

PROJECT PROPOSAL GUIDELINES

Water Management Assistance Program (WMAP)

INTRODUCTION

The Water Management Assistance Program (WMAP) 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).

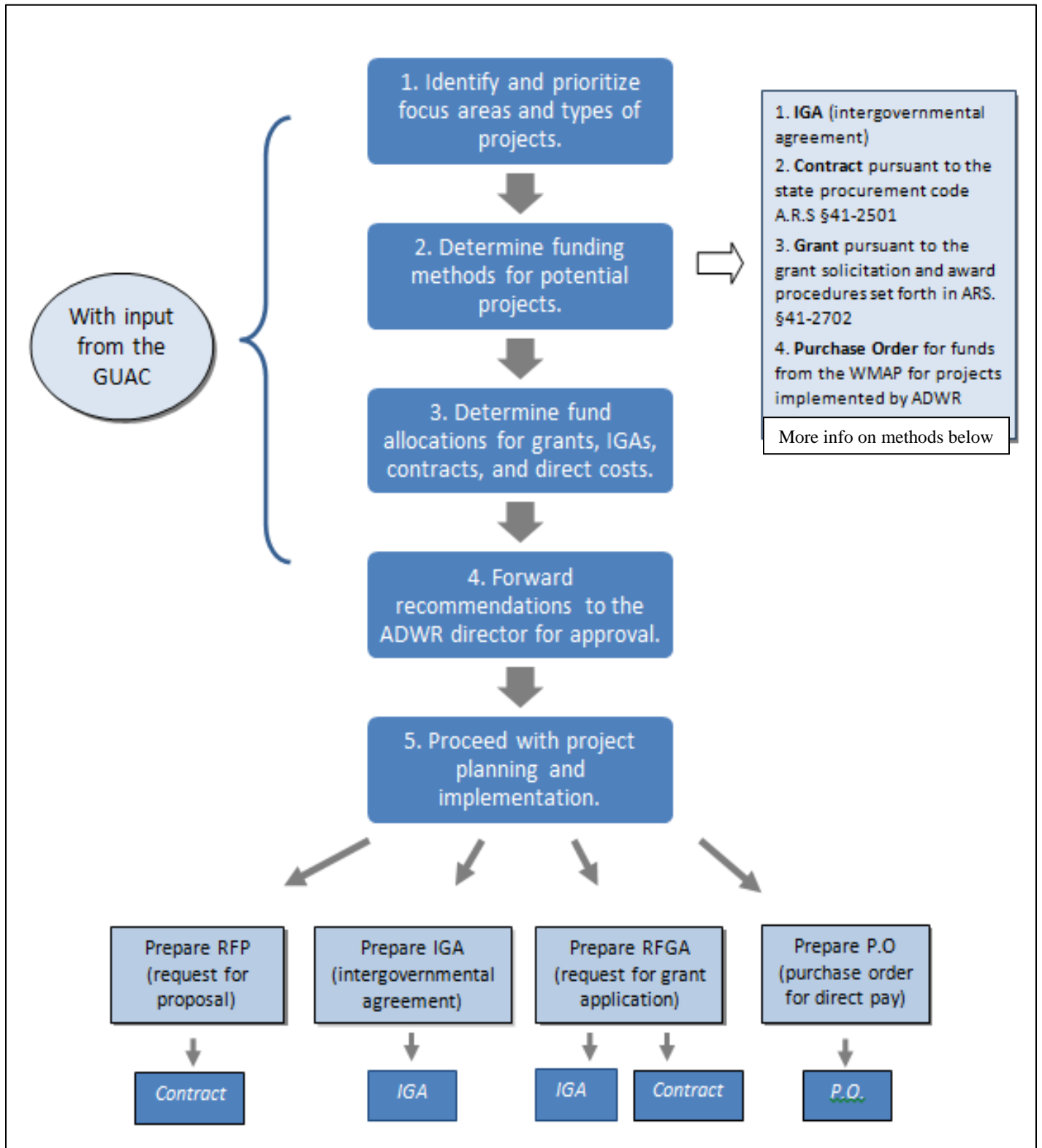
The WMAP is funded primarily from groundwater withdrawal fees collected from each person withdrawing groundwater in an AMA from a non-exempt well (A.R.S. § 45-611(C)). Withdrawal fees are authorized by the *1980 Groundwater Code* (Code) and are levied based on the acre-foot volume of groundwater withdrawn on an annual basis. The groundwater withdrawal fee rate for augmentation of the water supply, conservation assistance to water users within the AMA and monitoring and assessing water availability within the AMA is set annually by the Director. Programs funded by the WMAP help water users achieve efficient use of water supplies and help the AMA meet its water management goal.

Points for a Project Proposal to Address:

1. How does the project support augmentation of the water supply of the AMA; or provide conservation assistance to water users with the AMA; and/or support monitoring and assessing water availability within the AMA?
2. How is the project consistent with ADWR policies and programs, and the management goal of the AMA?
3. Describe how the proposed project benefits multiple water users or stakeholders, and provide a description of any community and/or sector support for the project.
4. Is there the potential to leverage the project with other proposed or ongoing projects? Are there cost-sharing opportunities with applicant or other parties? Would the project be otherwise implemented without WMAP funding?
5. How can the effectiveness of the project be measured? Examples of metrics might include comparing pre-project water use and post-project water savings; scientific data collections and reporting methods; or pre-program and post-program surveys to verify project results.
6. If the project is a continuation of ongoing activities, has the project been shown to be effective? If a new project, is the proposed work duplicative of work that has previously been performed?
7. Is the project proposal complete? In particular, proposals should include:
 - a. Clear statement of purpose, goals, methodology, and list of deliverables (data collection, interim and final reports, etc.);
 - b. Detailed project budget, including salary costs and benefits, retrofit device costs, equipment/supply purchases, etc.

Generally, it is suggested that the project description be concise and focused. It should demonstrate a particular need, and how that need will be addressed. Background narrative might be appropriate if it is directly relevant to the project.

WMAP Process for Funding Projects:



There are four methods through which **WMAP funds** may be provided:

A. Intergovernmental Agreement (IGA)

ADWR may enter an IGA with public agencies (as defined in A.R.S. § 11-951). A.R.S. § 45-105(A)(8). IGAs are appropriate when the source of the service requested is limited, and the awards do not have to be competitive. The project must involve a joint exercise of powers common to the parties or an agreement for joint or cooperative action.

B. Contract

ADWR may enter into a contract for specific services by issuing a Request for Proposal (RFP). An RFP is used for specific services or a narrow scope of work and where the lowest bid is not necessarily the winning bid. A.R.S § 41-2534. An RFP is used for purposes of procuring a specific end product in the form of materials, services or construction.

C. Grant

A grant process is used when selection requires a competitive process to be fair. It can be used for both governmental and non-governmental entities. The scope of the project should not be too specific as to single out only one or two possible entities and not too general so as to generate projects that do not meet project objectives. A.R.S. § 41-2702 (copy below) includes a set of requirements for the grants process including the following:

- Preparation of a Request for Grant Application that includes scope, funding amount and evaluation criteria (RFGA).
- Confidentiality of applications until an award or awards are made; and
- Evaluation by at least three evaluators. Note that GUAC members may not serve as evaluators, but can be involved in grant award selection.

D. Direct use by ADWR

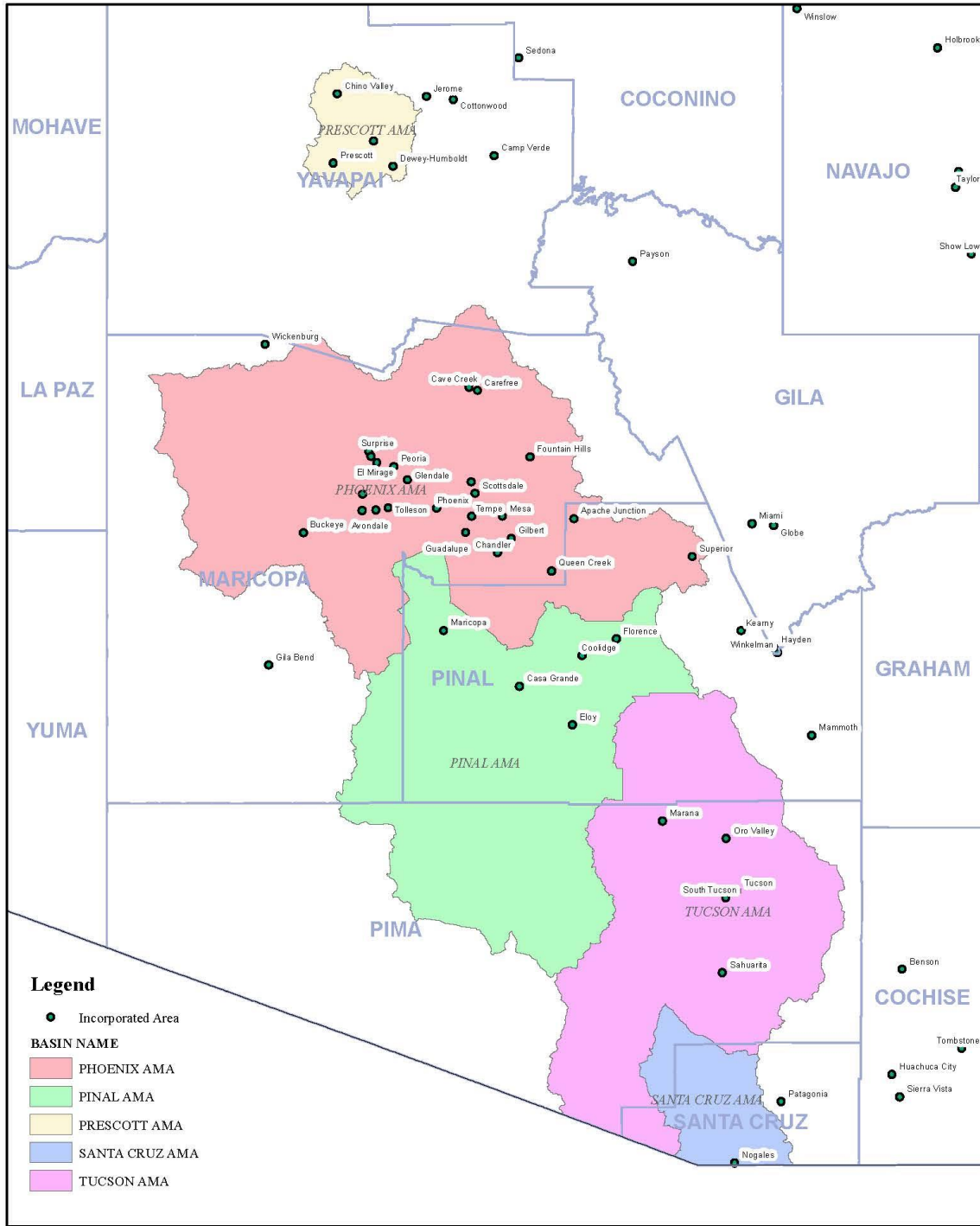
If a project is to be implemented by ADWR, it may use monies directly from the WMAP.

WMAP Solicitation and Award of Grant Applications- Statute 41-2702:

- A. State governmental units shall award any grant in accordance with the competitive grant solicitation requirements of this chapter.
- B. A state governmental unit shall prepare and issue a request for grant applications that includes at least the following information:
 1. A description of the nature of the grant project, including the scope of the work to be performed by an awardee.
 2. An identification of the funding source and the total amount of available funds.
 3. Whether a single award or multiple awards may be made.
 4. Encouragement of collaboration by entities for community partnerships, if appropriate.
 5. Any additional information required by the applications.
 6. The criteria or factors under which applications will be evaluated for award and the relative importance of each criteria or factor.
 7. The due date for submittal of applications and the anticipated time the awards may be made.

- C. Adequate public notice of the request for grant applications shall be given at least six weeks before the due date for the submittal of applications. Adequate notification of the request for grant applications shall also be provided to the central state permitting program pursuant to section 41-1505.08.
- D. A pre-application conference may be conducted before the due date for the submittal of applications to explain the grant application requirements. If a pre-application conference is held, it shall be held at least twenty-one days before the due date. Statements made at a pre-application conference are not amendments to the request for grant applications unless a written amendment is issued.
- E. Grant applications shall be publicly received at the time and place designated in the request for grant applications. The name of each applicant shall be publicly read and recorded. All other information in the grant application is confidential during the process of evaluation. All applications shall be open for public inspection after grants are awarded. To the extent the applicant designates, and the state concurs, trade secrets and other proprietary information contained in the application shall remain confidential.
- F. Applications shall be evaluated by at least three evaluators who are peers or other qualified individuals. The evaluators may allow applicants to make oral or written presentations regarding the scope of work, terms and conditions of the grant, budget and other relevant matters set forth in the request for grant applications. Applicants shall be accorded fair treatment with respect to any opportunity for oral or written presentations. The evaluators may require an applicant to revise its application to reflect information provided in an oral or written presentation. Any person who has information contained in the application of competing applications shall not disclose that information.
- G. The evaluators shall review each application based solely on the evaluation criteria or factors set forth in the request for grant applications. The evaluators shall maintain a written record of the assessment of each application, which shall include comments regarding compliance with each evaluation criteria or factor, the citation of a specific criteria or factor as the basis of each stated strength or weakness and a clear differentiation between comments based on facts presented in the application and comments based on professional judgment. Evaluator assessments shall be made available for public inspection no later than thirty days after a formal award is made.
- H. The evaluators shall make award recommendations to the head of the state governmental unit based on the evaluators' reviews of each application. The evaluators' recommendations may include the adjustment of the budgets of the applicants individually or collectively.
- I. The head of the state governmental unit may affirm, modify or reject the evaluators' recommendations in whole or in part. Modification of the evaluators' recommendations may include the adjustment of the budget on any proposed award individually or on all awards by an amount or percentage. If the head of the state governmental unit does not affirm the recommendations, the head of the state governmental unit shall document in writing the specific justifications for the action taken. The specific justifications shall be made available for public inspection no later than thirty days after the action is taken.
- J. The head of a state governmental unit may enter into agreements with other state governmental units to furnish assistance in conducting the solicitation of grant applications.

Active Management Areas



Legend

- Incorporated Area
- BASIN NAME**
- PHOENIX AMA
- PINAL AMA
- PRESCOTT AMA
- SANTA CRUZ AMA
- TUCSON AMA



0 20 40 80 Miles

ADWR, AMA Planning & Data Management, December 16, 2016

