

# Arizona Department of Water Resources Water Management Assistance Program Notice of Funding Opportunity



## Introduction

The Water Management Assistance Program (WMAAP) is intended to provide financial and technical resources to assist water users in the development and implementation of conservation programs, facilitate augmentation and renewable water supply utilization and obtain information on hydrologic conditions and water availability within an Active Management Area (AMA). The WMAAP is funded primarily from groundwater withdrawal fees collected from each person withdrawing groundwater in an AMA from a non-exempt well and the fees are set annually by the Director (A.R.S. § 45-611 (C)).

This grant in the sum of \$2,000,000 was appropriated from the State General Fund in fiscal year 2019-2020 in SB1227 to the WMAAP in the Arizona Department of Water Resources (ADWR) for the purpose of providing grant monies for conservation of groundwater in the AMAs (A.R.S. § 45-617 (C)).

## Program Objectives

The goal of this grant is to reduce the amount of groundwater withdrawn within the AMAs. Grants may be allocated to programs and projects that demonstrate the ability to conserve Arizona's groundwater resources either directly or indirectly **and** are located within the five AMAs.

Groundwater Conservation includes strategies and technologies that protect Arizona's groundwater resources for current and future generations, which include, but are not limited to, the reduction in the consumption and withdrawal of groundwater, reduction in the loss and waste of water, improvement in water efficiency, and increase in the reuse and recycling of wastewater.

## **Award Information**

The ADWR has been appropriated \$2,000,000 in grant monies for the conservation of groundwater in the AMAs (A.R.S. § 45-617 (C)). The money will be divided between the AMAs and will be disbursed as follows (with minimum and/or maximum funding for individual projects):

- Phoenix AMA: \$1,245,000 (Minimum: \$100,000 Maximum: \$500,000)
- Tucson AMA: \$305,000 (Minimum: \$50,000 Maximum: \$150,000)
- Pinal AMA: \$150,000 (Minimum: \$25,000)
- Prescott AMA: \$150,000 (Minimum: \$25,000)
- Santa Cruz AMA: \$150,000 (Minimum: \$25,000)

Period of Performance: a maximum of 60 months

## **Eligible Applicants**

Any person, organization, local/state/tribal agency, or political subdivision of Arizona may apply.

Grant applications must meet all the following requirements to be considered eligible for evaluation during the FY 2020 grant cycle:

- 1) Applicant must provide appropriate documentation of legal and physical access as well as authority to implement the project as applied for the area where the grant tasks are to be performed.
- 2) Applicant must provide appropriate documentation that any water to be used in the project is legally and physically available to the applicant for the stated purpose.
- 3) Applicant's program or project must be located within one of the five AMAs.

## **Grant Requirements & Details**

The goal of this grant is to conserve groundwater within the five AMAs. ADWR is seeking projects that demonstrate significant groundwater conservation impacts through data collection, projects that can be duplicated in other areas within the AMA or throughout the state.

The application must include a cover page, executive summary, project overview, scope of work, budget breakdown and narrative, additional contribution breakdown (if applicable), a project map pinpointing where within the AMA the program or project will take place, and all supplemental information (State Historic Preservation Office review form, evidence of control and tenure of land, and evidence of physical and legal availability of water). [See 8. Supplemental Information]

**Table 1: Examples of Water Conservation Programs and Projects**

Category	Example Projects/Programs
Water Innovation & Technology	Water efficient technology
	Water monitoring technology
	Smart technology
	Irrigation efficiencies
Infrastructure Water Efficiency	Water-smart development and building
	Rainwater harvesting
	Water recycling/effluent reuse
	High efficiency appliance upgrades
Ecological Enhancement	Arizona friendly landscaping
	Green infrastructure
	Watershed protection
	Landscape restoration/rehabilitation
Public Outreach & Engagement	Research and education centers
	Teacher/faculty/staff trainings
	Water conservation curriculum
	Water conservation events/activities/classes
	Incentive programs

**Priority**

Preference will be given to:

- Projects that provide an additional contribution (from the applicant, local, state, or federal funds)
- Projects with new, innovative qualities
- Projects that demonstrate higher impact (compared to other proposed projects) in terms of groundwater conserved, or water augmented for the purpose of conserving groundwater

**Payment of Funds**

Applicants who receive grant funding will need to:

- Appoint a specific representative to manage the grant and fiduciary responsibilities
- Submit project deliverables and documentation in accordance with the agreement between the entity and ADWR

Payments are made upon the submission and approval of project deliverables and appropriate documentation (e.g., receipts, invoices, reports, data, and/or photographs). Reimbursement of funds may take 30-60 days once approved by ADWR.

A percentage of the total award may be withheld until all deliverables, reports, and documentation is completed and approved. A final project report is required within one month of the grant termination date.

No funds will be reimbursed for expenses incurred prior to the execution of a formal written agreement between ADWR and the applicant organization.

# Application Requirements & Details

Applications should describe the problem/issue and specific, measurable project goals. Strong applications will include a realistic project timeline and budget, as well as a description of long-term maintenance to ensure the project will remain effective over time.

The project proposal should be clear and concise and not exceed 15 pages. This does not include maps, forms, or any other attachments. The application requirements are listed below:

## 1. Application Cover Page

Provide the requested information on the Cover Page form [See Appendix]. The project title should be short, yet descriptive of the proposal. Have the application cover page signed by an authorized person.

## 2. Executive Summary

The executive summary should be clear, concise, and focused. It should demonstrate a need and how that need will be addressed. Background narrative might be appropriate if it is directly relevant to the project. The executive summary should be 500 words or less.

## 3. Project Overview

Projects must:

- a) Clearly identify the problem and the project area (project area overview/location, need for the work, demonstration of groundwater conservation, etc.).
- b) Describe how this project directly or indirectly conserves groundwater and shows significant groundwater saving within the AMA.
- c) Describe the measurement and monitoring methods that will be used to determine the effectiveness of the project. Examples of metrics might include comparing pre- and post-project water use; water savings; scientific data collections and reporting methods; or pre- and post-program surveys to verify project results.
- d) Demonstrates how the project is consistent with the management plan and the management goal of the AMA.
- e) Describe how the proposed project benefits multiple water users and/or stakeholders and, if applicable, provide support letters from individuals and entities that will benefit from the project.
- f) If applicable, describe if there is a potential to leverage the project with other proposed or ongoing projects and describe if there are cost-sharing opportunities with applicant or other parties. If the project is a continuation of ongoing projects, describe how the project has been shown to be effective.
- g) If this is a new project, describe how the proposed work is not repetitive of work that has previously been performed.
- h) Describe how the project will remain effective and sustainable over time.
- i) Describe how this project can be duplicated in other areas within the AMA and throughout the state.

#### **4. Scope of Work**

For each task, please describe in detail the work to be completed, and how it will allow you to accomplish your objectives and achieve your desired results. Tasks should be listed numerically and include the following information:

- Task number
- Task Title
- Task Purpose/Objective
- Task Description
- Responsible personnel
- Deliverable Description
- Deliverable Due Date

#### **5. Budget Breakdown & Narrative**

Provide a detailed breakdown of the budget by task in a table format (preferably using Microsoft Word or Excel). The applicant must divide the Scope of Work tasks to identify only funds being requested from ADWR in this section. The applicants are also required to submit a budget narrative that explains the estimated costs in the budget breakdown and how the money will be used to fulfill the goal of your program or project.

#### **6. Additional Contribution Breakdown (if applicable)**

Applicants that demonstrate contribution of additional funds towards the project will receive priority. Eligible contributions may be in the form of cash, services, volunteer time, equipment usage, and in-kind contributions and should be clearly described in the project proposal.

#### **7. Project Map**

This grant awards money to programs or projects located within one of the five AMAs. In order to determine eligibility, the applicant will provide ADWR with a map pinpointing where within the AMA the project will be conducted. [See Map 1 in Appendix]

#### **8. Supplemental Information**

- **Evidence of physical and legal availability of water** must be demonstrated. If water will be used in the project, the water must be physically and legally available to the applicant for the proposed purpose. Applicants must also provide a projection of the total number of acre-feet per year necessary for the project.
  - If your proposed project uses surface water flows, attach the appropriate documentation of your surface water right or claim for the intended use at that location.
  - If you do not have a surface water right or claim for the intended use at that location, attach a copy of the surface water right or claim that you intend to use, as well as a permit, agreement, or letter of intent that allows your use of the water.
  - If your proposed project will require pumping water from wells, submit well registration numbers for existing wells and appropriate groundwater or surface

water right documentation. Note: A Notice of Intention to Drill is not evidence of a water right.

- Well information is available on the Arizona Department of Water Resources web site: <http://www.azwater.gov/AzDWR/WaterManagement/Wells/default.htm>
  - If the proposed project will use effluent, attach documentation demonstrating the source of the effluent and your authority to use it (*e.g.*, a contract with the wastewater treatment plant or municipal water provider).
  - If the proposed project will use Central Arizona Project (“CAP”) water, provide documentation demonstrating your authority to use it (*e.g.*, CAP subcontract).
- **Evidence of Control and Tenure of Land** must be demonstrated. Applicant must have legal and physical access and authority to manage the area where projects and programs are to be performed. Cooperative agreements with all parties having such access and authority, or letters of support with a plan to obtain cooperative agreements prior to grant award will meet this requirement and must be included.
  - If you own the land on which the proposed project is located, attach a copy of the appropriate legal document showing title in the name of the applicant, including a legal description of the property.
  - If you manage the land on which the proposed project is located, attach a copy of the lease, special use permit, intergovernmental agreement or other appropriate official instrument.
  - If you do not own or manage the land on which the proposed project is located, attach documentation verifying ownership (as noted above) and attach a copy of the permit, agreement or letter of intent that allows you access to the site.

**Projects failing to document evidence of control and tenure of land and/or evidence of physical and legal availability of water are ineligible for funding.**

- **State Historic Preservation Office (SHPO) Review Form** is mandatory for all projects with ground disturbing activities and/or where state funds or assistance will be used (A.R.S. § 41-861). Please complete the form [See Appendix] and have it signed by an authorized person.

**Applicant Presentations to the AMA Groundwater Users Advisory Council (GUAC)**

Applications are first reviewed by the ADWR. Those that are chosen to move forward in the process will be asked to provide a brief (10-15 minute) presentation to the applicable GUAC of the AMA in which the project is proposed. Council members consider staff reviews, but also use their own judgment when making grant award recommendations. The recommendations of the GUAC are forwarded to the ADWR Director for final decision of grant distribution. Please see below Table 2: Application Timeline and Table 3: Grant Application Workshop for more information. A post-project report may be required.

## Application Assistance

Please contact the WMAP Coordinator, Melissa Sikes, at (602) 771-8449 or [msikes@azwater.gov](mailto:msikes@azwater.gov) if you have any questions or need assistance with completing a grant application.

## Timeline

**Table 2: Application Timeline\***

<b>Grant Application Process</b>	<b>Timeline</b>
NOFO available	December 2 <sup>nd</sup> , 2019
Pre-Application workshop	December 10 <sup>th</sup> , 2019
<b>Final date to submit NOFO</b>	January 31 <sup>st</sup> , 2020
ADWR initial screenings	February 3 <sup>rd</sup> , 2020 – February 21 <sup>st</sup> , 2020
ADWR grant evaluation committee review	February 24 <sup>th</sup> , 2020 – March 13 <sup>th</sup> , 2020
GUAC evaluation	March 16 <sup>th</sup> , 2020 – April 17 <sup>th</sup> , 2020
ADWR Director decision	By May 1 <sup>st</sup> , 2020
Selected projects announced	May 8 <sup>th</sup> , 2020
Start working on contracts	May 18 <sup>th</sup> , 2020
<b>*ADWR reserves the right to adjust this schedule if necessary</b>	

### Grant Application Workshops

The ADWR staff will conduct a workshop for potential applicants as indicated below. It is highly recommended that applicants attend the workshop. Past experience has demonstrated that workshop attendance and discussing your proposal with staff should help you develop a better application.

**Date:** Tuesday, December 10<sup>th</sup>, 2019

**Time:** 8:30am-10am

**Location:** Arizona Department of Water Resources  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007

**Room:** 3175, 3<sup>rd</sup> floor

*\*Staff will be hosting an online webinar of the grant application workshop for those not able to attend in person. Please contact Melissa Sikes at (602-771-8449) or [msikes@azwater.gov](mailto:msikes@azwater.gov) for more information.*

## Review and Selection Criteria

Applications will be reviewed to ensure conformance with the Application Requirements, consistency with the goals and objectives of the WMAP grant, and consistency with the management plan of the applicable AMA. Requests for funds will be evaluated on how they directly benefit the project; administrative or indirect costs will be taken into consideration. Applicants that do not meet eligibility or application requirements will be removed from consideration.

## APPENDIX

### ARIZONA DEPARTMENT OF WATER RESOURCES *WMAP Grant Application Checklist*

- Project Proposal
  - Cover Letter
  - Executive Summary
  - Project Overview
  - Scope of Work
  - Budget Breakdown & Narrative
  - Additional Contribution Breakdown (if applicable)
  - Project Map
  - Supplemental Information
    - Evidence of physical and legal availability of water
    - Evidence of Control and Tenure of Land
    - State Historic Preservation Office Review Form



## Water Management Assistance Program Application Cover Page

**Program/Project Title AND Brief Description:**

**Type of Program or Project:**

- Water Innovation & Technology
- Infrastructure Water Efficiency
- Ecological Enhancement
- Public Outreach & Engagement

**Your level of commitment to maintenance of project benefits and capital improvements:**

- < 5 years
- 5-10 years
- 11-15 years
- 16-20 years

**Applicant Information:**

Name/Organization:  
Address:  
City:  
State:  
ZIP Code:  
Phone:  
Tax ID No.:

**AMA:**

- Phoenix
- Tucson
- Prescott
- Pinal
- Santa Cruz

If the project is located outside of an AMA, it is not eligible for funding.

**Contact Person:**

Name:  
Title:  
Phone:  
e-mail:

Does this project meet any of our priority criteria? If so, which?

- Additional contribution
- Innovative qualities

**Water Management Assistance Program Grant Amount Requested:**

\$

If the application is funded, will the Grantee intend to request an advance:

- Yes
- No

**Additional Contribution Obtained and Secured:**

Applicant/Agency/Organization:      Amount (\$):

1. Applicant
- 2.
- 3.

**Total:**

Signature of the undersigned certifies understanding and compliance with all terms, conditions and specifications in the application. Additionally, signature certifies that all information provided by the applicant is true and accurate. The undersigned acknowledges that intentional presentation of any false or fraudulent information, or knowingly concealing a material fact regarding this application is subject to criminal penalties as provided in A.R.S. Title 13. The ADWR Director may approve Grant Awards with modifications to scope items, methodology, schedule, final products and/or budget.

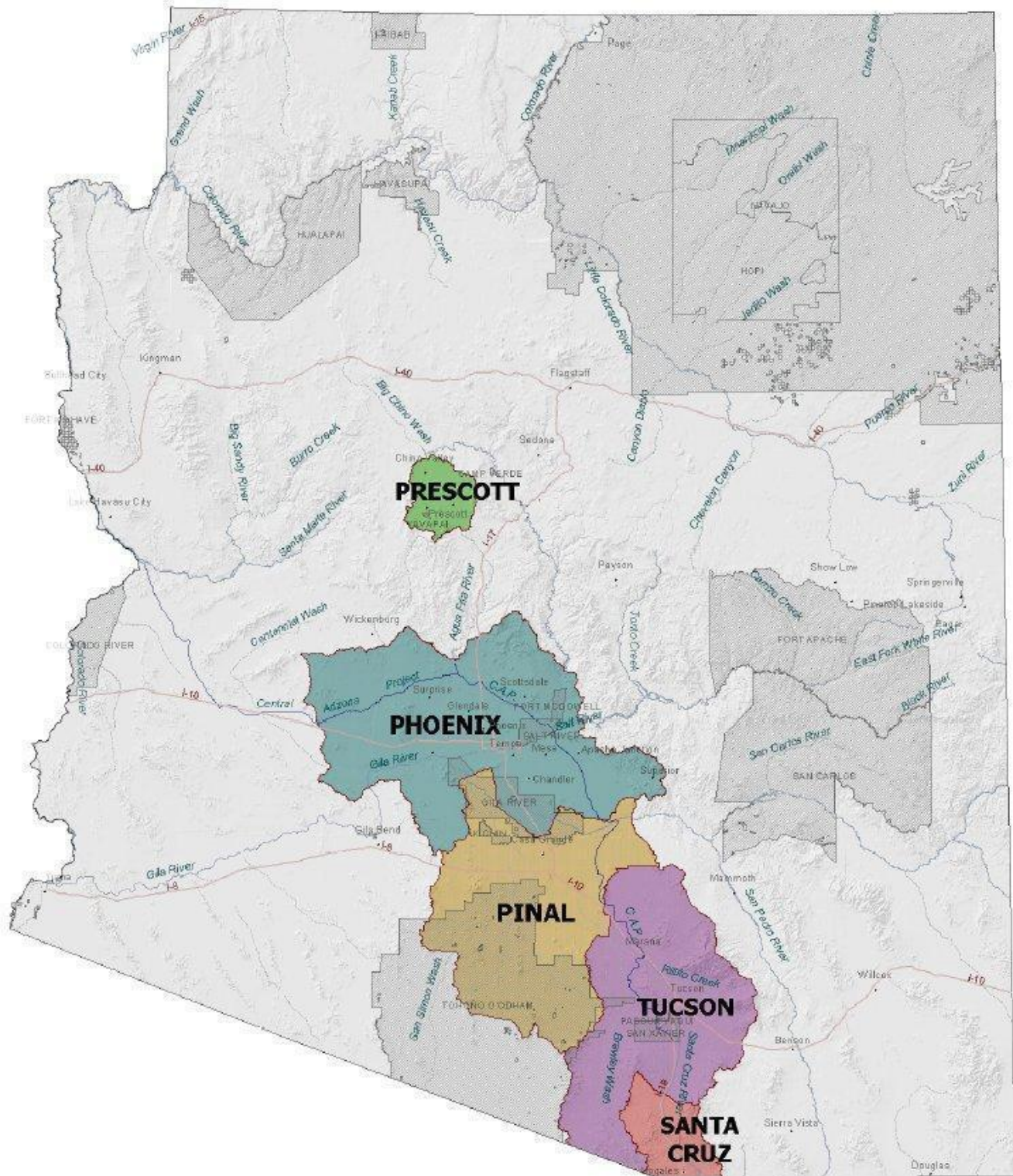
**Name of Applicant / Authorized Representative**

**Title and Telephone Number**

**Signature**

**Date Signed**

**Map 1: Depiction of the Active Management Areas**



## STATE HISTORIC PRESERVATION OFFICE Review Form

In accordance with the State Historic Preservation Act (SHPO), A.R.S. 41-861 *et seq.*, effective July 24, 1982, each State agency must consider the potential of activities or projects to impact significant cultural resources. Also, each State agency is required to consult with the State Historic Preservation Officer with regard to those activities or projects that may impact cultural resources. Therefore, it is understood that **recipients of state funds are required to comply with this law** throughout the project period. All projects that affect the ground-surface that are funded by AWPf require SHPO clearance, **including those on private and federal lands.**

The State Historic Preservation Office (SHPO) must review each grant application recommended for funding in order to determine the effect, if any, a proposed project may have on archaeological or cultural resources. To assist the SHPO in this review, the following information **MUST** be submitted with each application for funding assistance:

- A completed copy of this form, and
  - A United States Geological Survey (USGS) 7.5-minute map
  - A copy of the cultural resources survey report if a survey of the property has been conducted, and
  - A copy of any comments of the land managing agency/landowner (i.e., state, federal, county, municipal) on potential impacts of the project on historic properties.
- NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act (NHPA); a state agency must consult with SHPO pursuant to the State Historic Preservation Act (SHPA),
- OR**
- A copy of SHPO comments if the survey report has already been reviewed by SHPO.

**Please answer the following questions:**

1. Grant Program: \_\_\_\_\_
2. Project Title: \_\_\_\_\_
3. Applicant Name and Address: \_\_\_\_\_
4. Current Landowner/Manager(s): \_\_\_\_\_
5. Project Location, including Township, Range, Section: \_\_\_\_\_
6. Total Project Area in Acres (or total miles if trail): \_\_\_\_\_
7. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?  
 YES     NO
8. Please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected: \_\_\_\_\_

9. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Also, attach photographs of project area to document condition: \_\_\_\_\_

10. Are there any known prehistoric and/or historic archaeological sites in or near the project area?  YES  NO

11. Has the project area been previously surveyed for cultural resources by a qualified archaeologist?  YES  NO  UNKNOWN

**If YES, submit a copy of the survey report. Please attach any comments on the survey report made by the managing agency and/or SHPO**

12. Are there any buildings or structures (including mines, bridges, dams, canals, etc.), which are 50-years or older in or adjacent to the project area?  YES  NO

**If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form and submit it with your application.**

13. Is your project area within or near a historic district?  YES  NO

**If YES, name of the district:**

**Please sign on the line below certifying all information provided for this application is accurate to the best of your knowledge.**

\_\_\_\_\_  
Applicant Signature /Date

\_\_\_\_\_  
Applicant Printed Name

FOR SHPO USE ONLY	
SHPO Finding: <input type="checkbox"/> Funding this project will not affect historic properties. <input type="checkbox"/> Survey necessary – further GRANTS/SHPO consultation required ( <i>grant funds will not be released until consultation has been completed</i> ) <input type="checkbox"/> Cultural resources present – further GRANTS/SHPO consultation required ( <i>grant funds will not be released until consultation has been completed</i> )	
SHPO Comments:   	
For State Historic Preservation Office:	Date:

# STATE OF ARIZONA HISTORIC PROPERTY INVENTORY FORM

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property.

## **PROPERTY IDENTIFICATION**

For properties identified through survey: Site No. \_\_\_\_\_ Survey Area: \_\_\_\_\_

Historic Names (enter the name(s), if any that best reflect the property's historic importance): \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_  Vicinity County: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Quarters: \_\_\_\_\_ Acreage: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Plat (Addition): \_\_\_\_\_ Year of plat (addition): \_\_\_\_\_

UTM Reference – Zone: \_\_\_\_\_ Easting: \_\_\_\_\_ Northing: \_\_\_\_\_

USGS 7.5' quadrangle map: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_  not determined  known Source: \_\_\_\_\_

BUILDER: \_\_\_\_\_  not determined  known Source: \_\_\_\_\_

CONSTRUCTION DATE: \_\_\_\_\_  known  estimated Source: \_\_\_\_\_

## **STRUCTURAL CONDITION**

- Good (*well maintained; no serious problems apparent*)
- Fair (*some problems apparent*) Describe: \_\_\_\_\_
- Poor (*major problems; imminent threat*) Describe: \_\_\_\_\_
- Ruin/Uninhabitable

## **USES/FUNCTIONS**

Describe how the property has been used over time, beginning with the original use: \_\_\_\_\_

Sources: \_\_\_\_\_

## **PHOTO INFORMATION**

Date of photo: \_\_\_\_\_

View Direction (looking towards): \_\_\_\_\_

Attach a recent photograph of property in this space.  
Additional photographs may be appended.

**SIGNIFICANCE**

*To be eligible for the National Register, a property must represent an important part of the history or architecture of an area. The significance of a property is evaluated within its historic context, which are those patterns, themes, or trends in history by which a property occurred or gained importance. Describe the historic and architectural contexts of the property that may make it worthy of preservation.*

A. HISTORIC EVENTS/TRENDS – Describe any historic events/trends associated with the property: \_\_\_\_\_

B. PERSONS – List and describe persons with an important association with the building: \_\_\_\_\_

C. ARCHITECTURE – Style: \_\_\_\_\_  no style

Stories: \_\_\_\_\_  Basement Roof Form: \_\_\_\_\_

Describe other character-defining features of its massing, size and scale: \_\_\_\_\_

**INTEGRITY**

*To be eligible for the National Register, a property must have integrity (i.e. it must be able to visually convey its importance). The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.*

Location -  Original Site  Moved: Date: \_\_\_\_\_ Original Site: \_\_\_\_\_

**DESIGN**

Describe alterations from the original design, including dates: \_\_\_\_\_

**MATERIALS**

*Describe the materials used in the following elements of the property:*

Walls (structure): \_\_\_\_\_

Walls (sheathing): \_\_\_\_\_

Windows: \_\_\_\_\_

Roof: \_\_\_\_\_

Foundation: \_\_\_\_\_

**SETTING**

Describe the natural and/or built environment around the property: \_\_\_\_\_

How has the environment changed since the property was constructed? \_\_\_\_\_

**WORKMANSHIP**

Describe the distinctive elements, if any, of craftsmanship or method of construction: \_\_\_\_\_

**NATIONAL REGISTER STATUS (if listed, check the appropriate box)**

Individually Listed;  Contributor;  Non-contributor to \_\_\_\_\_ Historic District

Date Listed: \_\_\_\_\_  Determined eligible by Keeper of National Register (date: \_\_\_\_\_)

**RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)**

Property  is  is not eligible individually.

Property  is  is not eligible as a contributor to a listed or potential historic district.

More information needed to evaluate.

If not considered eligible, state reason: \_\_\_\_\_

DRAFT