

IMPLEMENTATION GUIDE for 2015 YUBA IRWMP

TOPIC	WHAT	WHEN	LEAD
GOVERNANCE			
Adoption of IRWMP	<ul style="list-style-type: none"> - RWMG drafts an adoption resolution - RWMG publishes Notice of Intent to adopt Plan (include newspapers in CABY region) - RWMG holds meeting to adopt - Adoption by RWMG member entities (coordinated by individual members) 	<ul style="list-style-type: none"> - May 2015 - April 2015 - May 2015 - May -Dec 2015 	<ul style="list-style-type: none"> - RWMG - Member entities
Establish new governance entity	<ul style="list-style-type: none"> - RWMG finalizes governance MOU and adopts an MOU-based governance structure (name to be determined) *Once the Plan is adopted, the RWMG will form and potentially rename the RWMG, noted as the Governing Body (GB) in this table 	<ul style="list-style-type: none"> - September 2015 	<ul style="list-style-type: none"> - GB
Contract assistance*	<ul style="list-style-type: none"> - Contract for assistance in Plan refinement and project development - Develop staffing strategy/admin for the long term 	<ul style="list-style-type: none"> - May-June 2015 	<ul style="list-style-type: none"> - GB and/or Team
Ongoing recruitment	<ul style="list-style-type: none"> - Identify specific individuals and entities for recruitment - Draft recruitment and engagement strategy (e.g., personal or letter outreach) and assign outreach relationships - Evaluate GB membership and recruitment and engagement process 	<ul style="list-style-type: none"> - Annually - By December 2015 - Annually 	<ul style="list-style-type: none"> - GB members and Team
Update process, policies, structure	<ul style="list-style-type: none"> - Review/monitor/identify revisions, as required - Consider other governance updates - Review criteria for membership and structure for voting 	<ul style="list-style-type: none"> - At least annually - At least annually - At first GB meeting, then annually 	<ul style="list-style-type: none"> - GB
COORDINATION			
In region	<ul style="list-style-type: none"> - GB meetings - Project Review Committee 	<ul style="list-style-type: none"> - At least annually - At discretion of GB 	<ul style="list-style-type: none"> - GB
Adjacent IRWMP	<ul style="list-style-type: none"> - Conduct meetings/phone calls with adjacent IRWMP regions to discuss issues, funding coordination, and projects of mutual interest 	<ul style="list-style-type: none"> - At least annually 	<ul style="list-style-type: none"> - GB and/or Team

* Consulting assistance will be provided by a team of consultants, noted as Team in this table.

TOPIC	WHAT	WHEN	WHO
Agency coordination	- GB designee meets or communicates regularly with the following agencies: DWR IRWMP program, State Water Resources Control Board, US Forest Service, Three Rivers Levee Improvement Authority (TRLIA), Forecast-Coordinated Operations of Lake Oroville and New Bullards Bar Reservoir (F-CO), Lower Yuba River Accord group, and groundwater Member Units	- At least annually	- Team
Informal coordination	- Meeting attendance and/or conversations with: Sierra Water Work Group; Association of California Water Agencies/ACWA, DWR-sponsored strategic planning workshops, Roundtable of Regions, and other entities identified by the GB	- Variable depending on group	- GB designee and/or Team
COMMITTEES			
Project Review Committee (PRC) (all reference to the PRC are at discretion of GB)	- Considers new projects, revises and recommends project tiering and scoring, and where relevant selection of specific funding opportunities, monitors project performance, addresses conflicts - Tracks funding opportunities (from project sponsors, RWMG staff, DWR)	- Ongoing - Ongoing	- PRC
COMMUNICATION			
Public communications	- PSAs, ads, educational materials, legal notice (when required), web – write copy/text - GB holds meeting(s)	- As needed - At least annually	- Team
Web	- Identify web manager who will undertake all webpage updates	- June 2015/Ongoing	- Team
Outreach to under-represented communities	Latino outreach: Short term: - Presentations to Latino community groups - Additional person-on-the-street interviews - Develop bottled water and drought brochure Long term: - Work with existing water groups to incorporate Latino water issues - Develop Spanish language water-quality information effort - Outreach to Latino leaders and key community members Tribal outreach: - Continue outreach and involvement with Tribal governments Hmong outreach: - Continue outreach to identified community leaders - Identify issues of concern to the community	- Ongoing	- Team

TOPIC	WHAT	WHEN	WHO
Projects	<ul style="list-style-type: none"> - Pursue circuit-riding strategy for project recruitment and development - Application form available on website - Over long term, call for projects sent out to identified stakeholders 	<ul style="list-style-type: none"> - Ongoing - Ongoing - Ongoing, at least annually 	- Team
Updates	<ul style="list-style-type: none"> - Performance evaluation (Plan and projects) - Determine if technical or regulatory revisions are needed - Post on website - Submit to DWR if appropriate 	<ul style="list-style-type: none"> - At least annually 	<ul style="list-style-type: none"> - GB - Team
Internal communications	<ul style="list-style-type: none"> - Use email as main communication tool between GB members (need to maintain list) 	<ul style="list-style-type: none"> - Ongoing 	- Team
PLAN PERFORMANCE, MONTITORING, REVISIONS & UPDATES			
Plan reviews	<ul style="list-style-type: none"> - Develop Plan performance metrics - Ensure all project sponsors have adopted Plan, review performance measures and project monitoring, confirm project list and update Plan project appendix to include added projects, discuss options for project and Plan funding, ensure ongoing Tribal and DAC collaboration, document Plan- and project-specific impacts and benefits, consider new climate studies, consider evolving options to fund environmental compliance activities, determine if re-adoption is warranted - Email all stakeholders about revisions and Plan evaluations and post on website - Re-adoption of the Plan to assure stakeholder buy-in, as required 	<ul style="list-style-type: none"> - At first annual meeting - At least annually - At least once every 5 years 	- GB and Team
DWR Guideline Revisions	<ul style="list-style-type: none"> - Monitor DWR list-serve emails for IRWM announcements - Formal updates only in response to new DWR guidelines or important regulatory changes (requires legal notice) - Develop protocols for responding to DWR-required updates 	<ul style="list-style-type: none"> - Ongoing - Usually every 3-5 years 	<ul style="list-style-type: none"> - Team - GB
Project-specific	<ul style="list-style-type: none"> - Revise project list as result of changes in individual project status, funding, or addition of new projects - Develop protocols for project performance evaluations of projects, and assign an interval and a body to oversee the evaluations - Project sponsors submit relevant information about projects and project performance to the preferred data management system 	<ul style="list-style-type: none"> - Twice yearly - Revisit annually - Update twice yearly 	- Team and project sponsors

TOPIC	WHAT	WHEN	WHO
Changes in watershed	<ul style="list-style-type: none"> - Revise text per changing conditions in watershed - Update long-range projections in Water Supply Chapter as available for DWR 20-year planning horizon 	<ul style="list-style-type: none"> - At least annually - At least annually 	<ul style="list-style-type: none"> - GB - Team
Issues/Conflicts	<ul style="list-style-type: none"> - Track emergence of new issues and/or conflicts and update Plan if they would affect objectives (adding new, changing measurement criteria), or importance of particular projects, or in response to new regulations or standards by regulatory agencies 	<ul style="list-style-type: none"> - At least annually 	<ul style="list-style-type: none"> - GB
PROJECT DEVELOPMENT			
Application process	<ul style="list-style-type: none"> - Refinement of existing projects, as needed (with associated reviews and approvals) - New projects application process posted on website - All applications routed to the GB for review and recommendation to proceed to PRC (at discretion of GB) 	<ul style="list-style-type: none"> - Continuous - As needed - Ongoing 	<ul style="list-style-type: none"> - Project sponsor - Team - GB
Project recruitment	<ul style="list-style-type: none"> - Stakeholders identify new projects with initial support from GB, integrate emerging projects, and discuss options for developing projects to address Plan objectives 	<ul style="list-style-type: none"> - Informally and at meetings (at least annually) 	<ul style="list-style-type: none"> - GB and Team
Project development	<ul style="list-style-type: none"> - Project sponsors prepare applications and evaluation materials as needed and present technical feasibility analyses to the GB - Evaluate projects for climate adaptation and GHG contributions - Include performance measures as line item in each project application (regardless of funder) and conduct performance monitoring as needed - Determine if Tribal Consultation is involved and conduct if necessary - Stakeholders, Team, and GB identify opportunities for funding and provide integrated support for refining and developing application materials - GB monitors status of funding and implementation of projects 	<ul style="list-style-type: none"> - Ongoing 	<ul style="list-style-type: none"> - Project sponsors - PRC - GB and Team
Updating project status	<ul style="list-style-type: none"> - Perform a review of the current project list – determine if individual project status has changed, evaluate new projects to assess options for integration - PRC can include/revise status of Plan projects at any time following approval by GB - Post the list of Plan projects on the website 	<ul style="list-style-type: none"> - At least annually - Ongoing/as needed - Ongoing/as needed 	<ul style="list-style-type: none"> - PRC/GB - Team

TOPIC	WHAT	WHEN	WHO
FINANCING - GENERAL			
Project-specific	<ul style="list-style-type: none"> - Update funding-source materials - Track funding opportunities and notify stakeholders - Evaluate funding sources against projects to determine if the most appropriate use of funds is being made 	<ul style="list-style-type: none"> - At least annually - Ongoing - At least annually - At least annually 	<ul style="list-style-type: none"> - Team - PRC
Plan-specific	<p>Secure funding for:</p> <ul style="list-style-type: none"> - Plan updates at set intervals, monitoring of Plan-level performance, database management, web maintenance, and tracking the implementation grant proposal process with the DWR, and other funders - To help prepare DWR Implementation Grant proposals and other sources of funding for regionwide projects or initiatives - Potential technical updates to the Plan 	<ul style="list-style-type: none"> - Ongoing 	<ul style="list-style-type: none"> - GB and Team
Governing body administration	<ul style="list-style-type: none"> - Secure funding for coordinating internal communications, stakeholder involvement, tracking entities to assure all project sponsors have adopted the IRWMP, and costs for meetings, such as meeting venues, technical media, postage, and copying 	<ul style="list-style-type: none"> - At least annually 	<ul style="list-style-type: none"> - GB and Team
Grant applications	<ul style="list-style-type: none"> - For projects, PRC scores projects for inclusion in a funding source, identifies the appropriate applicant, prepares the application (may include: coordination with individual project sponsors, developing pass/fail timeline for inclusion in any given application package, preparing summary and web submittal materials, coordinating submittal, and monitoring submittal) - Recommendation to and approval by GB 	<ul style="list-style-type: none"> - As grant and other funding sources emerge 	<ul style="list-style-type: none"> - PRC & GB
DATA MANAGEMENT			
Data Management System (DMS=the Yuba IRWM website and State Water Resources Control Board [SWRCB], DWR/Division of IRWM sites)	<ul style="list-style-type: none"> - Future studies, maps, data sets, non-project-related monitoring results, research studies, relevant State guidelines and policies, agency plans, and other stakeholder contributions will be posted to the DMS by the GB. Posting information to other State data-sharing sites may occur as appropriate - Project sponsors will be responsible for collecting interim and final project monitoring data and outcomes and submitting to Coordinator for posting 	<ul style="list-style-type: none"> - At least annually 	<ul style="list-style-type: none"> - Team - Project sponsors

TOPIC	WHAT	WHEN	WHO
Web	- Web content prepared and submitted by members to Coordinator	- Annually	- Team
Annual call for information	- An annual 'call for information' will go out from the GB to ensure that the DMS is updated during annual Plan review	- Annually	- GB