

The consultant must also complete a project application in accordance with their respective IRWM's project submission guidelines, and submit it to the IRWM so it is ready for the next round of implementation funding consideration.

All costs incurred by the Applicant (the service provider who is submitting an application) are the responsibility of the Applicant, and are not reimbursable.

Justification for Activities

Project development activities are listed in Table 3 – Eligible DAC Involvement Activities of the RFP, including planning activities, environmental compliance, or pre-construction engineering/design activities. It is the intent of the proposed Project Development activities to develop projects to be ready for future implementation/construction funding, as described in the list of eligible activities.

Deliverables

Deliverables that will result from this task include the following:

- Application Package (for Project Development Funds) to be distributed to DACs and IRWMs (*deliverable to DACs, IRWMs*)
- Final project ranking and list of projects to proceed to Project Development (*deliverable to DWR*)
- Basis of Work and/or 30% Documents (for each Project, may vary depending on type of project) (*deliverable to DDW, DAC*)
- 60% Documents (for each Project, may vary depending on type of project) (*deliverable to DDW, DAC*)
- Final Documents (for each Project) (*deliverable to IRWM, DDW, DAC*)
- Implementation Application to IRWM (for each project) (*deliverable to IRWM*)
- Project Summary/Completion memo (for each project) (*deliverable to DWR*)

Key Milestones

Key milestones for the Project Development Activities include:

- Establish guidelines and prepare application package
- Submittal of applications by DACs
- Recommendation of Projects by IRWMs and PAC
- Selection of Projects by Tulare County Board of Supervisors
- Select Consultants, as necessary*
- 30% Review by DDW and the benefitting DAC
- 60% Review by DDW and the benefitting DAC
- Submit Final Documents and Project Summary Memo

** If a selected community has an existing Engineer, it may be appropriate for their existing Engineer to conduct the project development. In those events, the Engineer for that community will be contacted to coordinate project work.*

3. DAC Engagement and Education Program

Scope

The DAC Engagement and Education Program will provide support to DAC and IRWM groups with the objective of building understanding of DAC needs and the IRWM process, and to encourage DAC participation and engagement in IRWM activities. The DAC Engagement Program lead will be responsible for the development of a regional involvement program and will work with and supervise support staff (if necessary) to meet the objectives of the program. The program lead will work to implement this program with input from the Project Advisory Committee. The program lead will be responsible for ongoing reporting, communication, and deliverable development.

The first objectives of the DAC Engagement Program lead would be to define the present circumstances relative to level of communication between DACs and the various IRWMs, past activities relative to preparation, submittal, and support of funding applications that benefit DACs, and anticipated future activities. This baseline of the present circumstances

will be defined based on specific evidence and documented results of outreach. This work would also utilize the Needs Assessment portion of the project as a basis for describing present DAC needs and circumstances.

Based on the baseline circumstances that are defined, the Lead would be responsible to describe alternative and recommended courses of action. The alternatives and recommended courses of action would then be presented to the Project Advisory Committee for recommendations to the County for action.

Potential activities that may be proposed to be conducted through the DAC Engagement Program could include, but may not be limited to:

- Assistance with compiling and verifying Needs Assessment Data
- Identification of DAC needs that can be addressed through IRWM efforts
- Attendance at IRWM meetings to inform IRWM groups of DAC needs in their region
- Attendance at DAC community meetings to inform DACs of IRWM efforts and opportunities
- Distribution of and assistance with project development applications
- Development of educational materials for DACs and IRWMs
- Identification of additional Technical Assistance resources to benefit DACs in the region

Education activities may include development of educational materials and translation services for information sharing and engagement of both DACs and non-DAC members in IRWMs. This task will be closely coordinated with the DAC Engagement Program, which will use and distribute materials to DACs and IRWM groups.

Educational materials to be developed will be based on the Needs Assessment and DAC Engagement activities.

Justification for Activities

The DAC Engagement and Education Program meets objectives of the Engagement in IRWM Efforts, Community Outreach, and Education activities, as listed in Table 3 – Eligible DAC Involvement Activities, from the Request for Proposals. This activity will meet the desired outcome of facilitating engagement of DACs in IRWM efforts. It will also aim to increase DAC participation in IRWM planning or project development activities.

Education materials and translation services will help provide better understanding by community members and IRWM groups of water management needs of DACs as well as opportunities available through IRWMs.

Deliverables

The deliverables involved in this task will include the following:

- Engagement Program Guidelines (Project Advisory Committee)
- Report on Present Circumstances and Recommended Actions (DAC Engagement Program Lead)
- Quarterly reporting to the Project Advisory Committee on activities and outcomes from the previous quarter, and planned activities for the following quarter (DAC Engagement Program Lead)
- Funding application workshops for Project Development funds (DAC Engagement Program Lead)
- Final reporting on Engagement Program activities, results, and lessons learned (DAC Engagement Program Lead)
- Educational Materials and other deliverables to be defined in the Report on Present Circumstances (DAC Engagement Program Lead)

Additional tasks and deliverables will be defined and recommended by the DAC Engagement Program Lead, and approved by the Project Advisory Committee.

Key Milestones

- The PAC will establish guidelines and job requirements for the DAC Engagement Program

- Tulare County will solicit for qualifications for the DAC Engagement Program Lead
- DAC Engagement Program Lead will be selected by Tulare County, with recommendations from the PAC
- DAC Engagement lead will evaluate the present circumstances and recommend a course of action to the PAC
- PAC will review and recommend action by the County for DAC Engagement and Education program activities
- Quarterly reporting will occur each quarter after the DAC Engagement Program Lead has been selected
- Funding workshops will be conducted when the Project Development applications have been prepared and distributed
- The DAC contact/outreach list will be maintained through the life of this activity, and will be submitted at the completion of this project
- Final Reporting will be completed at the end of this task, and will be incorporated in the overall Final Report

4. Third Party Facilitation

Scope

~~The~~ Third party ~~facilitator~~ facilitation is being sought through the [Department's Facilitation Support Services program](#) and will facilitate meetings of the DAC Involvement Project Advisory Committee (PAC). Third Party Facilitation will include the following activities:

- Maintain a contact list for the Project Advisory Committee
- Outreach to contacts prior to meeting
- Prepare for and conduct meetings
- Coordinate with project team on timing of meetings, meeting objectives, and project status updates
- Prepare meeting agenda and meeting handout materials
- Prepare meeting notifications
- Prepare meeting notes
- Translate meeting materials
- Provide in-meeting translation

There will be approximately fifteen (15) facilitated meetings, including:

1. Project Kickoff and Definition
2. Needs Assessment Scoping
3. Preliminary Needs Assessment Acceptance
4. Project Development – Recommend Guidelines
5. Project Development Selection
6. DAC Engagement Program – Recommend Guidelines
7. DAC Engagement Program Lead Selection Recommendation
8. DAC Engagement Activity Recommendation
9. Final Needs Assessment Acceptance Recommendation
10. DAC Engagement Program Deliverables Acceptance Recommendation
11. Final Report Acceptance Recommendation
12. Approximately four (4) additional meetings throughout the project (status updates, questions, etc.)

The PAC will have advisory responsibility with respect to the key milestones listed above, where such recommendations are made by simple majority of the then present PAC members; however, PAC members will have the right to offer a minority opinion. Such recommendations where formal voting occurs will be recorded in writing, including any minority opinion(s). Tulare County, as Lead Agency and Fiscal Agent, will retain final decision making authority where contractual

obligations are involved and will seek to inform and receive input from the PAC. Regular oversight and administration of the project activities and implementation thereof will be by the County.

All costs incurred by participants (PAC members and public) are the responsibility of the participants, and are not reimbursable.

Justification for Activities

This activity meets objectives of the Facilitation activity, as listed in Table 3 – Eligible DAC Involvement Activities, from the Request for Proposals. Facilitated project development meetings encourage participation from representatives throughout the Funding Area.

Deliverables

Deliverables that will result from this task include the following:

- Meeting Agenda (English/Spanish)
- Meeting Handouts (English/Spanish)
- Meeting Minutes (English/Spanish)

Key Milestones

Key milestones include each of the meetings listed above.

Additional milestones may be identified as the project is developed.

5. Final Report

Scope

The Final Report will be a compilation of the findings and results of other project activities. This task will include development, coordination, and ensuring reporting needs are developed from each project task and incorporated into a Final Report. A Final Report outline will be drafted early in the project, so there is a common understanding of the desired outcome from each task. The outline can be modified and adjusted as necessary as the project tasks advance.

The Final Report will summarize tasks performed and deliverables completed. The Final Report will also discuss project successes and lessons learned, as well as recommendations for future DAC involvement activities. The Final Report will generally include the following or similar sections:

- I. Executive Summary
- II. Final Needs Assessment
- ~~III.~~ Needs Assessment Summary
 - a. General description of water management needs of DACs, EDAs, and underrepresented communities in the Funding Area.
 - b. General summary of DACs, EDAs, and underrepresented communities involved in IRWM efforts through this Program.
 - c. Maps identifying all DACs, EDAs, and underrepresented communities within IRWM regions.
 - d. Narrative summary of community characteristics identified and specific community water management needs and resources (technical, managerial, and financial) to address the needs of DACs, EDAs, and underrepresented communities.
 - e. Needs Assessment table of communities and community characteristics.
- ~~IV.~~ DAC Engagement Program Activities
 - a. General description of involvement activities performed through this Program, including both successful and unsuccessful activities.

- b. Summary of measurable results, including communities involved in IRWMs before implementation of this Program, and communities involved in IRWMs upon completion of this Program.
- c. Summary of ongoing efforts to continue the involvement of DACs in IRWMs.

~~IV~~.V. Project Development Activities

- a. Summary of projects developed through this Program, project development activities completed, and next steps to implement the projects.

~~V~~.VI. Findings

- a. General summary of findings from project tasks.
- b. Identification of ongoing barriers from DAC involvement in IRWM efforts.
- c. Recommendations for water managers on future DAC involvement activities in IRWM efforts.

~~V~~.VII. Next Steps

- a. Next steps for the IRWM regions to continue DAC involvement efforts.

~~VI~~.VIII. References

Justification for Activities

The Final Report is a requirement of the project, as described in the Request for Proposals.

Deliverables

Deliverables for this task will include:

- Draft Final Report Outline
- Draft Final Report
- Final Report

Key Milestones

Key milestones for the Project Reporting Activities include:

- Identification of reporting needs from other tasks
- Completion of Final Report
- Final Report Acceptance by Tulare County Board of Supervisors

6. Project Management

Scope

The Project Management task includes project management and coordination among the various project activities. The Project Manager will communicate regularly with the project team, track activity progress and schedule, receive deliverables associated with each task, conduct project team coordination meetings, maintain a project schedule and identify key milestones and predecessor activities that must be complete for other activities to begin.

Justification for Activities

Project management activities are necessary to ensure the project develops and is completed as proposed. Overall coordination between project activities and the various entities will be necessary to provide a complete and cohesive final product.

Deliverables

Deliverables include quarterly progress updates to Tulare County, for submittal to DWR.

Key Milestones

Key milestones may include the following:

- Project Kickoff and Definition
- Draft Final Report Outline and Project Deliverables
- Preliminary Needs Assessment
- DAC Engagement Program Guidelines
- Project Development Guidelines and Selection Criteria
- Project Development Selection
- Draft Final Report
- Final Report

7. Grant Administration

Scope

The Administration task includes grant administration activities, including coordination of contractual obligations with DWR, quarterly reporting, maintaining project files, and preparation and submittal of invoices.

Justification for Activities

Grant administration and coordination with DWR are necessary activities to fulfill the contractual obligations of the grant, to confirm that the project tasks are within the schedule and budget identified, and to be able to reflect any adjustments that may be necessary over the course of the project.

Deliverables

Deliverables include project invoicing, quarterly reports, and reimbursement requests.

Key Milestones

This will be an ongoing activity. No key milestones have been identified.

Statement of Qualifications

Applicant / Grant Administration

The Tulare County Administrative Office is the Applicant for the DAC Involvement Program funding for this Tulare-Kern Funding Region. Tulare County was the Grantee and successfully administered the Proposition 84 Tulare Lake Basin Disadvantaged Community Water Study that was completed in 2014. The County received a California Department of Water Resources grant executed in May 2011, which was appropriated through Senate Bill SBx2 1 (Proposition 84). The goal of the study was to develop an overall plan to address water needs including recommendations for planning, infrastructure, and other water management actions, as well as specific recommendations for regional drinking water treatment facilities, regional wastewater treatment facilities, conjunctive use sites and groundwater recharge, groundwater for surface water exchanges, related infrastructure, project sustainability, and cost-sharing mechanisms. The TLB Study was intended to identify projects and programs that will create long-term reliability and regulatory compliance, while optimizing the ongoing O&M and management costs for small water and wastewater systems. As the culmination of the study, recommendations were provided for legislation, funding opportunities, and other support that federal, state, and local agencies can provide to help facilitate this plan.

Participating IRWM Groups

The Kings Basin Water Authority undertook the Kings Basin Study, in partnership with DWR, to develop an inventory of the DACs within the Kings Basin Region, and learn how to better integrate and engage the DACs in the IRWM planning process. The Kings Basin Study provided a strong background in the needs of DACs in the region, and how to effectively reach out and engage these communities.

Other participating IRWM Groups in the Funding Area include: Kaweah River Basin, Kern County IRWM Group, Poso Creek, Southern Sierra, Tule River Basin, and Westside-San Joaquin. [These groups have performed various DAC studies and projects to populate their IRWMPs and meet their DAC participation goals. It is the intent of all IRWMs in the Funding Region to utilize the DAC IRWM Involvement program as an opportunity to further DAC participation in the overall IRWM program.](#)

Project Management

Provost & Pritchard will be the consultant responsible for the Project Management activities to coordinate between the other project activities. Provost & Pritchard was the lead consultant for the Tulare Lake Basin Disadvantaged Community Water Study prepared for Tulare County. The work included gathering data associated with disadvantaged communities throughout a four county area, participating in stakeholder advisory group meetings and community meetings, assessing the needs and challenges of DACs in the region, and developing appropriate strategies and recommendations to overcome those challenges. Ultimately, four pilot studies were completed, including Management and Non-Infrastructure Solutions, New Source Development, Technical Solutions, and Individual Household Solutions. The project culminated in a Final Report, which was submitted to DWR and is posted online for use by others. The report was completed in August 2014.

Provost & Pritchard was also the lead consultant for the Kings Basin Disadvantaged Community Pilot Study administered by the Kings Basin Water Authority. The Kings Basin Study included communities in Tulare, Kings and Fresno Counties. The project included inventorying the DACs within the Kings Basin region, cataloguing their water needs including drinking water, wastewater and stormwater, and developing several pilot projects for the DACs. The project also included outreach to community members, public presentations, and coordinating between multiple agencies and communities. The project culminated in a DAC Pilot Study Final Report, which was delivered to the Department of Water Resources.

The experiences on the TLB Study and the Kings Basin Study give this region and this project team a strong background in developing the proposed DAC Involvement Program activities.

Other Activities

The scope and qualifications for consultants to perform other project activities identified in this proposal will be finalized in coordination with the PAC. Ultimately, Tulare County, as the Lead Agency and Fiscal Agent, will be responsible to select, to contract for services, and to complete the activities described.

Schedule

A preliminary schedule of key milestones for the proposed activities is attached. Proposed activities will be completed within three years of the grant award.

Budget

A budget is attached, including the anticipated overall budget for each proposed activity. The total proposed budget for this Funding Area is \$3,480,000.

Attachments

- Letters of Support
- Preliminary Project Schedule
- Proposed Project Budget