

General Fund Specified Grant Advance Policy

All California Natural Resources Agency (Agency) grants are reimbursement programs. This means grantees pay project expenses and then seek reimbursement from grant funds. General fund specified grants are one exception in which advance funds may be available subject to the following conditions:

1. All advance requests must be submitted in writing using the Advance Payment Request Form and signed by the grantee's Authorized Representative.
2. Overhead costs may be advanced up to the percentage of the grant described in the program guidelines and included as a separate approved line item in the project budget.
3. If advanced funds are used to pay grantees' in-house labor costs, timesheets submitted during reconciliation must show all staff time and be tracked to different projects or activities.
4. The amount of advanced funds requested should be determined after working with the Grant Administrator to identify grantees' **immediate** cash needs and the timeline for expenditure of requested advanced funds. Generally, advanced funds should be expended within three to six months.
5. The recommended request amount is increments of no more than 25 percent of the grant at a time. Generally, all advanced funds should be reconciled before another advance is requested. If immediate need is demonstrated, up to 90 percent of the grant award may be advanced.
6. Advances are not subject to retention. The last 10 percent of a grant cannot be advanced.
7. Any special provisions in the grant agreement relating to conditions necessary for release of funding must be met prior to requesting an advance.
8. Advanced funds must be deposited and held in a separate, FDIC-insured, interest-bearing account until spent. Public grantees can choose to deposit the funds in their treasuries. Any interest earned on the advanced funds should be applied to the project for which funds were advanced.
Grantees must submit account statements to the Grant Administrator showing all transactions relating to the advanced funds and any interest earned for every month advanced funds are held in the account. Statements should be submitted with reconciliation documentation as described in paragraph 9.
9. If advanced funds are passed through grantee to a separate entity that is implementing the project (e.g., when funds are granted to a city for the benefit of a non-profit organization), grantee must ensure the immediate need of advanced funds



and that advanced funds are deposited and held as outlined in the preceding paragraph.

10. Grantees must submit reconciliation documentation no more than monthly and no less than quarterly. Reconciliation documentation will be reviewed and approved in the same manner as a reimbursement payment request. Reconciliation documentation should include the following, as applicable:

- Advance Reconciliation Form
- Project Expenditures Form
- Grantee Labor Costs Form
- Employee Compensation Form
- Equipment Cost Form
- Planning Grant Certification Form
- Proof of expenses incurred
- Proof of payment
- All monthly account statements since date of last reconciliation

11. Failure to provide reconciliation documentation and account statements at least quarterly will disqualify grantees from receiving additional advanced payments.

12. Grantees must repay any unused or inadequately-documented advanced funds to Agency within sixty days of project completion or the end of the project performance period, whichever is earlier. Grantees will not be eligible for any other Agency grants until funds have been repaid.

13. At project closeout, grantees must account for and provide proof that all interest earned on advanced funds was applied to the grant project.

14. Agency reserves the right, at its sole discretion, to approve or deny an advance payment request. Final approval will be based on, but is not limited to, consideration of the following:

- Grantees' explanation of immediate need for an advanced payment
- Grantees' performance on prior Agency or other State grants, with particular consideration of past performance issues
- Grantees' record of providing timely and adequate payment backup documentation on previous Agency grants.

Certification

As the Authorized Representative of the recipient of a General Fund Specified Grant, I certify under penalty of perjury the grantee has received, understands, and will comply with this advance request policy.

Signature of Authorized Representative

Scott De Leon

Name of Authorized Representative

County of Lake

Name of Grantee

Director of Water Resources

Title of Authorized Representative

Grant Number

Date Signed

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal
Government
Agency Name*

County of Lake

Remit-To
Address (Street
or PO Box)*

255 North Forbes St.

City*

Lakeport

State * CA

Zip Code*+4 95453

Government Type:

☐ City

☒ County

☐ Special District

☐ Federal

☐ Other (Specify)

Federal
Employer
Identification
Number
(FEIN)*

94-6000825

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Contact Person*

Scott De Leon

Title Director of Water Resources

Phone number*

707-263-2344

E-mail address

Scott.deleon@lakecountyca.gov

Signature*

Date

G. PROJECT INFORMATION FORM

Project Name AEM (Airborne Electromagnetic) Survey of Lake County's Groundwater Basins		Estimated Date of Completion: <u>Enter date</u>	
		Grant Amount: <u>\$300,000</u>	
		Estimated Total Project Cost: <u>\$300,000</u> (State grant, other funds, and in-kind)	
Grantee Name (with mailing address) County of Lake 255 North Forbes St Lakeport, Ca 95453 Check one: <input type="checkbox"/> Nonprofit <input checked="" type="checkbox"/> Local Agency <input type="checkbox"/> State Agency		County Lake	Nearest City/Town Lakeport
		Project Address (or nearest cross street) 255 North Forbes St.	
		Senate Dist. 02	Assembly Dist. 04
Grantee's Representative Authorized in Resolution (Signature required at bottom of this page)			
Name: <u>Scott De Leon</u>		Title: <u>Director of Water Resources</u>	
Phone: <u>707-263-2344</u>		Email: <u>Water.resources@lakecountycalifornia.gov</u>	
Project Manager – Person with day-to-day responsibility for project (if different from authorized representative)			
Name: <u>Mitchell Breedlove</u>		Title: <u>Program Coordinator</u>	
Phone: <u>707-263-2344</u>		Email: <u>Mitchell.breedlove@lakecountycalifornia.gov</u>	
Brief Description of Project (Summarize major activities to be funded by this Grant)		Latitude <u>39.057390</u>	Longitude <u>-122.850390</u>
The purpose of this project is to develop a white paper / report discussing groundwater issues and trends across the various groundwater basins in Lake County. Developing a list of data gaps and steps to address data gaps, increased understanding of groundwater storage and resilience, support for planning of future groundwater extraction and municipal well planning, an improved mapping of the distribution of the aquifer system and aquitards, a better spatial understanding of the potential lithologic connectivity between the aquifers, creeks, and Clear Lake, and assessing future concerns to inform decision-makers (Planning Dept, Environmental Health for well permitting, water purveyors, local ordinance changes for groundwater management). AEM technology can enhance our understanding of surface water – groundwater interactions to help determine if groundwater pumping is lowering stream levels and, therefore contributing to the decline of the State listed threatened species of fish, the Clear Lake Hitch and other groundwater dependent species.		Site Control/Land Tenure (check the box that applies)	
		<input type="checkbox"/> Grantee owns the property <input type="checkbox"/> Grantee leases the property – Term End: <u>Enter date</u> <input type="checkbox"/> Grantee owns an easement on the property. <input type="checkbox"/> Grantee has an MOU with the property owner. <input checked="" type="checkbox"/> Not applicable – Project is a plan or program.	
I certify that the information in this Project Information Form, including all attachments, is complete and accurate.			
Signed: _____		Enter date _____	
Grantee's Authorized Representative as shown in Resolution		Date	
<u>Scott De Leon</u> Print Name	<u>Director of Water Resources</u> Title	Designee? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach letter of designation from authorized representative.)	

**WORK PLAN TEMPLATE
(PROGRAM PROJECTS ONLY)**

Project: AEM (Airborne Electromagnetic) Survey of Lake County's Groundwater Basins

Project Goal: Develop a white paper/report discussing groundwater issues and trends across the various groundwater basins.

Objective	Task and Deliverable	Responsible Entity
<i>Task 1.0 Hydrogeologic Data Compilation (0-3 months)</i>		
1.0	1.1 Compile hydrogeologic datasets	County / Consultant
	1.2 Compile existing hydrogeologic-related reports	Consultant
	1.3 Review WCRs and quality screen and digitize high quality lithology and geophysics logs	Consultant
	1.4 Compile data into GIS files and develop database of datasets	Consultant
<i>Task 2.0 Planning and Execution of AEM Surveys (3-5 months)</i>		
2.0	2.1 Review areas of focus and prepare final flight lines for AEM surveys	County / Consultant / Community Partners
	2.2 Prepare and submit information for AEM survey public outreach	County / Community Partners
	2.3 Conduct AEM Surveys	Consultant
<i>Task 3.0 Datasets Assimilation, AEM Processing and Inversion (5-8 months)</i>		
3.0	3.1 Process and conduct AEM data inversion	Consultant
	3.2 Conduct initial interpretation of hydrogeology	Consultant
	3.3 Conduct preliminary demand analysis	Consultant
	3.4 Conduct preliminary natural recharge	Consultant
	3.5 Conduct preliminary natural recharge analysis	Consultant
	3.6 Develop preliminary basin water budget	Consultant
	3.7 Identify any potential groundwater quality issues	Consultant
	3.8 Construct Initial 3D HCM Framework for Areas	Consultant
	3.9 Identify data gaps	Consultant
<i>Task 4.0 Prepare Report/White Paper (8-12 months)</i>		
4.0	4.1 Summarize work completed	Consultant
	4.2 Summarize hydrogeology and preliminary water budget for each basin area	Consultant
	4.3 Identify preliminary issues of concern for sustainability	Consultant
	4.4 Summarize data gaps and approximate cost to fill	Consultant

