

worldwaterforum

Metropolitan Water District of Southern California **College Grant Program**

REQUEST FOR GRANT PROPOSALS WORLD WATER FORUM COLLEGE GRANT PROGRAM



INNOVATIVE WATER CONSERVATION GRANTS

for

DEMONSTRATION PROJECTS FOR UNIVERSITIES AND COMMUNITY COLLEGES on
TECHNOLOGY PROTOTYPES, **POLICY** STUDIES & **COMMUNICATIONS** STRATEGIES

LOCAL Research Projects: Water Stressed Regions within the U.S.

GLOBAL Research Projects: Water Stressed Regions outside of the U.S.

Funding Cycle V: 2017 - 2019

COMPLETED APPLICATIONS DUE ON DECEMBER 15, 2017

A promotional poster for the World Water Forum College Grant Program. It features the "worldwaterforum" logo at the top, with "Metropolitan Water District of Southern California College Grant Program" below it. The main body of the poster is a collage of images showing various water-related activities, including people working in a field, a person in a hard hat, and a person in a lab. On the left side, there is a "SUPPORTERS" section with logos for "water for people", "Metropolitan Water District of Southern California", and "Association of Metropolitan Water Agencies". At the bottom left, there is a logo for "THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA" and the text "UC Riverside, Recovery of Inorganic Phosphorus".

Benita Lynn Horn: waterforum@mwdh2o.com; 888 (42) WATER

WORLD WATER FORUM SPONSORS

www.usbr.gov, www.lacsd.gov, www.mwdh2o.com/wwf,
www.bewaterwise.com, www.waterforpeople.org



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1. SCHEDULE OF KEY BENCHMARK DATES

December 15, 2017	Completed proposals due to MWD by 4:00 p.m. For information regarding E-mail Or U.S. mail, refer to page 8.
Winter 2018	Review panel evaluates project proposals
Spring 2018	Announce selection of grant recipients <ul style="list-style-type: none"> • Participate in College Expo, April 19, 2018 (TBD)
Summer 2018	Agreements executed; Funds disbursed to colleges
Summer 2018 – Fall 2018	Colleges conduct research projects; submit periodic progress reports. Staff conducts site visits to campuses.
Fall 2018 - Winter 2019	Colleges host / facilitate a campus-wide or community outreach event. Additional details will be provided, if your project is selected.
Spring 2019	Completed research projects and Final Reports due to Metropolitan. MWD Expo featuring student projects, presentations and prototypes <ul style="list-style-type: none"> • Final Expo April 18, 2019

Note:

1. All applicants must have a faculty (full time or part time) liaison as part of their research team.
2. Please follow all administrative protocols for your campus or community college district. Your college might have a 501(c)3 foundation or a Development Office that manages contracts and grants. Confer with the college administrators BEFORE submitting your World Water Forum grant application.

2. SELECTION PROCESS

A review panel comprised of program sponsors and subject matter experts will provide an objective evaluation of project proposals. The panel will identify the mix of project proposals that best meets the local and global needs consistent with the scope of this RFP. Metropolitan reserves the right to select proposals based upon geographic dispersion throughout its service area and a balance between community colleges and universities.

SCORING CRITERIA AND CRITERIA BREAKDOWN		
20	Quality and Clarity of Proposal	How well is the proposal written, including clarity, grammar, organization, and format? The business plan should demonstrate an understanding of water conservation and sanitation issues, impacts and the expected outcomes.
25	Project Research	Is the proposal technically and scientifically sound? The proposal should clearly explain (in words and supporting graphs) how the technology or application works and whether it is a “new” water supply, sanitation / conservation project or communication outreach opportunity. To what degree could the project, if applied, serve as an agent for change in the identified subject area?
15	Identify Project Benefits/Target Audience and Anticipated Outcomes	The proposal must identify key quantitative and qualitative impact projections for the proposed project (if successfully implemented). These projections are based on research, development, testing and the resultant calculations. Additionally, the target audience should be clearly identified in terms of demographics and the potential numbers of people the project might impact.
15	Environmental Significance and Sustainability Potential	All projects must be linked to environmental results and demonstrate how it will contribute to the ultimate goals of clean, safe water and healthy communities and ecosystems. In addition, to what degree would this project, if successfully implemented, be sustainable for long-term change? For example, factors like cost-effectiveness, ease-of-use, realistic project timeline, and the degree to which the project is locally sustainable should be considered.
10	Partnerships	You are required to solicit member agency (local water agency) partnership and approval. Points will be awarded for demonstration of additional collaborative partnerships, including but not limited to environmental agencies, K-12 schools or private businesses. Include brief letters of support from all partners.
10	Budget	The budget must clearly delineate all project expenses, including a clear understanding of what cannot be paid for with grant funds, and demonstrate a minimum match of 25 percent (direct or in-kind).
5		On Site participation at the October 13 th WWF Event (Note: Provide a copy of the certificate; keep the original)
100		TOTAL POINTS

3. APPLICATION: PROPOSAL CONTENT REQUIREMENTS

4. COVER PAGE

Include: (1) College Logo, (2) Name of College / Department, (3) Project Title, (4) Names of Faculty and Student Project Managers, (5) Photo/ Illustration (optional) and (6) Project Strand, (local or global).

5. ONE PAGE SUMMARY (Part 1)

Project Overview: In 200 words or less, please summarize the project description and scope of work. Include the information requested on the Cover Page. The inclusion of a photo or image is optional.

6. ONE PAGE SUMMARY (Part 2)

Indicate whether this is a local project (water stressed region inside the United States) or a global project (water stressed region outside of the United States).

Application Strand	Identify Region
LOCAL Project Name	
GLOBAL Project Name	

7. CONTACT INFORMATION (1 -2 PAGES)

Note: Pending approval, all schools will be required to provide a W-2 Form and a Certificate of Insurance (ACORD™ Form). The checks will be made payable to the legal name of college or foundation on the W-2 form.

Faculty Project Manager	
Student Project Manager	
College	
Department	
Overview / History	<i>Provide a brief history and description of your school / department, including its mission and goals. If applicable, include info on other relevant projects.</i>
Make Check Payable To:	<i>Legal Name of College or Foundation</i>
Address	
Phone	
Email	

8. LETTERS OF SUPPORT: MEMBER AGENCIES / LOCAL WATER AGENCIES

Metropolitan Water District of Southern California is a consortium of 26 local water districts and municipalities (also known as Member Agencies). Please attach a letter of support from the Member Agency (your local water agency). Correspondence on agency letterhead is preferred; however, an email will be accepted. Metropolitan will accept a scanned copy of the signature page; original signatures are not required from the member / local water agency. As a non-fiscal partner, the member agency is not required to provide financial support of the research project. Depending upon staff and resources, they might be able to provide in-kind support, with lab time or research data.

8.A. NOTE: LETTERS OF SUPPORT

LOCAL PROJECTS: The contact information for the local agencies is available on Metropolitan’s website: www.mwdh2o.com/wwf (refer to RFP Overview). If your local agency is not listed or if you need a referral name, contact Benita Lynn Horn at (888) 42-WATER or waterforum@mwdh2o.com. Please send the member agency representative a one-page overview. Do not send the entire grant application, unless the agency representative requests the full document.

GLOBAL PROJECTS: In addition to the local water agency, you are strongly advised to coordinate with a local / regional government agency or non-profit (NGO). The most successful global projects were due to coordination and collaboration with local agencies and / or community groups. If possible, please include a **letter of support**.

9. CERTIFICATE OF ATTENDANCE

Please include a copy (not the original) of the certificate of participation from the October 13th Outreach Event. Any member of the team (student or faculty) may submit their certificate. **If you did not attend the event, you may still apply for the grant.** However, you will not be eligible for the bonus points.

10. PROJECT DESCRIPTION

Provide a detailed work plan identifying all project activities. It is required that the proposed work plan addresses each of the following:

- 1) Which water-related issue or challenge have you selected?
- 2) Is it a local or global focus per the RFP guidelines?
- 3) Which content strand (technology, policy or communications) have you chosen as the research focus for creating your project?
- 4) Where will the research and data collection take place?
- 5) What is the anticipated outcome of your research? An outcome may be short-term (i.e., changes in knowledge or attitude) or long-term (i.e., changes in condition of natural resources).
- 6) Estimate of the Project Projection Benefits selected from the USBR Quantitative Benefits chart (see list below).
- 7) Describe your team’s experience and technical capabilities (including in-house and/or outside hired individuals) to accomplish the project. List the roles and responsibilities of each team member.
- 8) Provide a project schedule with key milestone dates and deliverables with measurable outcomes.
- 9) Include related photos, charts and bibliography, as needed

11. IDENTIFYING QUANTITATIVE BENEFIT PROJECTIONS

As a part of your application and project outcomes, all teams must identify specific benefits of their project. **Please select the project performance measure(s) listed below that are appropriate for your grant project.** Based on your project research, development, testing and/or projections and calculations, please provide impact projections for the quantitative benefits of your grant project (if it were successfully implemented). If your project is funded, it is expected that the quantitative estimate in your proposal will likely vary from the projections in your final project presentation and report. **In the narrative portion of your application, be sure to justify the methodology used for the quantitative estimation. The estimated quantitative outcome must be feasible (makes sense). Provide your most accurate quantitative estimate of the performance measure(s) that apply to your project**

Note: You are only required to identify one performance measure; however, you may include multiple performance measures (be sure to include the associated calculations for each performance measure):

PERFORMANCE MEASURE	QUANTITATIVE OUTCOME	LOCAL / GLOBAL IMPACT
Makes More Water Available	Acre Feet/Year	Local / Global
Reduces Water Treatment Costs	\$ / Year	Local
Reduces Per Capita Use	Gallons/Capita/Day	Local
Provides Technical Training	# of People	Local / Global
Provides Water Conservation and / or Hygiene/Public Health Education	# of People/Students	Local / Global
Improves equitable access to fresh drinking water and/or sanitation practices (e.g. by improving water quality)	# of People	Local / Global
Improves the environment and sustainability benefits for people (e.g.- by improving watershed runoff)	# of People	Local/Global
Cost associated with each of the physical quantitative outcomes above	\$/person, \$/AF/yr and Gallons/Capita/Day	Local/Global

Notes:

- Local is defined as the cities and regions of Southern California or California, in general. Global is defined as *developing* cities, towns, regions and countries from throughout the world.
- This form was adapted from the **USBR Water Conservation Field Services Program Project Benefits** form.



12. FINANCIAL CRITERIA

Matching Funds Requirement:

Each applicant must demonstrate a **minimum match of 25%** (\$2,500) of the total grant award. The matching funds can be categorized as: (1) Grants, (2) In-kind contributions, (3) Volunteer time or (4) Donated equipment.

Grant Fund Restrictions:

Grant funds **cannot be used for** travel and related expenses. For a list of disallowed costs, contact Benita Lynn Horn at (888) 42-WATER or waterforum@mwdh2o.com. Grant funds may be used for mileage and conference registration.

Administrative (College) Overhead:

Where applicable, the **college overhead fee may not exceed 10%** (\$1,000) of the proposed budget.

In order to provide perspective on reasonable grant requests, the budget must reflect all anticipated expenses. Respondents are reminded that \$10,000 is the maximum grant amount allowable.

BUDGET OVERVIEW

DESCRIPTION	AMOUNT	NOTES
GRANT FUNDS REQUESTED		
ADDITIONAL SOURCE OF FUNDS (List all, if applicable)		DATE ISSUED (If applicable)
PROJECT TOTAL		

13. BUDGET BREAKDOWN: SUBMIT VIA MS EXCEL SPREADSHEET



Dear World Water Forum Colleges, This budget template is a sample / guide. Your line items may vary; however, you must **calculate the per-unit cost**.

BUDGET ITEM DESCRIPTION	COMPUTATION			WWF	College	TOTAL COST
	PRICE/RATE	UNIT	QTY			
SALARIES AND WAGES						
Consultant	\$30.00	hr	50	\$1,000	\$500	\$1,500
Professor						
Intern						
SUBTOTAL				\$1,000	\$500	\$1,500
TRAVEL						
Mileage	\$0.55	mile	100	\$500	\$50.00	\$550
Conference Registration	\$500.00	each	4	\$1,000	\$1,000.00	\$2,000
Airfare\Lodging (not allowed)						
SUBTOTAL	0			1500	1050	\$2,550.00
SUPPLIES/MATERIALS - Describe all major types of supplies/materials, unit price, # of units, etc., to be used on this assisted activity.						
Office Supplies	\$10.00	each	400	\$3,000	\$1,000.00	\$4,000.00
Laptop	\$1,000.00	each	1	\$1,000	\$0.00	\$1,000.00
PVC Pipe	\$50.00	each	50	\$2,500	\$0.00	\$2,500.00
SUBTOTAL				6500	\$1,000.00	\$7,500.00
CONTRACTUAL/ CONSTRUCTION						
Water Wells	\$100.00	each	10	\$1,000.00	\$0.00	\$1,000.00
College Overhead Fee	\$1,000.00	each	1	\$1,000.00	\$0.00	\$1,000.00
Note: Not to exceed \$1,000						
SUBTOTAL				\$2,000.00	\$0.00	\$2,000.00
TOTAL DIRECT COSTS:				\$10,000.00	\$2,050.00	\$12,050.00
HR Benefits						
(Note: Ineligible Grant Expense)				0	0	0
TOTAL ESTIMATED PROJECT/ACTIVITY COSTS:						\$12,050.00

14. SIGNATURE BLOCK

	NAME / TITLE	SIGNATURE	DATE
Faculty Project Manager			
College Contracts Officer / Administrator			
Student Project Manager			
Local Water Agency / Member Agency Representative			
<p>Note: An original signature is not required; refer to the shaded box IN Section 8.</p> <p>Please send the member agency representative a one-page overview. Do not send the entire grant application, unless the agency representative requests the full document.</p>			
Name of Local Water / Member Agency			
Name of Contact Person		Job Title	
Signature		Date	

9. SUBMISSION OF THE APPLICATION

Please mail or hand-deliver TWO printed copies. For U.S. mail, the envelope must be postmarked on / before December 15, 2017. For on-site deliveries, please arrive at MWD Headquarters by / before 4:00 p.m.

AND

In addition to the printed copies, all teams must send an electronic copy of the application. Please send a .PDF or MSWord file via E-mail (waterforum@mwdh2o.com) or www.hightail.com. For larger files (if needed), contact Benita Horn for the password to Metropolitan's www.hightail.com account.

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