

Sustainable Groundwater Management Act Portal

Alternative Reporting System: Periodic Evaluation Module

User Manual



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1. User Manual Purpose

This user manual documents the steps required to submit an Alternative Periodic Evaluation (previously referred to as 5-year updates) in the [Sustainable Groundwater Management Act \(SGMA\) Portal's](#) Alternative Reporting System.

The Alternative Periodic Evaluation module available on the Alternative Dashboard allows Alternative Agencies to submit Alternative Periodic Evaluations in the same format as Groundwater Sustainability Agencies (GSAs). Only users associated with an Alternative Agency may use the create, submit, and edit functions of the Periodic Evaluation module within the Alternative Reporting System. *Users must have, and be logged into, a SGMA Portal account to view and use the Periodic Evaluation module discussed in this manual. The table of contents can be used to navigate to the desired section of this manual.*

If you have questions regarding the Alternative Periodic Evaluation submittal process that are not addressed in this user manual, please contact the Department's Sustainable Groundwater Management Office at GSPSubmittal@water.ca.gov.

2. Alternative Dashboard

After a user logs in to the SGMA Portal, located at <https://sgma.water.ca.gov/portal/>, the user can select 'Alternatives' on the top navigation banner or click on the 'Alternative to GSP' button on the screen to navigate to the **Alternative Dashboard**.

The Alternative Dashboard is the Alternative Reporting System's centralized page for users to view and edit existing, or create and submit new Alternatives, Annual Reports, and Periodic Evaluations. The Alternatives, Annual Reports, and Periodic Evaluations listed on the Alternative Dashboard are dependent on the Alternative Agencies with which a user is associated.

- 1) Click the "Alternative to GSP" icon, the Alternative Dashboard window opens.



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Figure 1. Screenshot of the SGMA Portal Homepage highlighting the “Alternative to GSP” icon.

- 2) The Alternative Dashboard includes modules for Alternatives, Annual Reports, and Periodic Evaluations. The My Alternatives list on the Alternative Dashboard (see Figure 2) is based on the Alternative Agencies with which a user is associated. Users may only create Periodic Evaluations for Alternatives for which they are associated. New Periodic Evaluations are created using the My Periodic Evaluations module on the Alternative Dashboard.

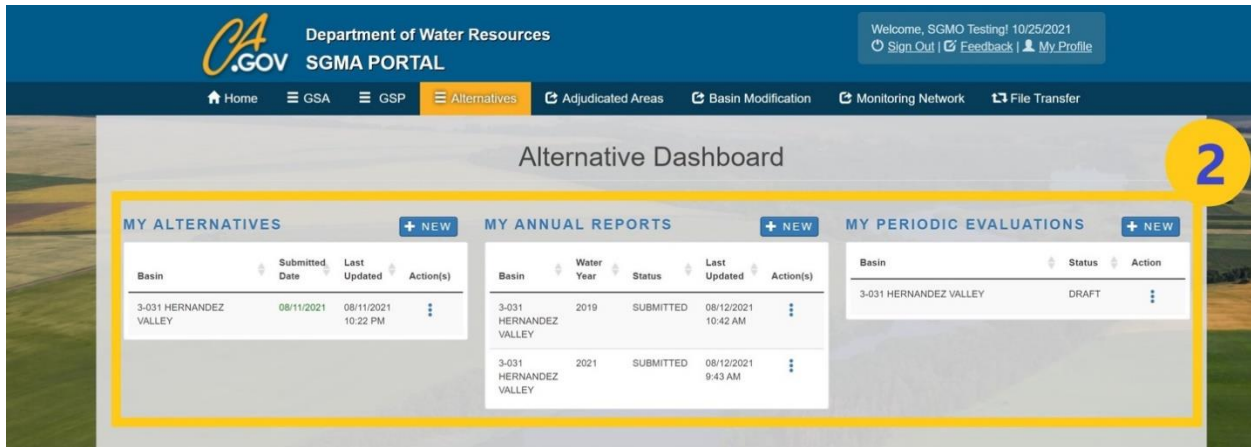


Figure 2. Screenshot of the Alternative Dashboard highlighting the available modules.

3. Create a New Periodic Evaluation

Only users associated with an Alternative Agency may use the create, submit, and edit functions of the Periodic Evaluation module within the Alternative Reporting System.



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To create a new Periodic Evaluation submittal, the user should follow the steps outlined below.

- 1) Click the “+NEW” button on the top right side of the “My Periodic Evaluations” section of the **Alternative Dashboard**.

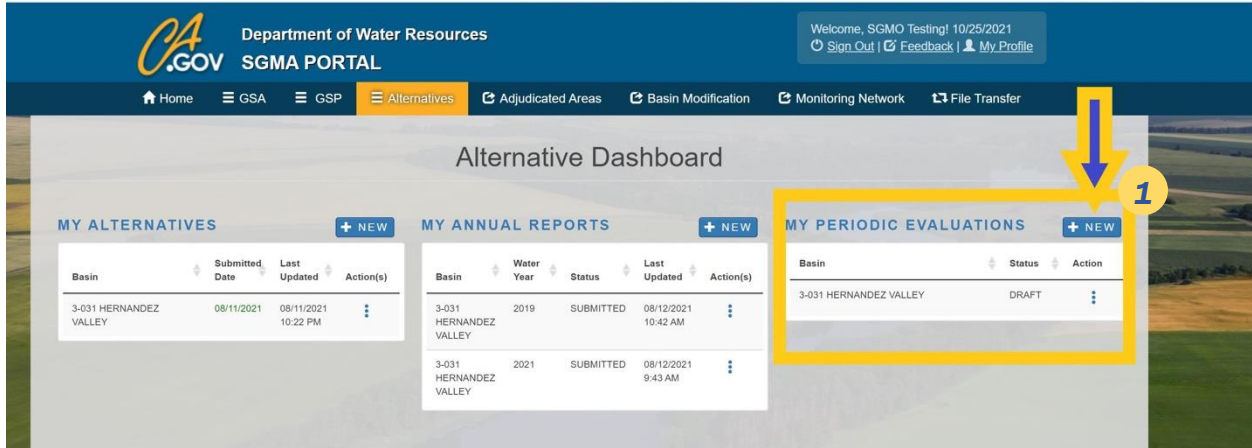


Figure 3. Screenshot of the “Alternative Dashboard” highlighting the “My Periodic Evaluations” module and +New button.

- 2) A window with **Alternative Reporting Submittal** instructions will open. Read the instructions and click the **Close** button. The **Alternative Reporting Submittal** instructions window closes by providing access to the **Create Alternative Periodic Evaluation** page.

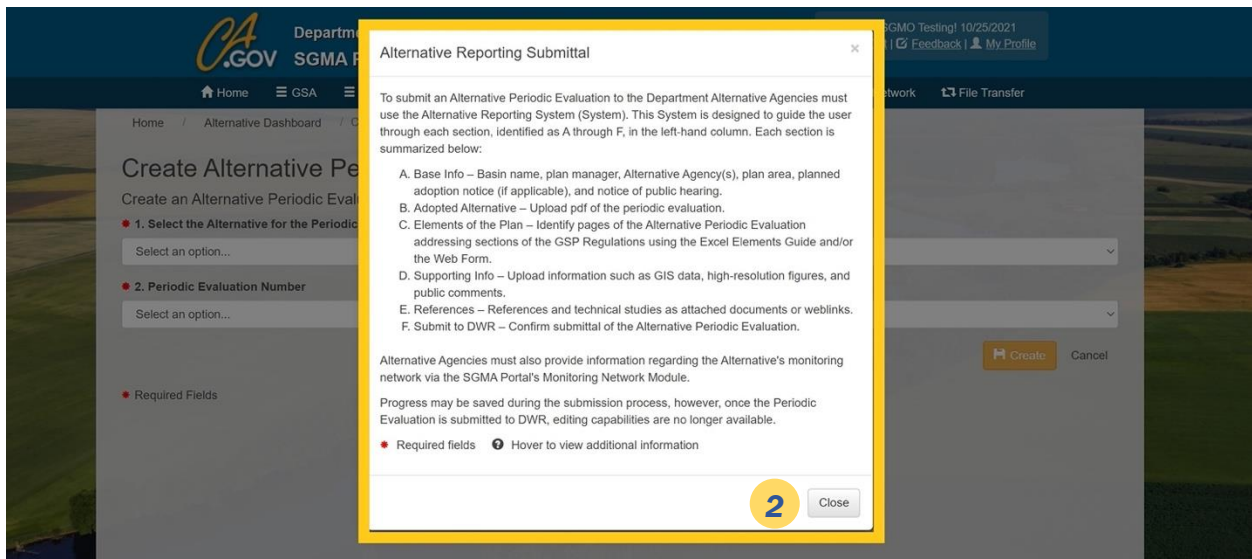


Figure 4. A screenshot highlighting the “Pop-up Box” summarizing the Alternative Reporting Submittal process.



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- 3) Fill in Field 1 on the Create Alternative Periodic Evaluation page by selecting the appropriate basin from the dropdown list for which the Periodic Evaluation is created. Note, only basins of Alternative Agencies with which a user is associated will appear in the drop-down menu.

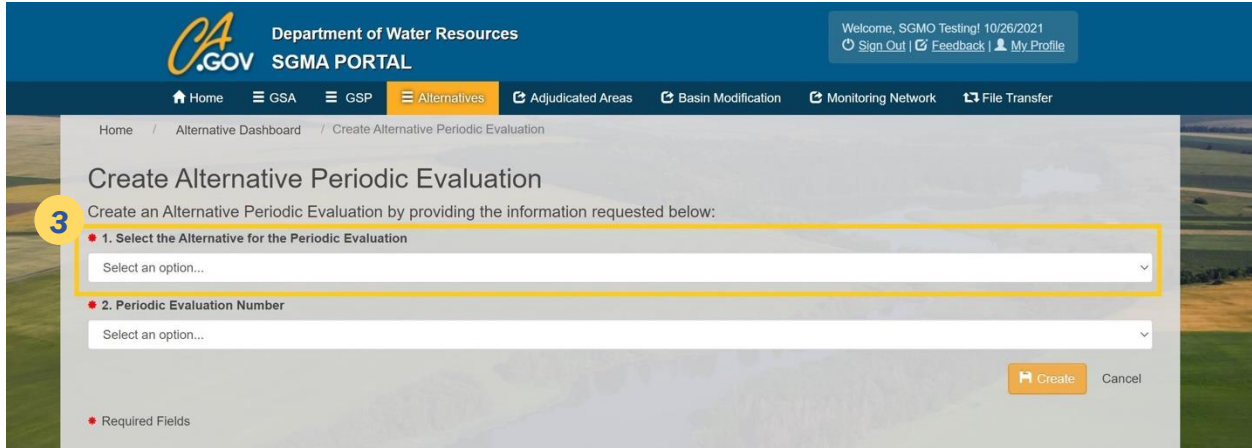


Figure 5. A screenshot showing the “Create Alternative Periodic Evaluation” page and highlighting the first “drop-down selection menu” box.

- 4) Fill in Field 2 on the Create Alternative Periodic Evaluation page by selecting the appropriate Periodic Evaluation submittal number from the drop-down list. The first submittal number would be 1 and subsequent submittals would be numbered sequentially.

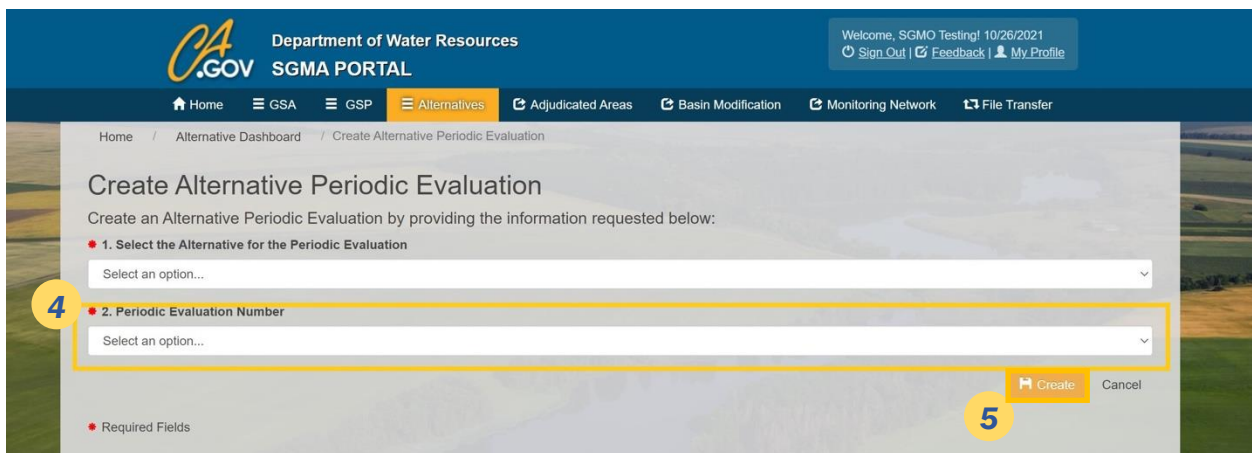


Figure 6. A screenshot showing the “Create Alternative Periodic Evaluation” page and highlighting the second “drop-down selection menu” box.

- 5) Click **Create**.

The following section outlines the Alternative Reporting submittal for the created Alternative Periodic Evaluation.



4. Alternative Reporting Submittal - Sections A through F

The Alternative Reporting System is designed to guide the user through each section, identified as A through F, in the left-hand column. Progress may be saved throughout the submission process, however, once the Alternative Periodic Evaluation is submitted to DWR, editing capabilities are no longer available.

4.1. Input Base Information (A)

After creating a new Alternative Periodic Evaluation submittal, the user will enter information for Step A - Base Information. Questions 1 through 3 will have been filled in from the information entered in the previous steps.

Figure 7. Screen shot of the A Basin Info page, questions 1 through 5.

- 1) Question 1: This field is auto-filled based on the information provided at the time of creating the Periodic Evaluation.
- 2) Question 2: Choose a Plan Manager. The user can begin typing in the name of the Plan Manager and then select the correct name from the populated list of names in the system.
- 3) Question 3: Select all the Alternative Agency(s) within the basin that are associated with the development of this Alternative Periodic Evaluation.
- 4) Question 4: If applicable, you can upload a copy here of your 90-day notice that announces the planned adoption of the Alternative Periodic Evaluation and enter



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the date that the notice was provided to each city and county within the plan area. Click “Upload” inside the box or drag and drop the file. This information is **optional**.

- 5) Question 5: If applicable, provide the date and a copy of the notice of the public hearing that was held when the Alternative Periodic Evaluation was adopted. This information is **optional**.
- 6) Click **Save & Continue**.

4.2. Adopted Alternative Periodic Evaluation (B)

User will now upload the adopted Periodic Evaluation in a single PDF file.

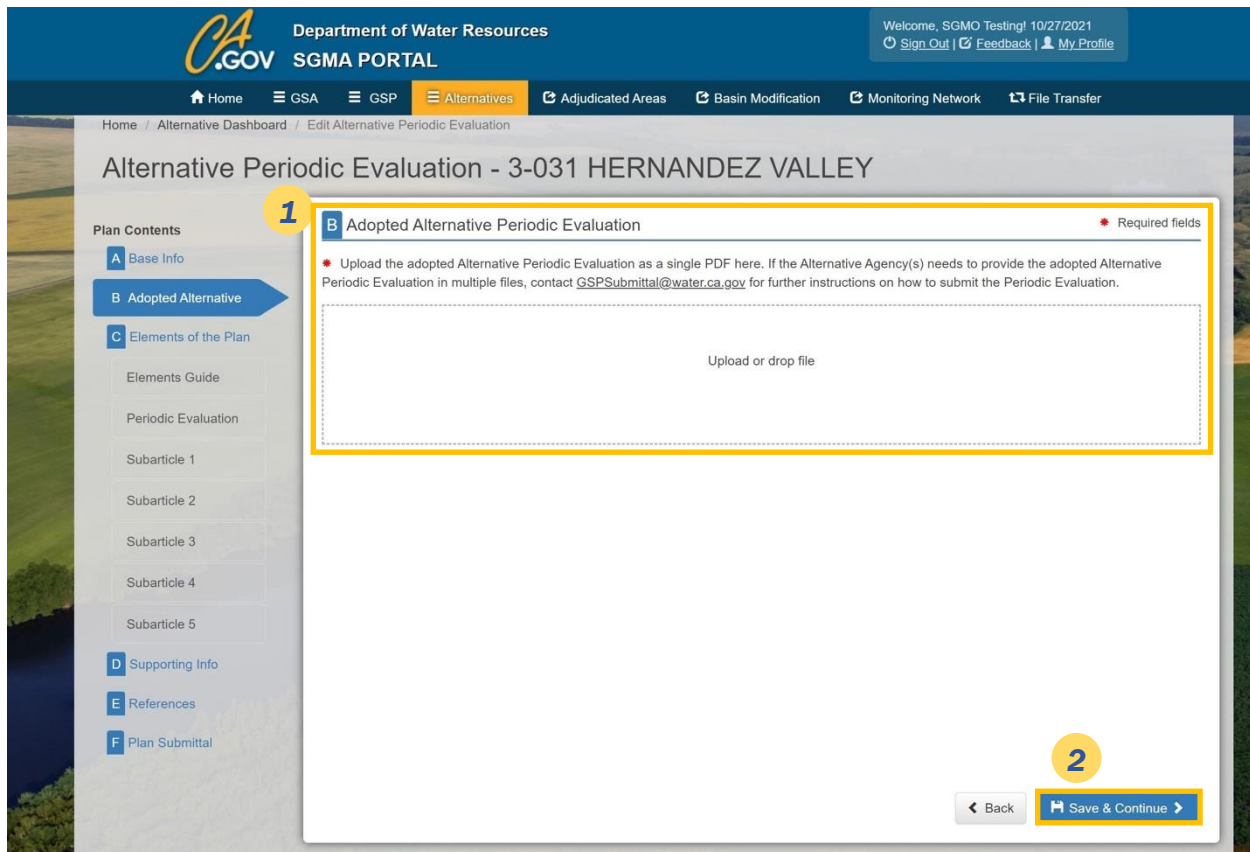


Figure 8. Screen shot of the B Adopted Alternative Periodic Evaluation page for uploading the Alternative Periodic Evaluation.

If the Alternative Periodic Evaluation needs to be provided in multiple files, contact DWR at GSPSubmittal@water.ca.gov for further instructions on how to submit multiple files.

- 1) Click in the box to browse to the Alternative Periodic Evaluation file or drag and drop the file into the designated space. The file size limit is 10 Gigabytes.
- 2) Click **Save & Continue**.



4.3. Elements of the Plan (C)

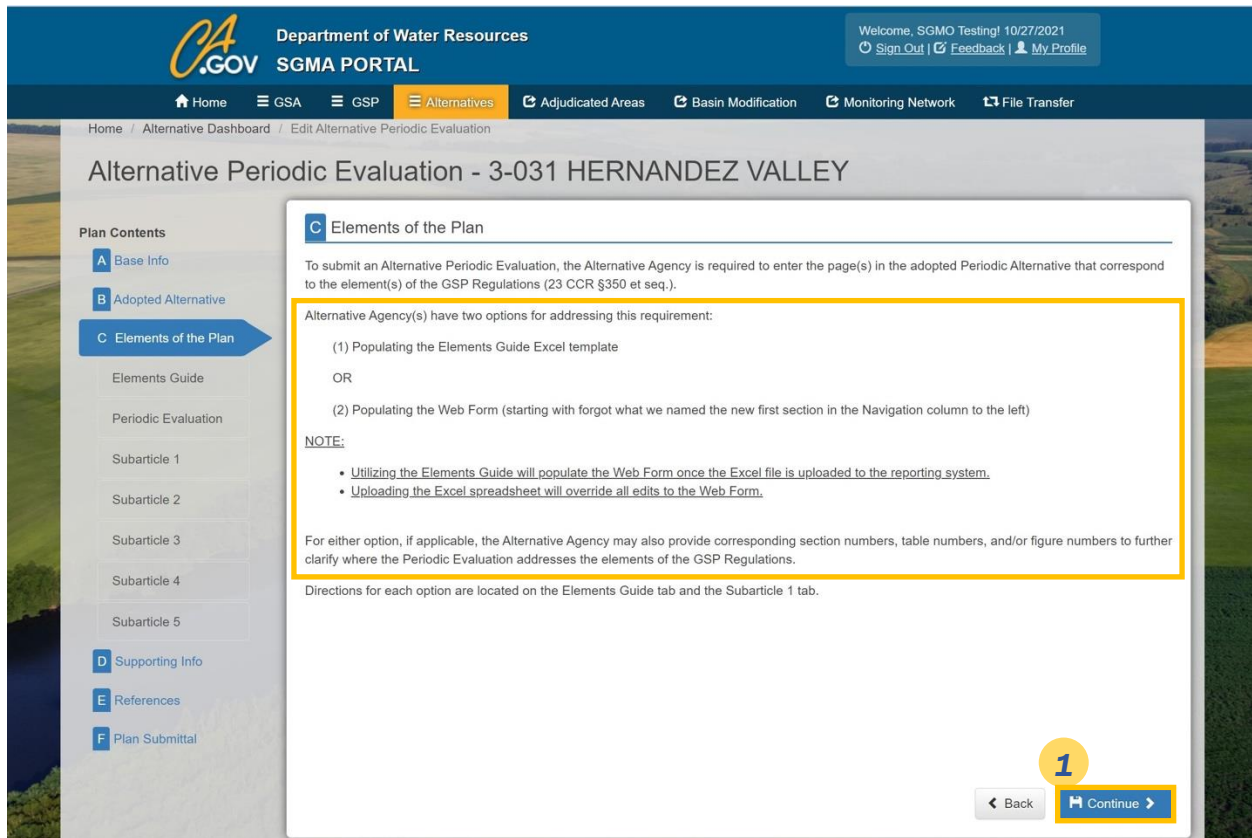


Figure 9. Screen shot of the C Elements of the Plan page where the user decides whether to use the Elements Guide or Web Form.

- 1) The user will select a method to document where each regulation element is addressed in the adopted Alternative Periodic Evaluation using either the “Elements Guide,” which is an Excel template, or using the online Web Form.

If the user chooses to use the Excel Elements Guide, the user will then click Continue to Elements Guide.



4.3.1. Using the Elements Guide Excel Template

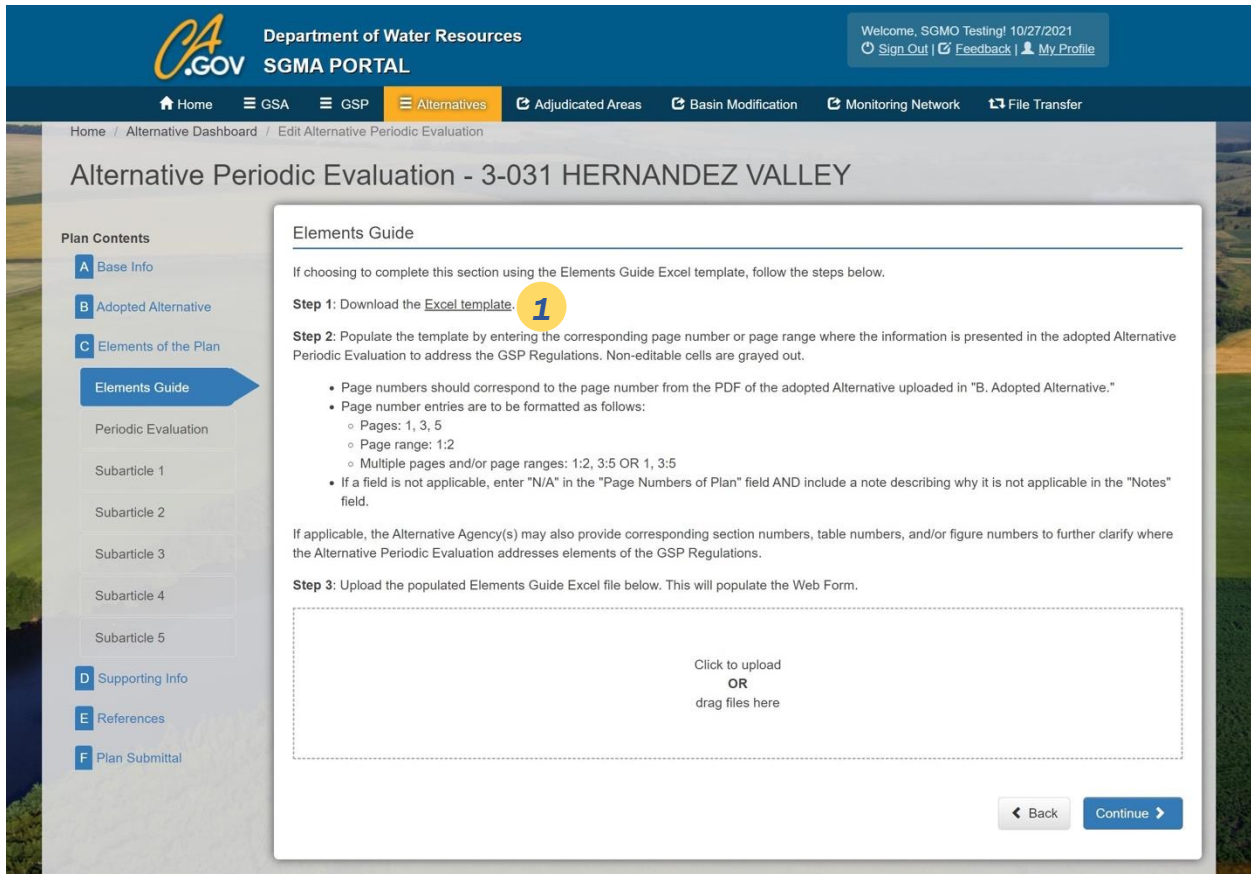


Figure 10. Screen shot of the Elements Guide window.

- 1) Click the Download the [Excel template](#) link.



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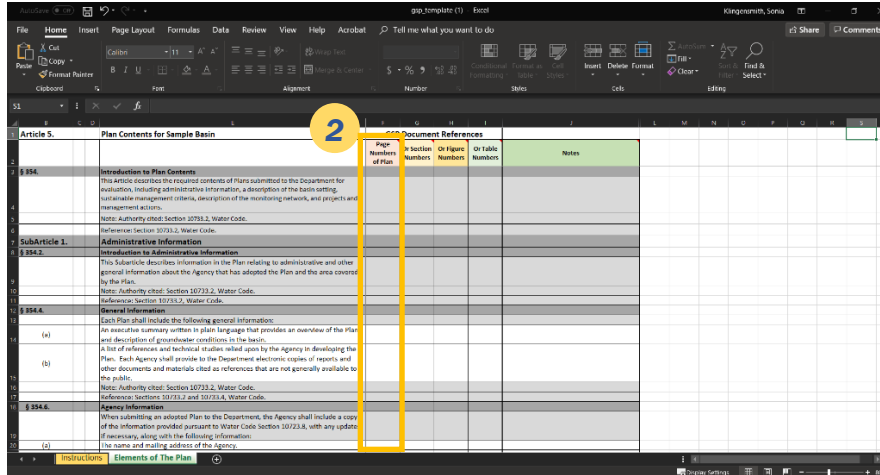


Figure 11. Screen shot of the Excel template.

PLEASE NOTE:

The cells that are shaded grey do not require information and are not editable.

Page numbers must be entered as single pages (19), ranges separated by colons (19:28), or a mixture of pages and ranges separated by commas (19:28,33,56:68)

“N/A” is an acceptable entry for page number, but if that is entered, a comment must be provided in the notes to explain why the element is not applicable.

- 2) Insert pertinent information into the template. The Page Numbers of Plan column is the only required field. Section numbers, figure numbers, and table numbers are optional fields.



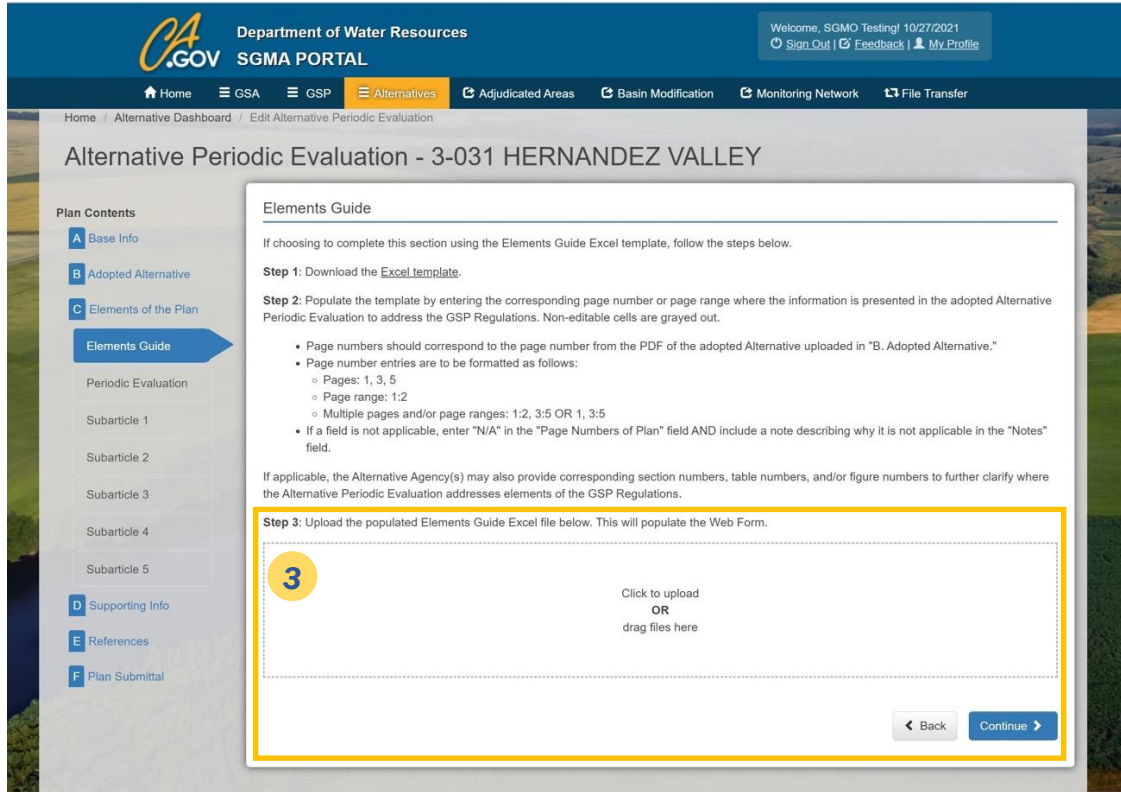


Figure 12. Screen shot of the Elements Guide highlighting the box for the edited Excel template upload.

- 3) Upload the edited template by dropping it in the dotted box on the **Elements Guide** window. Please note that uploading the edited Excel template will overwrite any previous values that were entered in the Web Form under Elements Subarticle 1-5.



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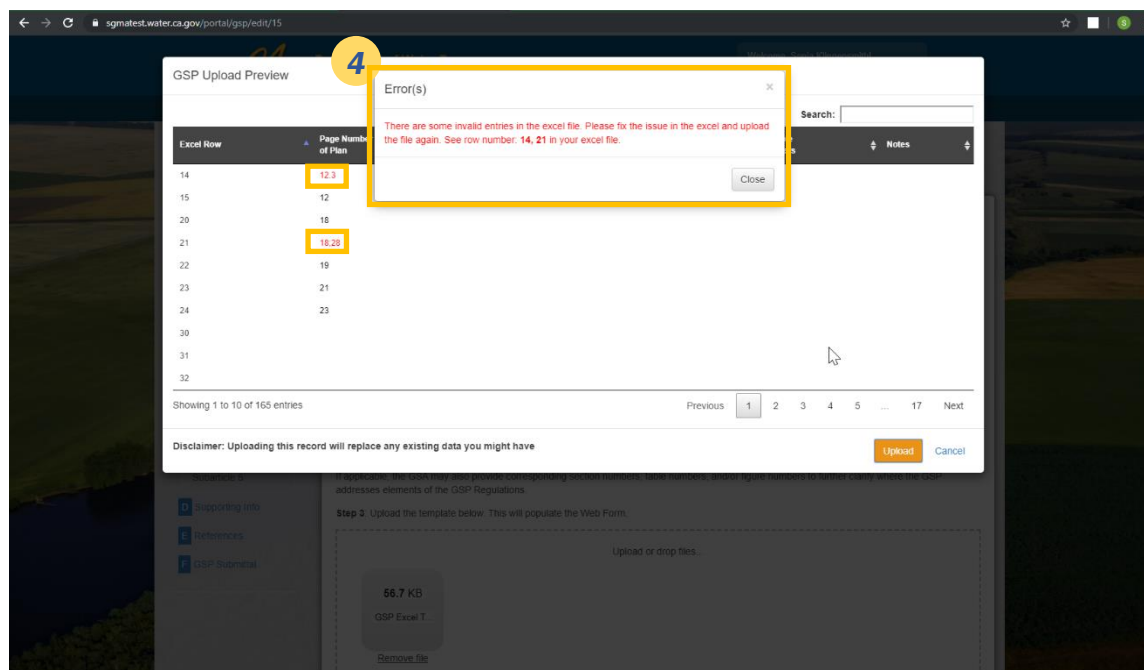


Figure 13. Screen shot of the Alternative Periodic Evaluation Upload Preview with the Error(s) window in front.

- 4) After uploading the edited template, a preview of the template will appear. Any errors will be marked with red text and an error message will appear stating in which Excel row the error(s) exist.
- 5) Make appropriate changes and re-upload the edited file. The user can not advance to the next step until the errors are fixed in the Excel template.



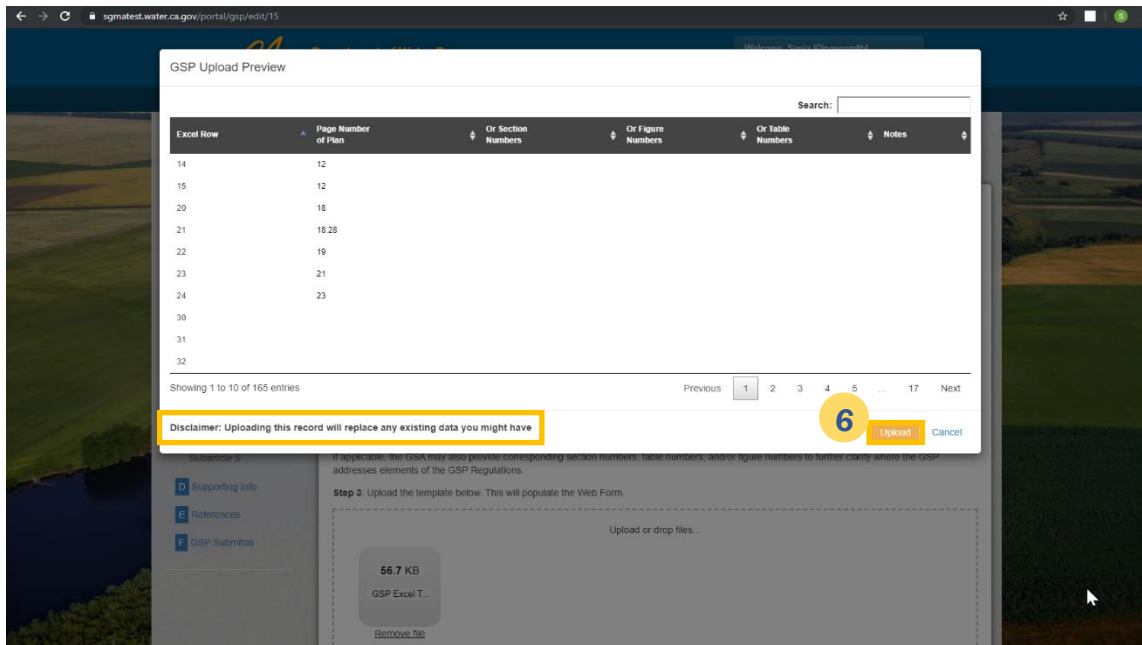


Figure 14. Screen shot of the Alternative Periodic Evaluation Upload Preview highlighting Disclaimer Note and Upload Button.

- 6) Click the **Upload** button.
- 7) After successful upload of edited Excel template, click on the **Continue** button on the Elements Guide page to move to the Web Form, which is the second method to provide the Periodic Evaluation information.

4.3.2. Using the Web Form

- 1) The Web Form is a replication of the Elements Guide (first method) into the web interface. The Web Form starts with the Periodic Evaluation by Agency page.
- 2) If the user uploaded an Elements Guide Excel file as instructed in Section 4.3.1, the required information in the Web Form fields will already be populated. Otherwise, follow step 3 below.
- 3) Fill in every Page No. field where each regulation element can be found within your Alternative Periodic Evaluation document. If applicable, the Alternative Agency may also provide corresponding section numbers, table numbers, and/or figure numbers to further clarify where the Periodic Evaluation addresses elements of the GSP Regulations.
- 4) Page numbers must be entered as single pages (19), ranges separated by colon (19:28), or a combination of pages and ranges separated by commas (19:28, 33, 37:42).



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- 5) “N/A” is an acceptable entry for page number. However, an explanation for Not Applicable should be provided in the notes section.

The screenshot shows the SGMA Portal interface for the 'Alternative Periodic Evaluation - 3-031 HERNANDEZ VALLEY'. The page title is 'Alternative Periodic Evaluation - 3-031 HERNANDEZ VALLEY'. The left sidebar contains a 'Plan Contents' menu with sections A (Base Info), B (Adopted Alternative), C (Elements of the Plan), and D (Supporting Info). Under section C, 'Periodic Evaluation' is highlighted with a blue arrow and a yellow circle containing the number '3'. The main content area is titled '§356.4. Periodic Evaluation by Agency' and is marked as a 'Web Form' with a yellow circle containing the number '1'. It includes a 'Requires data entry' and 'Required fields' indicator. The form contains two main sections, (a) and (b), each with a 'Page No.' field (highlighted with a yellow box and a yellow circle containing the number '3'), 'Section No.', 'Figure No.', 'Table No.', and 'Notes (optional)' fields. Section (a) is titled '(a) A description of current groundwater conditions for each applicable sustainability indicator relative to measurable objectives, interim milestones and minimum thresholds.' and includes an optional upload field for supporting information. Section (b) is titled '(b) A description of the implementation of any projects or management actions, and the effect on groundwater conditions resulting from those projects or management actions.' and also includes an optional upload field. Section (c) is titled '(c) Elements of the Plan, including the basin setting, management areas, or the identification of undesirable results and the setting of minimum thresholds and measurable objectives, shall be reconsidered and revisions proposed, if necessary.'

Figure 15. Screen shot of the top portion of the Web Form first section “Periodic Evaluation by Agency”.



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Alternative Periodic Evaluation - 3-031 HERNANDEZ VALLEY

B Adopted Alternative

C Elements of the Plan

Elements Guide

Periodic Evaluation

Subarticle 1

Subarticle 2

Subarticle 3

Subarticle 4

Subarticle 5

D Supporting Info

E References

F Plan Submittal

Optional: Upload supporting information associated with the Alternative Regulations Element. Uploaded maps should be in a format consistent with 23 CCR §352.4(d)(1). DWR's guidelines for GIS files can be found at the following [link](#).
[Select previous uploaded documents](#) — OR — No file chosen

(i) A description of completed or proposed Plan amendments.

**** Page No.** Section No. Figure No. Table No. Notes (optional)

Optional: Upload supporting information associated with the Alternative Regulations Element. Uploaded maps should be in a format consistent with 23 CCR §352.4(d)(1). DWR's guidelines for GIS files can be found at the following [link](#).
[Select previous uploaded documents](#) — OR — No file chosen

(j) Where appropriate, a summary of coordination that occurred between multiple Agencies in a single basin, Agencies in hydrologically connected basins, and land use agencies.

**** Page No.** Section No. Figure No. Table No. Notes (optional)

Optional: Upload supporting information associated with the Alternative Regulations Element. Uploaded maps should be in a format consistent with 23 CCR §352.4(d)(1). DWR's guidelines for GIS files can be found at the following [link](#).
[Select previous uploaded documents](#) — OR — No file chosen

(k) Other information the Agency deems appropriate, along with any information required by the Department to conduct a periodic review as required by Water Code Section 10733.

**** Page No.** Section No. Figure No. Table No. Notes (optional)

Optional: Upload supporting information associated with the Alternative Regulations Element. Uploaded maps should be in a format consistent with 23 CCR §352.4(d)(1). DWR's guidelines for GIS files can be found at the following [link](#).
[Select previous uploaded documents](#) — OR — No file chosen

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Figure 16. Screen shot of the bottom portion of the Web Form first section “Periodic Evaluation by Agency”.

- 6) After filling in all the required fields on the **Periodic Evaluation by Agency** page, click **Continue** to move to **Subarticle 1** of the Web Form.



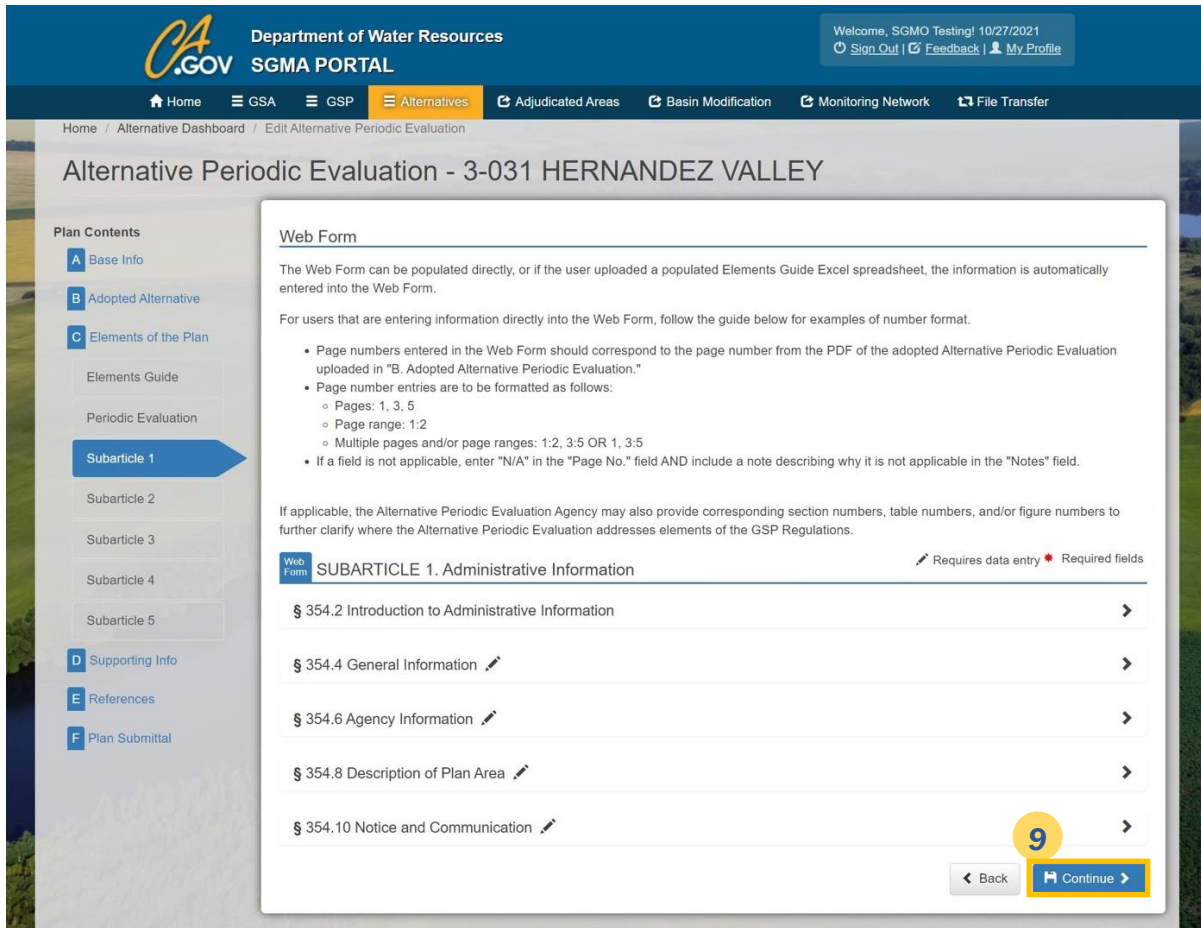


Figure 17. Screen shot of SUBARTICLE 1. Administrative Information window.

- 7) For Subarticle 1 through Subarticle 5, fill in every Page No. field where each regulation element can be found within the Alternative Periodic Evaluation document. If applicable, the Alternative Agency may also provide corresponding section numbers, table numbers, and/or figure numbers to further clarify where the Periodic Evaluation addresses elements of the GSP Regulations.
- 8) Files uploaded here will also show up in the **D Supporting Information** tab. Some elements give the option to upload supporting information (e.g., shapefiles).
- 9) Once you have completed all required fields of Subarticle 1 through 5, click **Continue** to proceed to the next section.

4.4. Provide Supporting Information (D)

Users may upload or view supporting documents for their Alternative Periodic Evaluation within this window or in D Supporting Info. This section is optional.



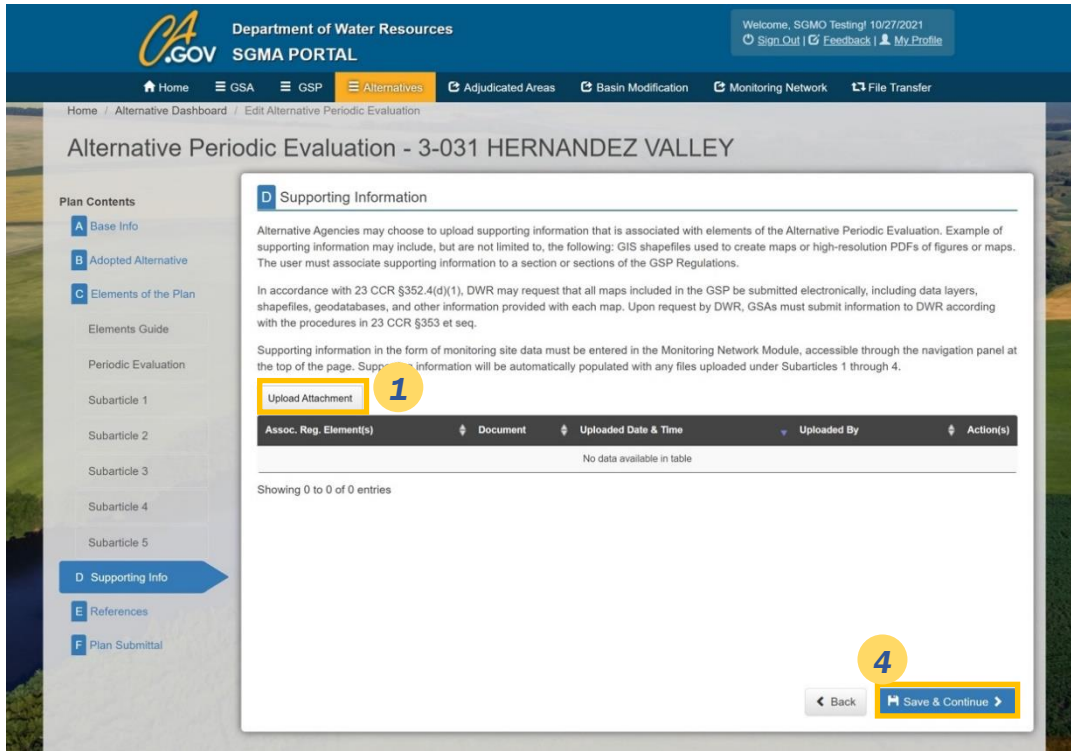


Figure 18. Screen shot of the Supporting Information Window.

4.4.1. Upload a New Document

- 1) To upload a new document to D Supporting Information, click on the **Upload Attachment** button.
- 2) Select a file to upload by clicking on the **Choose File** button on the pop-up window.

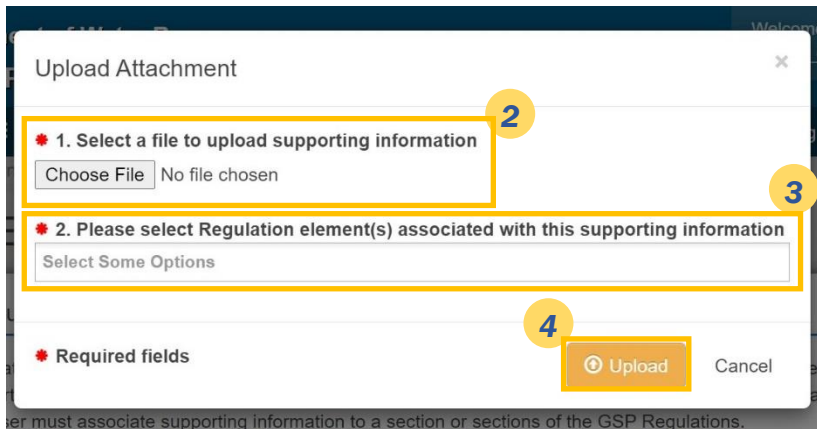


Figure 19. Screenshot of Upload Attachment pop-up window highlighting required fields and the Upload button.

- 3) User must select one of the options from the drop-down menu provided for Regulation elements associated with the supporting information.



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- 4) Click Upload and then **Save & Continue** to move to the next section.

4.4.2. Modify an Existing Document

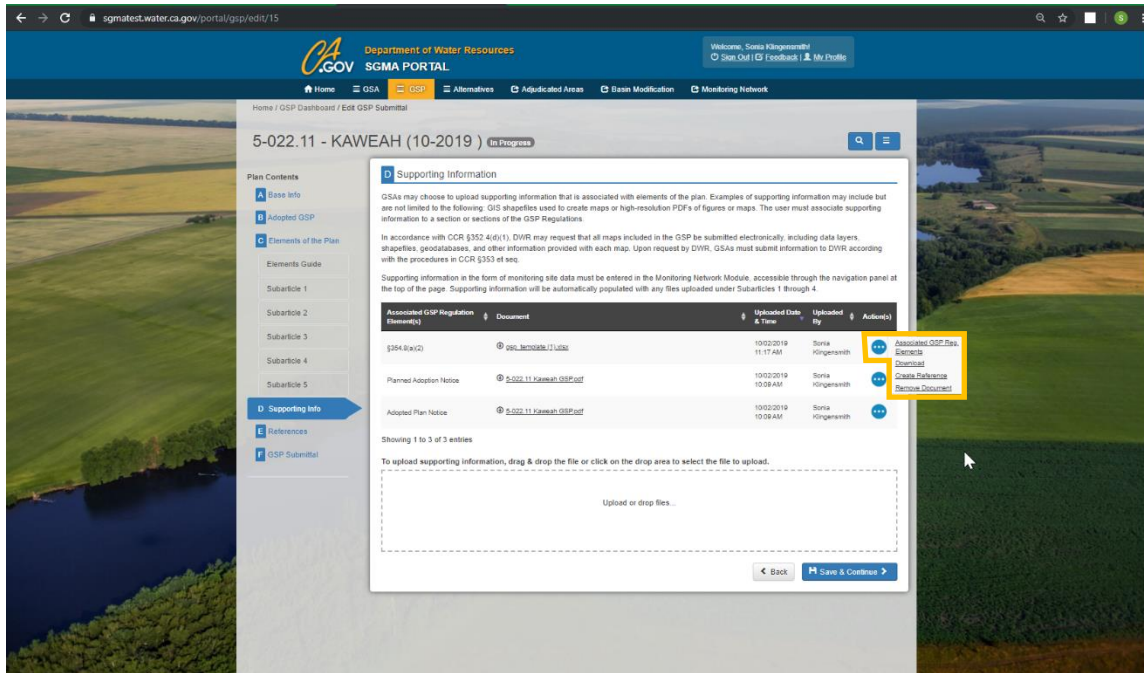


Figure 20. Screen shot of the D Supporting Information window to show how to modify an existing supporting document.

- 1) Click the ••• in the row for the desired document. Select Associated GSP Reg. Elements, Download, Create Reference, or Remove Document.

4.5. References (E)

References are entered under the E References tab in the Edit GSP Submittal window.



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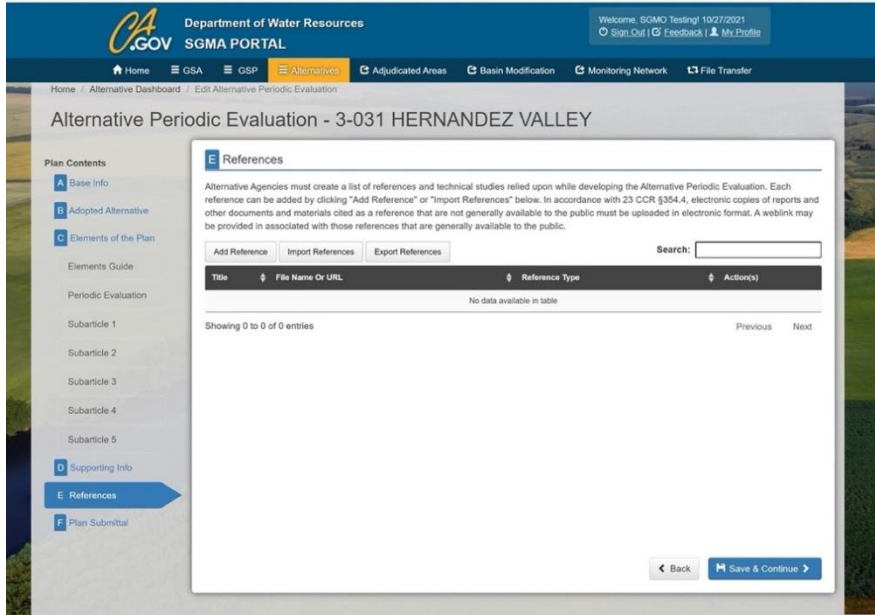


Figure 21. Screen shot of the E References window.

A list of references and technical studies relied upon in developing the Alternative Periodic Evaluation is a requirement for uploading the Periodic Evaluation. Users may add references individually by clicking the Add Reference button or may import multiple references by clicking the Import References button.

4.5.1. Adding a New Reference

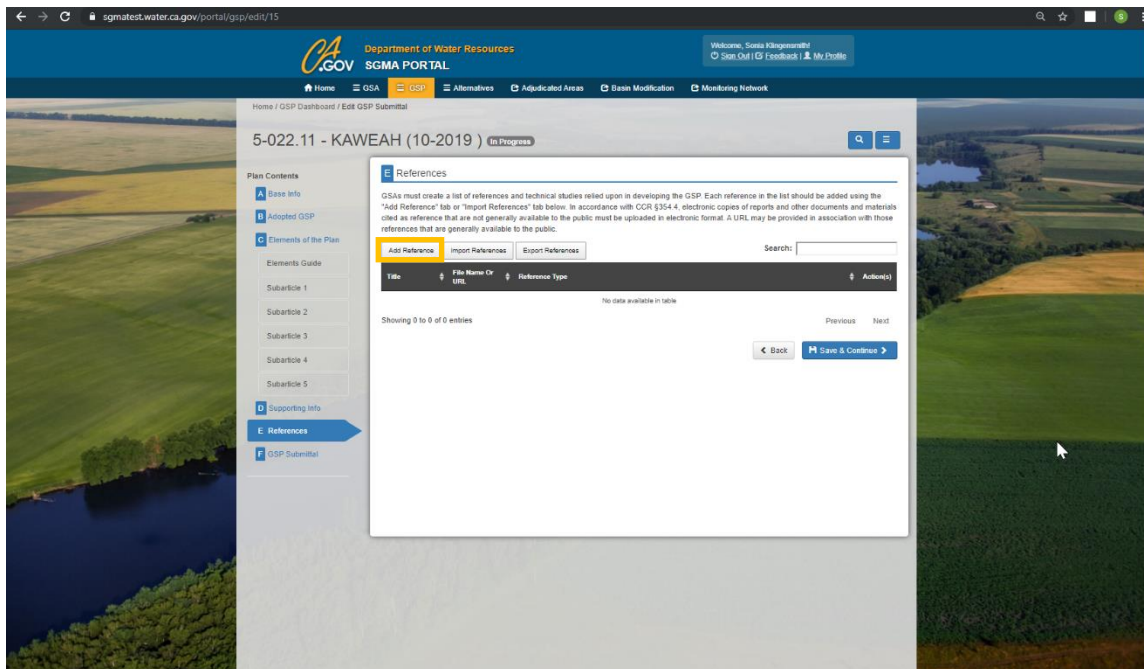


Figure 22. Screen shot of E References window showing where to click to add a reference.



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- 1) Click the Add Reference button. The New Reference window opens.

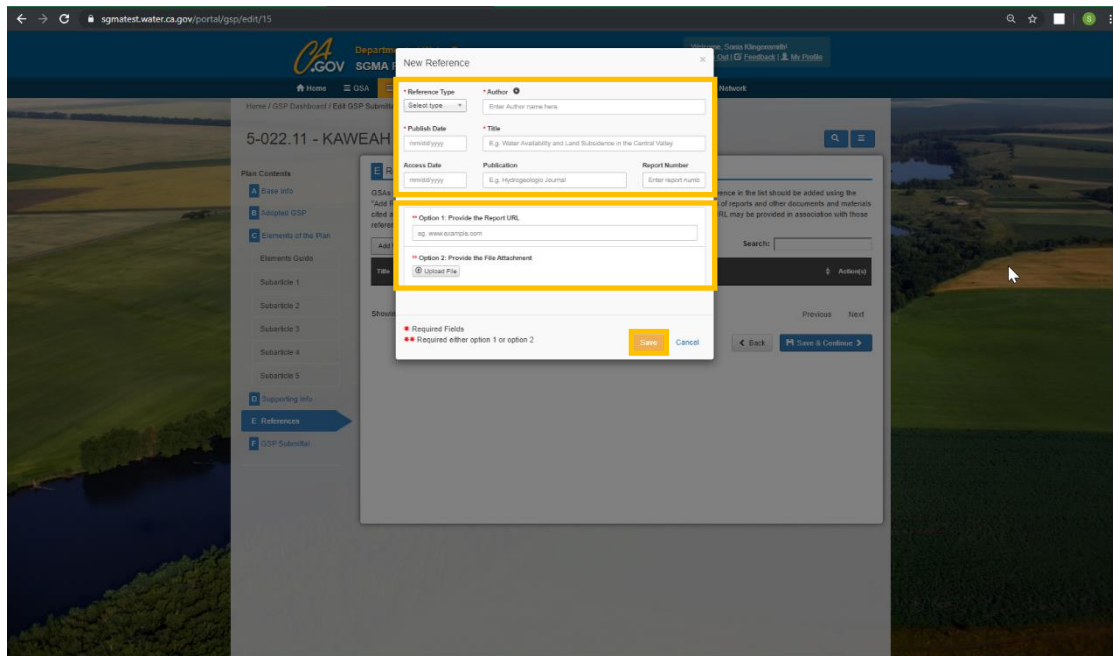


Figure 23. Screen shot of *New Reference* data entry window.

- 2) Complete fields. Required fields are marked with a red asterisk (*).
- 3) Select Option 1 to provide a web link to the file or Option 2 for uploading a copy of the file.
- 4) Click the Save button to exit.



4.5.2. Importing New References

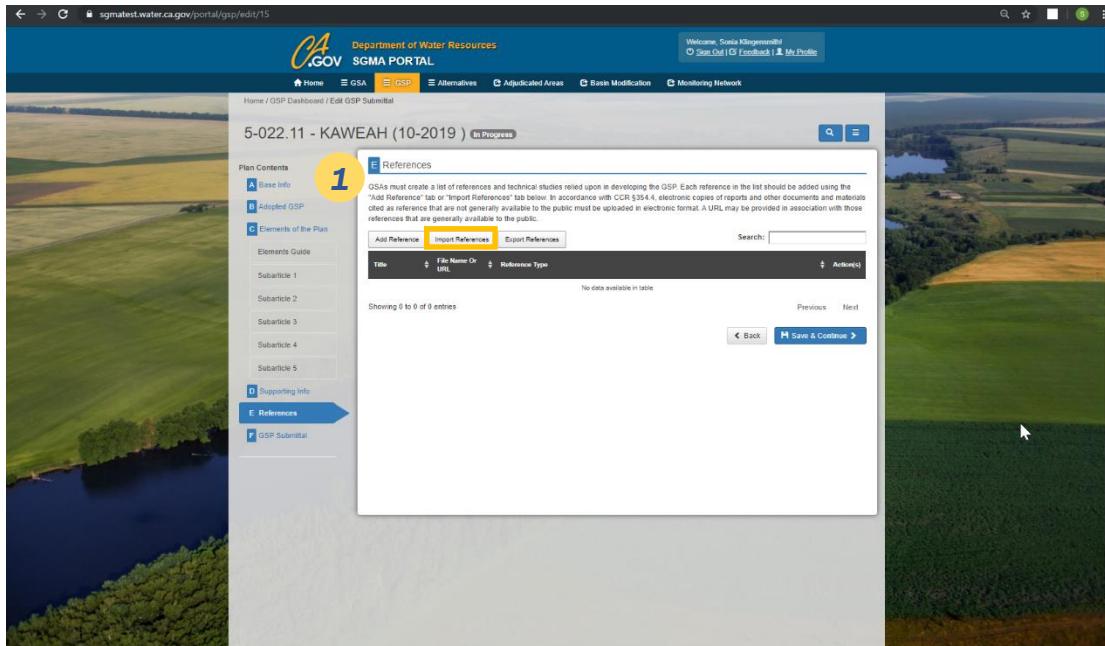
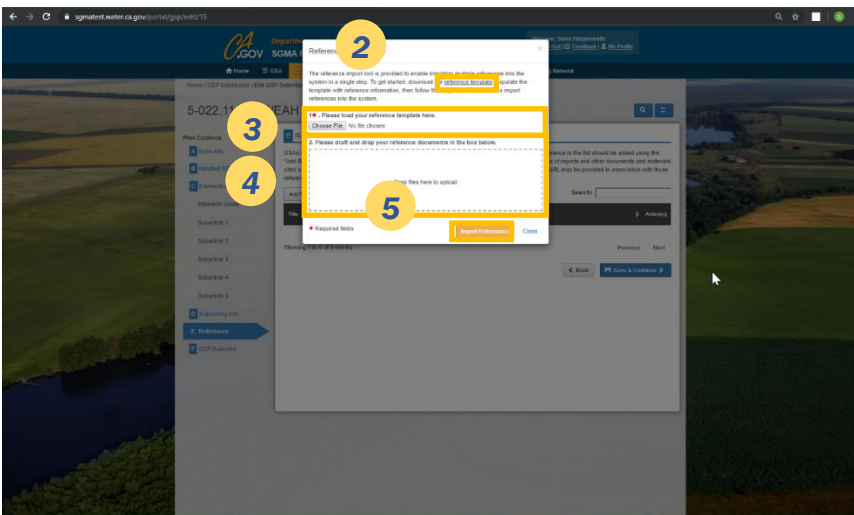


Figure 24. Screen shot of the E References window showing where to click to import references.

- 1) Click the Import References button. The References Import Tool opens.



Note: The file name that you provide in the Excel template should be the same as the file that you upload in Step 4.

Figure 25. Screen shot of References Import Tool window.

- 2) Download the reference template by clicking reference template, complete the references information, and save. For each reference in the Excel template a file name or a URL where the reference can be downloaded should be included.
- 3) Upload the completed Excel template by clicking the Choose File button.



- 4) Drag & Drop reference document files into the box.
- 5) Click the Import References button.

4.5.3. Exporting References

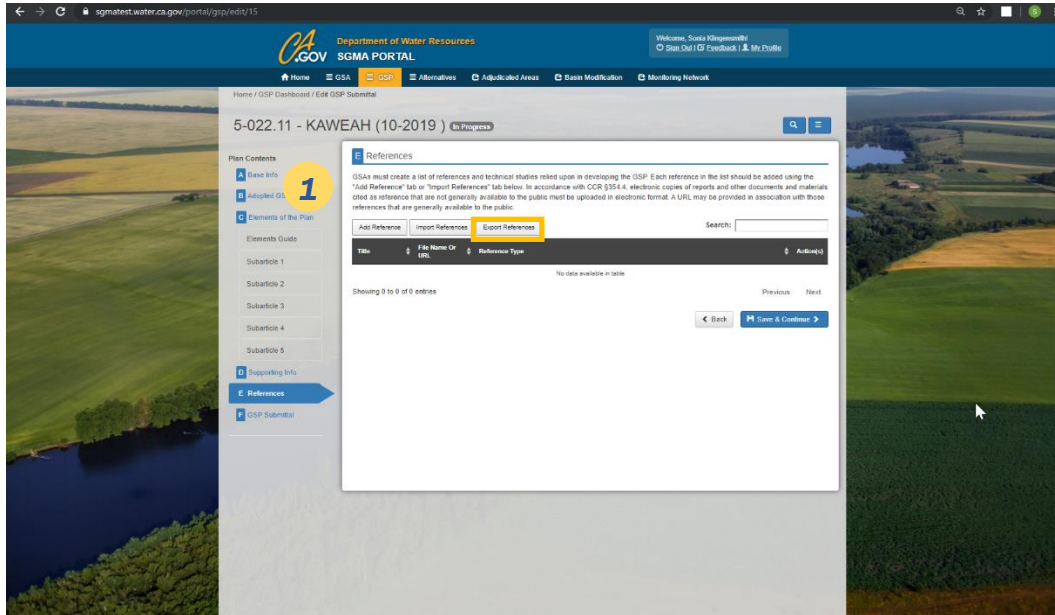


Figure 26. Screen shot of E References window showing where to click to export the references.

- 1) Click Export References. This will generate an Excel file with your reference information for your use.

4.6. Submit Periodic Evaluation (F)

To submit your Alternative Periodic Evaluation and complete the submittal, go to the **F Plan Submittal** tab.



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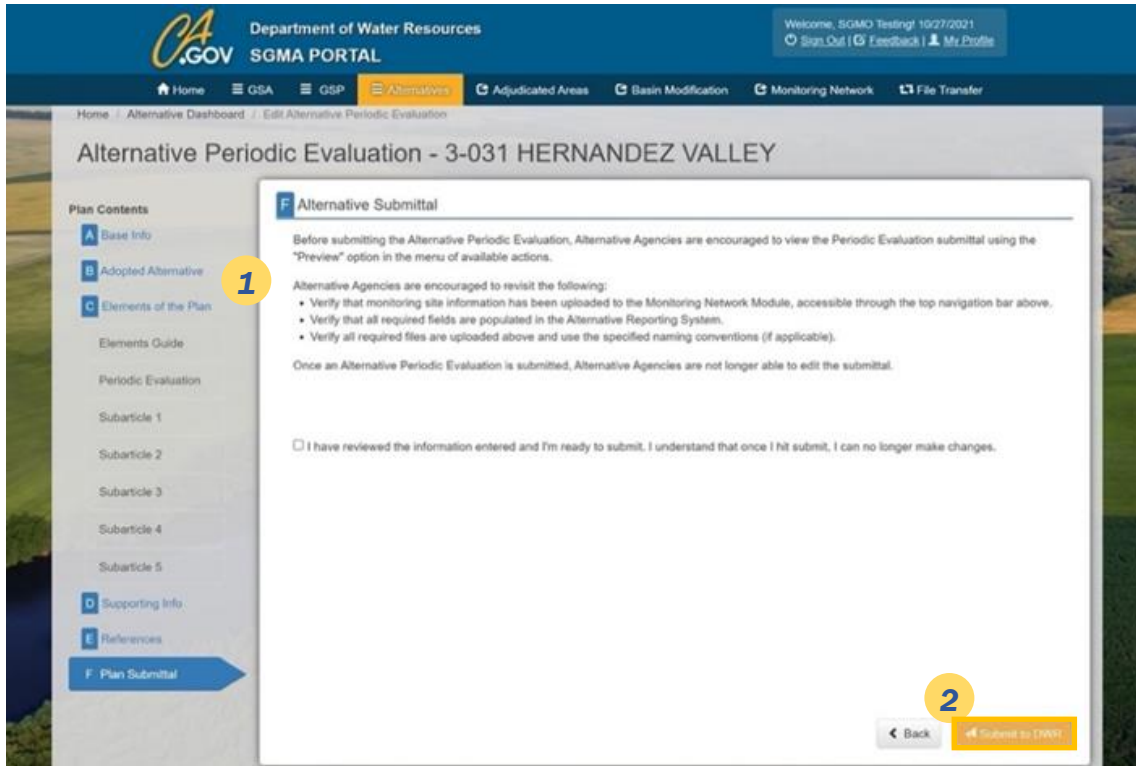


Figure 27. Screen shot of Alternative Periodic Evaluation Submittal page.

- 1) Read the message and ensure you have completed all the requirements for the Alternative Periodic Evaluation submittal. Check the box, “I have reviewed the information entered and I’m ready to submit. I understand that once I hit submit, I can no longer make changes.”
- 2) Click Submit to DWR.

If there are required parts of your submittal that the system detects have not been completed or are erroneous, an error message will appear and return you to the submittal.



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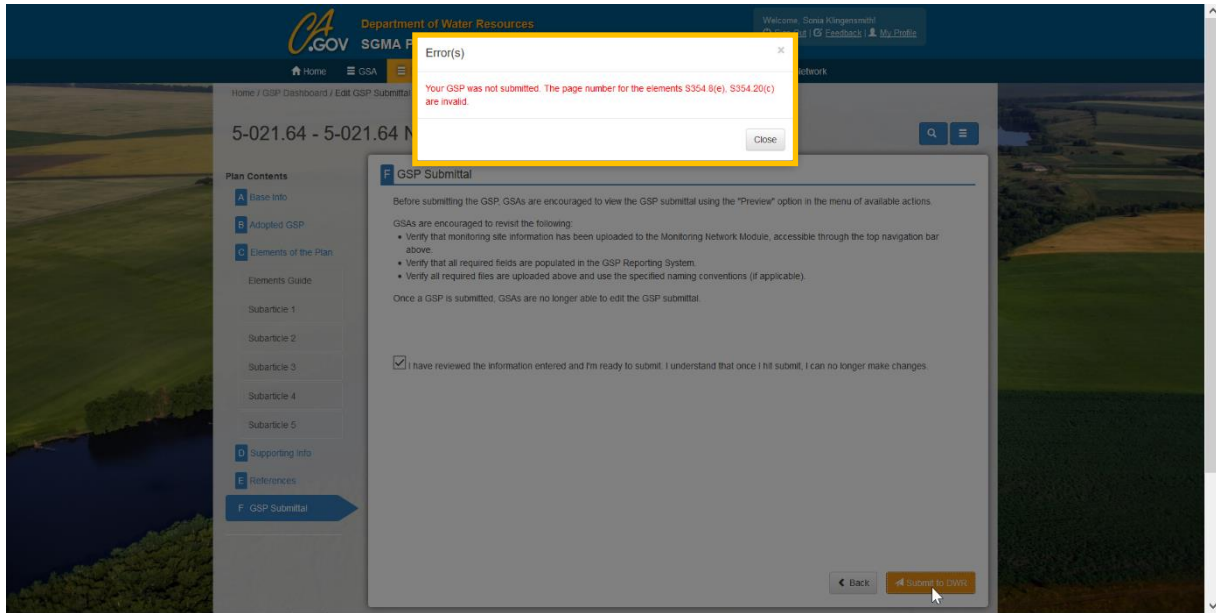


Figure 28. Screen shot of Error(s) popup telling the user there is missing or erroneous information.

- 3) Complete the identified items and re-submit.

If the submittal is complete, a window will appear to confirm your submittal.

Note: If the system does not find any validation errors, that does not necessarily mean the information in your submittal is complete and adequate. That determination will be made by DWR during the evaluation of the Alternative Periodic Evaluation submittal.

