

Policy No. UKB-003

Adopted Date: 07-20-2011

Amended Dates:

General Support and Endorsement Letter Policy

Purpose and Background

The purpose of this document is to provide direction and to define basic restrictions regarding support of programs and other extrinsic activities, and/or endorsement letters for projects that are located within the Kings Basin, or are inter-regionally tied.

The Upper Kings Basin Integrated Regional Water Management Authority (Authority) regional footprint spans a large portion of Fresno County, as well as small portions of northern Kings, and northern Tulare Counties. Delineated primarily by hydrologic boundaries, the Authority's political borders are nearly identical to those of the Kings groundwater sub-basin (DWR Bulletin 118) which is a component of the Tulare Lake Hydrologic Unit.

A Joint Powers Agreement (JPA) guides Authority governance, and the Upper Kings Basin Integrated Regional Water Management Plan (IRWMP) and its associated publications guide the Authority planning process. Combined, the two documents define numerous objectives and management strategies for the Authority planning area. While comprehensive, the planning framework has been carefully crafted as to not stray far from an underlying concentration on water resources management within the region. Some of the more predominant water resources objectives include; groundwater management, flood management, water quality preservation, environmental stewardship, and public information.

Requests for Endorsement or Authority Participation

Organizations requesting letters of support from, or the endorsement of, the Authority must submit their requests via e-mail to Kings River Conservation District (KRCD), which serves as agent on behalf of the Authority. Prior to contacting KRCD, requesting organizations must first self-evaluate how well the project or activity relates to the Authority's goals and objectives outlined by the IRWMP and JPA. Projects and activities that do not sufficiently complement the Authority's mission will not receive support.

Requesting organizations are asked to provide an Executive Summary or short narrative that at a minimum includes the following information where applicable:

- What is being requested from the Authority, (i.e. letter of support, participation, consortium membership, etc.).
- Contact information of the person responsible for the project or activity.
- Funding source of the proposed project or activity, and the funding amount being requested.
- List of coordinating organizations.
- List of all competing organizations within or in close proximity of the Authority regional footprint.
- Services that are to be offered.
- Target groups to be served, and where the services will be offered.

- Periods or dates of when the proposed project or activity is expected to occur..
- Anticipated outcome(s) of the proposed project or activity.
- The budget for the proposed project or activity.
- If an ongoing or continuation project or activity, description of previous results.

Programs, projects and other activities that show positive responses in the above areas will be eligible to receive Authority support. However, the Authority reserves the right to supplement, alter, amend, or otherwise change the basic criteria contained in this policy document as it continues to develop its planning process.

Appeal Process

Requests for support which are denied by KRCD in accordance with this Policy may be appealed in writing to the Authority Advisory Committee, which will review and provide further direction to KRCD as appropriate or seek a decision from the Authority Board of Directors.

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