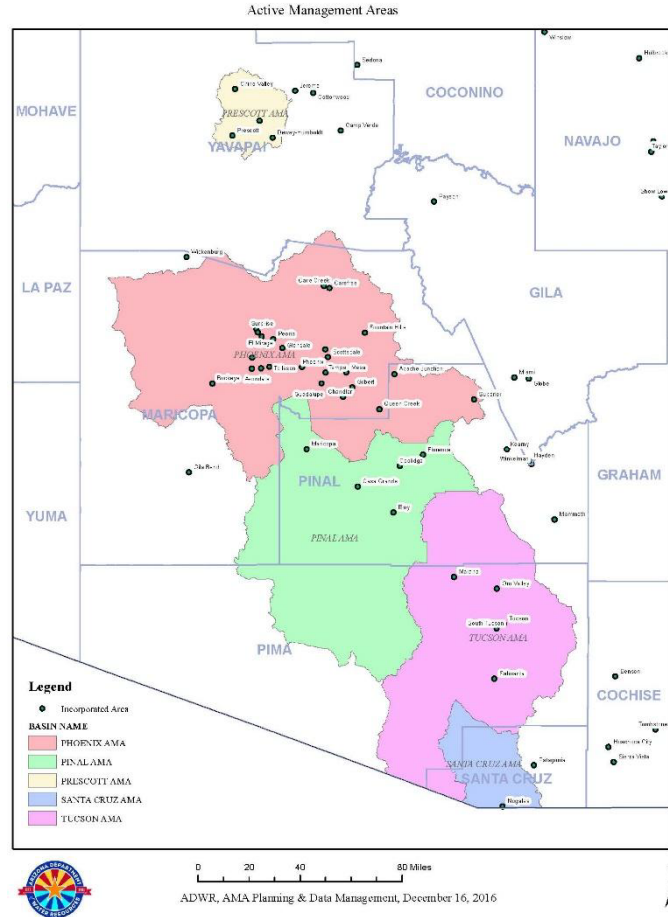


# PROJECT PROPOSAL GUIDELINES

## Water Management Assistance Program (WMAP)



### INTRODUCTION

The Water Management Assistance Program (WMAP) (as defined in A.R.S. § 45-617) 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 in an Active Management Area (AMA).

The WMAP is funded primarily from groundwater withdrawal fees collected from each person or entity withdrawing groundwater in an AMA from a non-exempt well (A.R.S. § 45-611 (A)(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fees are authorized by the 1980 Groundwater Code (Code) and are levied based on the acre-foot volume of groundwater withdrawn on an annual basis.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 with input from the AMA Groundwater Users Advisory Council (GUAC) and is limited to a maximum of two dollars per acre-foot per year. Programs funded by the WMAP help water users achieve efficient use of water supplies and help the AMA meet its water management goal.

## **ELIGIBLE APPLICANTS**

Applications must meet the following requirements to be considered eligible for evaluation:

1. Public agencies (as defined in A.R.S. § 11-951), including the federal government or any federal department or agency, Indian tribes, this state, any other state, all departments, agencies, boards and commissions of this state or any other state, counties, school districts, fire districts, cities, towns, all municipal corporations, and any other political subdivisions of this state of any other state.
2. Applicant's program or project must be located within one of the AMAs (excluding subsequent AMAs that do not pay groundwater withdrawal fees).

## **FUND DISTRIBUTION REQUIREMENTS**

Applicants who receive funding must:

- Appoint a specific representative to manage the funding 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 60 days once approved by ADWR. If advanced payment is requested, please specify the need for it.

A percentage of the total award will be withheld until all deliverables, reports, and documentation are completed and approved, with no more than 60% of the total award amount to be disbursed in the first half of the Schedule of Delivery and Payments.

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

## **PROPOSAL REQUIREMENTS**

Proposals should describe the objective and/or problem/issue and provide specific, measurable project goals. Strong proposals 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.

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.

1. Project Description
  - a. Project name
  - b. Active Management Area (AMA)
  - c. Contractor
    - i. Entity
    - ii. Individual in sign contract
    - iii. Program administrator
  - d. Partners/Participants

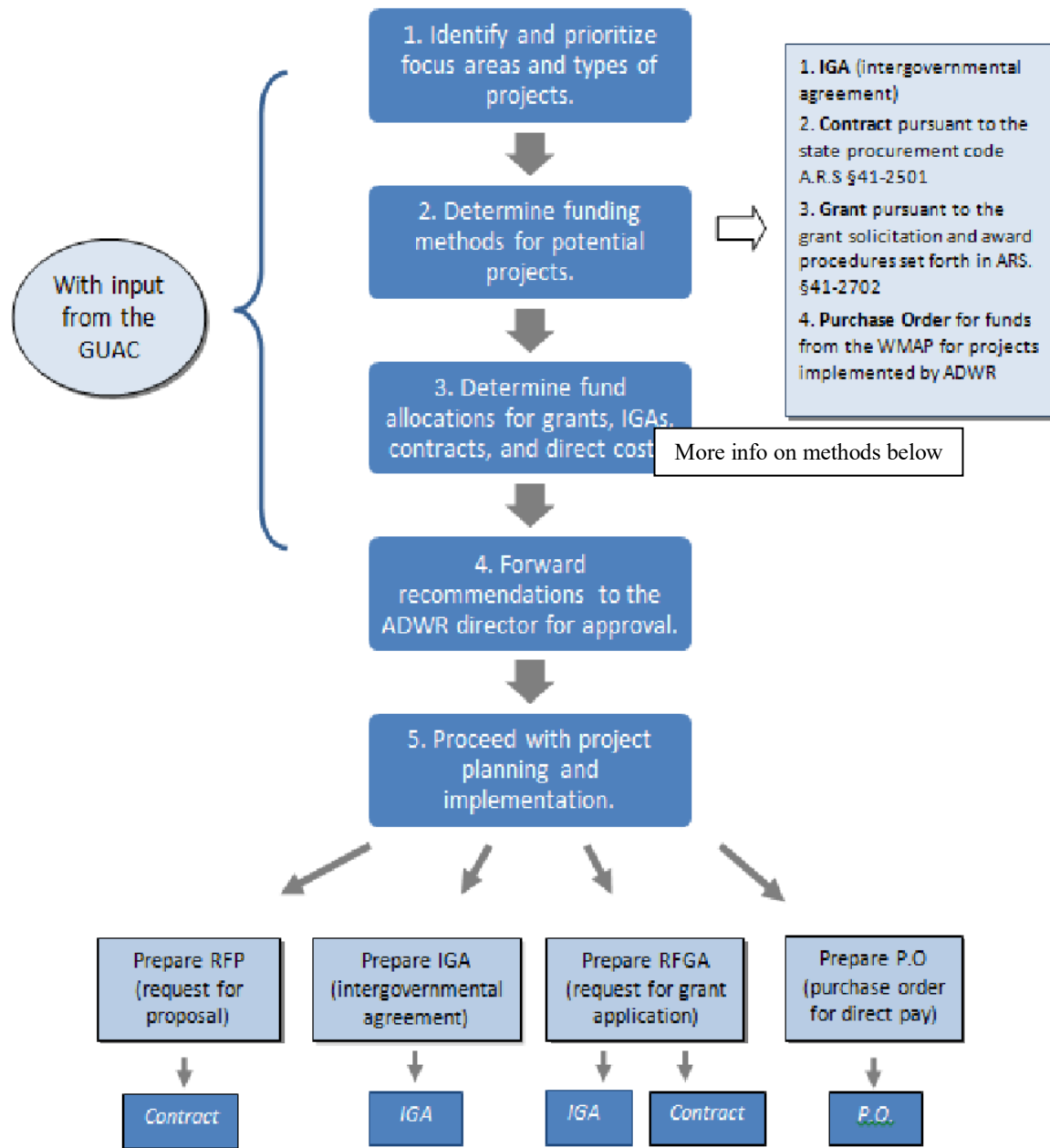
- e. Funding Period/Length of Contract
  - f. Fund Amount Requested
  - g. Project Summary and Goals
  - h. Tasks & Deliverables to ADWR (to be delivered during contract period)
2. Project Questionnaire
- a. How does the project support augmentation of the water supply of the AMA; or provide conservation assistance to water users with the AMA; and/or support monitoring and assessing water availability within the AMA?
  - b. How is the project consistent with ADWR policies and programs, and the management goal of the AMA?
  - c. 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.
  - d. Is there the potential to leverage the project with other proposed or ongoing projects? Are there cost-sharing opportunities with the applicant or other parties? Would the project be otherwise implemented without WMAP funding?
  - e. 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.
  - f. 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?
  - g. Is the project proposal complete? In particular, proposals should include:
    - i. Clear statement of purpose, goals, methodology, and list of deliverables (data collection, interim and final reports, etc.);
    - ii. Detailed project budget, including salary costs and benefits, retrofit device costs, equipment/supply purchases, etc.

## **CRITERIA FOR EVALUATION**

Proposals will be reviewed to ensure conformance with the Proposal Requirements, consistency with the goals and objectives of the WMAP, and consistency with the management plan of the applicable AMA. Applicants that do not meet eligibility or application requirements will be removed from consideration.

Upon approval of the initial review process, applicants will be required to present their project to the applicable GUAC where the council members will make their recommendations to the ADWR Director. The ADWR Director makes the final decision about awarding of WMAP funding.

# WMAP PROCESS FOR FUNDING PROJECTS



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

**A. Intergovernmental Agreement (IGA)**

- a. ADWR may enter an IGA with public agencies (as defined in A.R.S. § 11-951). A.R.S. § 11-952 (A). If authorized by their legislative or other governing bodies, two or more public agencies or public procurement units by direct contract or agreement may contract for services or jointly exercise any powers common to the contracting parties and may enter into agreements with one another for joint or cooperative action or may form a separate legal entity, including a nonprofit corporation, to contract for or perform some or all of the services specified in the contract or agreement or exercise those powers jointly held by the contracting parties.
  - i. 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. Any such contract or agreement shall specify (as defined in A.R.S. § 11-952 (B)): its duration; its purpose or purposes; the manner of financing and budget; method(s) to be employed in accomplishing termination of the agreement and for disposing of property; if a separate legal entity is formed, precise information shall be provided; and any other necessary and proper matters.

**B. Interagency Service Agreement (ISA)**

- a. ADWR may enter an ISA with the Arizona Board of Regents (as defined in A.R.S. § 15-1625).

**C. Contract**

- a. 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 the purpose of procuring a specific end product in the form of materials, services or construction.

**D. Grant**

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

**E. Direct use by ADWR**

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