

# Sustainable Groundwater Management Act Portal

Groundwater Sustainability Plan (GSP) Reporting System  
Incomplete GSP Resubmission Process

User Manual

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## 1. Introduction

This User Manual describes the process for a Groundwater Sustainability Agency (GSA) or Agencies to resubmit their Incomplete GSP(s) to the Department of Water Resources (Department) via the Sustainable Groundwater Management Act (SGMA) Portal.

Per 23 CCR §355(e)(2)(B), a formerly deemed incomplete GSP may be resubmitted to the Department of Water Resources (Department) for reevaluation, referred to in this User Manual as the “Revised GSP”. The Revised GSPs are due to the SGMA Portal within 180 days after the Department made its incomplete determination. Determinations of GSPs and associated documents can be found on the SGMA Portal’s [GSP Status Summary Page](#).

Following resubmission, the Department has 20 days to repost the Revised GSP to the SGMA Portal which will open a new 60-day public comment period.

For any questions about resubmitting the Revised GSP, please contact [GSPSubmittal@water.ca.gov](mailto:GSPSubmittal@water.ca.gov).

## 2. Incomplete Resubmission Process Overview

The Revised GSP is required to be submitted through the SGMA Portal’s new **Incomplete GSP Resubmission** module. The **Incomplete GSP Resubmission** module mimics the original GSP Reporting System and allows the users to provide new information about the Revised GSP that reflect the changes that have been made since the original submission.

In subbasins or basins (basins) covered by a single GSP, the process consists of solely resubmitting the Revised GSP through the **Incomplete GSP Resubmission** module. In basins covered by multiple GSPs, the process consists of two parts: first, resubmitting the Revised GSPs through the **Incomplete GSP Resubmission** module and then completing the **Incomplete GSP Coordination Agreement Resubmission** module.



### 3. Incomplete GSP Resubmission Process

This section outlines the process for submitting a Revised GSP on the SGMA Portal. On the GSP Dashboard, users may choose to initiate the resubmission of their Revised GSP. The information for the Revised GSP will be submitted in the **Incomplete GSP Resubmission** module.

The **Incomplete GSP Resubmission** module consists of 5 sections: Base Information (A), Revised GSP (B), Elements Guide (C), Supporting Information (D), References (E), and the Plan Submittal (F). Because the Incomplete GSP Resubmission Module mimics the original GSP Reporting System, further resources are available with more detailed instructions for each section in **Section 5.0 GSP Submittal** of the [SGMA Portal GSP Reporting System User Manual](#).

Once the Incomplete Resubmission process has been initiated, the status of the GSP will change from “**Posted**” to “**In Progress**”. While the status of the resubmittal of the Revised GSP is “**In Progress**”, only users associated with the GSP will be able to view the GSP; the public will no longer be able to access the originally submitted GSP.

#### 3.1. Starting a New Incomplete Submission

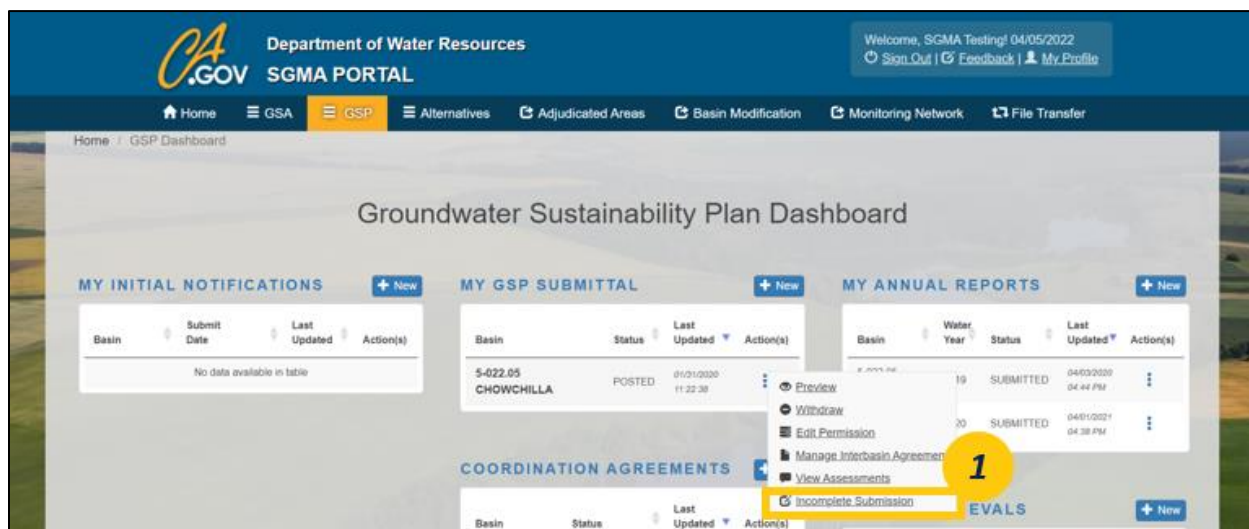


Figure 1. A screenshot of the GSP Dashboard showing the menu to begin a new Incomplete GSP Submission.

1. Navigate to the [GSP Dashboard](#). In the “**My GSP Submittal**” section, navigate to the GSP that will be resubmitted. Click the three dots under the “**Actions**” column. In the menu, select “**Incomplete Submission**.”

Note: The SGMA Portal will save your progress in submitting the Revised GSP as detailed in the following sections when using the “**Save and Continue**” button within the **Incomplete GSP Resubmission** module. If you want to return to edit your submission later, please return to this step and it will re-open the module with your saved progress.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

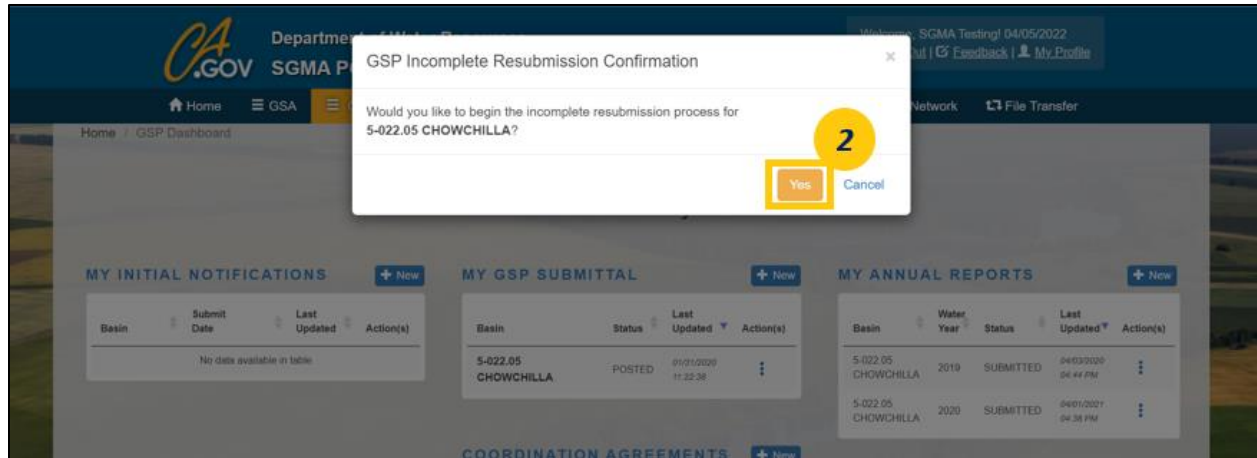


Figure 2. A screenshot of the GSP Incomplete Resubmission Confirmation Window.

2. On the **GSP Incomplete Resubmission Confirmation** pop-up window, click “Yes” to begin the resubmission process.

### 3.2. Revisions Confirmation

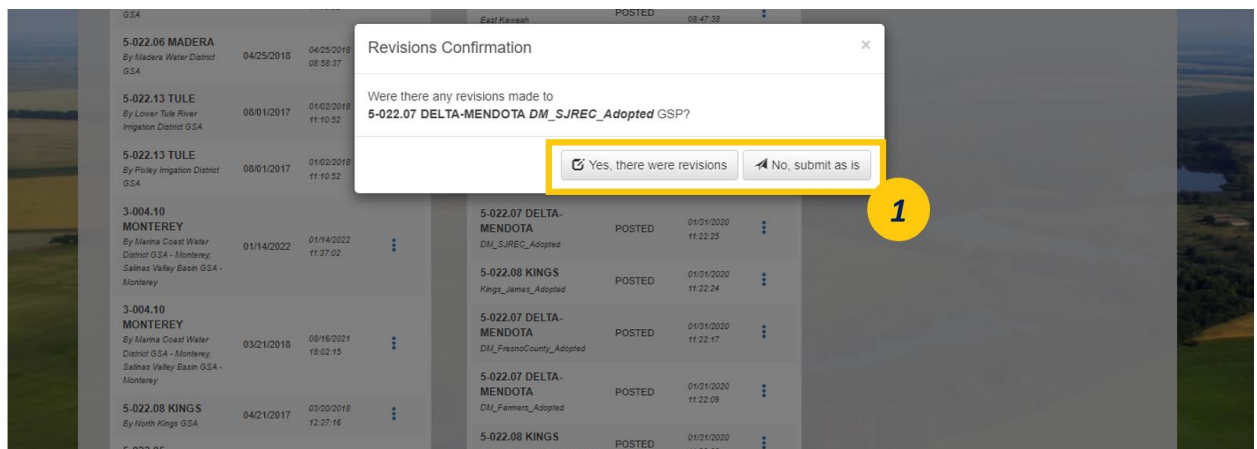


Figure 3. A screenshot of the Revisions Confirmation window.

1. The **Revisions Confirmation** window will open. Select the answer that applies to your GSP (“Yes, there were revisions” or “No, submit as is”). If “Yes, there were revisions” is selected, the **Incomplete GSP Resubmission** module will open.

If “No, submit as is” is selected, no further action is needed for the resubmission of the GSP. If this GSP is part of a multi-plan basin, please refer to [Section 4. Coordination Agreement Resubmission Process](#) of this User Manual to complete the resubmission process.



# Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

## 3.3. Base Information (A)

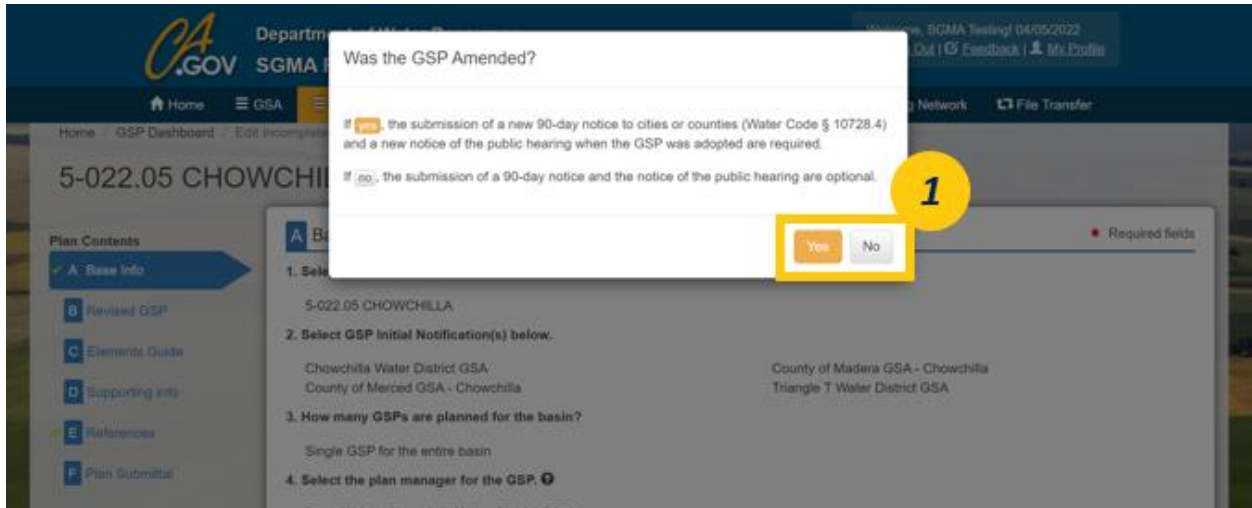


Figure 4. A screenshot of the “Was the GSP Amended?” pop-up window.

1. The “Was the GSP Amended?” pop-up window will load prior to being able to enter information into the Incomplete GSP Resubmission module. Click the answer (“Yes” or “No”) that applies to your Revised GSP.

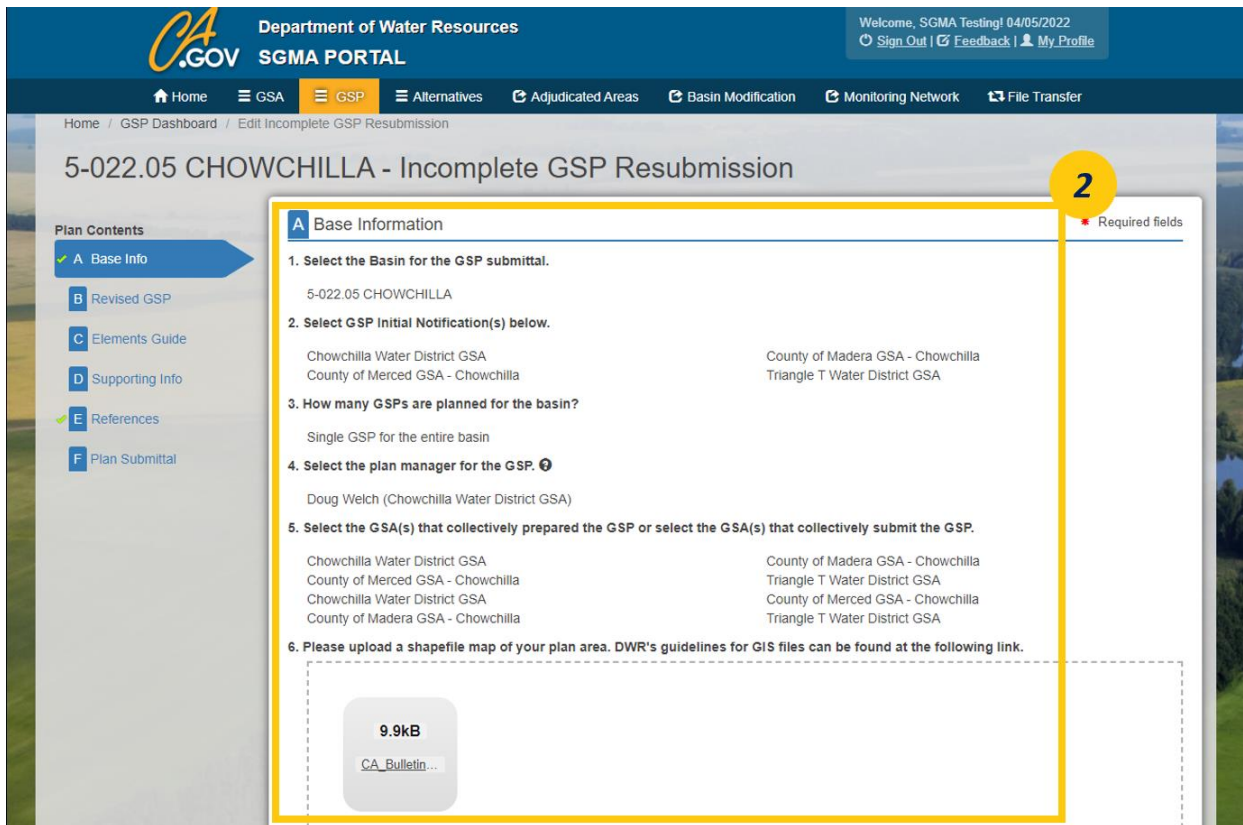


Figure 5. A screenshot of the Incomplete GSP Resubmission Module, Section A, Questions 1-6.

2. Questions 1-6 will be pre-filled with information from the original submittal of the GSP. These cannot be changed.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

7. Provide a copy of the notice announcing the planned adoption of the GSP and provide the date the notice was provided to each city and county within the plan area of the GSP.

Date notice was provided

MM/DD/YYYY

(Optional) If you have multiple notices on multiple dates, please provide the dates and explanation here

Upload a copy of the notice.

Click to upload  
OR  
drag files here

8. Provide a copy of the notice of the public hearing held when the GSP was adopted and provide the date of the public hearing.

Date GSP was adopted

MM/DD/YYYY

(Optional) If you have multiple adoption dates, please provide the dates and explanation here

Upload a copy of the notice.

Click to upload  
OR  
drag files here

3

4

Save & Continue >

Figure 6. A screenshot of the Incomplete GSP Resubmission Module, Section A, Questions 7-8.

3. Questions 7-8 are required if the user answered “Yes” in the “Was the GSP Amended?” pop-up window, as described previously in [3.3. Base Information \(A\), Step 1](#). If applicable, enter the required dates and upload the required files.

4. Click **Save & Continue**.

### 3.4. Revised GSP (B)

Department of Water Resources  
SGMA PORTAL

Home / GSP Dashboard / Edit Incomplete GSP Resubmission

### 5-022.05 CHOWCHILLA - Incomplete GSP Resubmission

Plan Contents

- A Base Info
- B Revised GSP**
- C Elements Guide
- D Supporting Info
- E References
- F Plan Submittal

**B Revised GSP** Required fields

Upload the clean version of the revised GSP as a single PDF here. If the GSA(s) need to provide the GSP in multiple files, contact [GSPSubmittal@water.ca.gov](mailto:GSPSubmittal@water.ca.gov) for further instructions on how to submit the revised GSP.

Upload or drop file

Upload the redline strikeout version of the revised GSP as a single PDF here. If the GSA(s) need to provide the GSP in multiple files, contact [GSPSubmittal@water.ca.gov](mailto:GSPSubmittal@water.ca.gov) for further instructions on how to submit the revised GSP.

Upload or drop file

Back Save & Continue >

1

2

3

Figure 7. A screenshot of the Incomplete GSP Resubmission Module, Section B.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

1. In the first box, click to upload or drop the file of the “clean” version of the Revised GSP as a single PDF. The “clean” version of the Revised GSP is required and should align with the Elements Guide submitted in Section.

2. In the second box, click to upload or drop the file of the “redline strikeout” version of the Revised GSP as a single PDF. This version is optional, however if submitted, it should contain strikeouts and/or other comments regarding where the content was modified from the originally submitted GSP.

3. Click **Save & Continue**.

### 3.5. Elements Guide (C)

Department of Water Resources  
SGMA PORTAL

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Home | GSA | GSP | Alternatives | Adjudicated Areas | Basin Modification | Monitoring Network | File Transfer

Home / GSP Dashboard / Edit Incomplete GSP Resubmission

### 5-022.05 CHOWCHILLA - Incomplete GSP Resubmission

Plan Contents

- A Base Info
- B Revised GSP
- C Elements Guide**
- D Supporting Info
- E References
- F Plan Submittal

#### C Elements Guide

A completed Elements Guide for the submission of the revised GSP is required. To complete an Elements Guide, follow the steps below:

**Step 1:** Download the [Excel template](#).

**Step 2:** Populate the template by entering the corresponding page number or page range where the information is presented in the clean version of the revised GSP to address the GSP Regulations. Non-editable cells are grayed out.

- Page numbers should correspond to the page number from the PDF of the revised GSP uploaded in "B. Revised GSP."
- Page number entries are to be formatted as follows:
  - Pages: 1, 3, 5
  - Page range: 1-2
  - Multiple pages and/or page ranges: 1-2, 3-5 OR 1, 3-5
- If a field is not applicable, enter "N/A" in the "Page Numbers of Plan" field AND include a note describing why it is not applicable in the "Notes" field.

If applicable, the GSA(s) may also provide corresponding section numbers, table numbers, and/or figure numbers to further clarify where the revised GSP addresses elements of the GSP Regulations.

**Step 3:** Upload the populated Elements Guide Excel file below. This will populate the Web Form.

Click to upload  
OR  
drag files here

< Back | Continue >

Figure 8. A screenshot of the Incomplete GSP Resubmission Module, Section C.

1. Download the **Elements Guide Excel Template** and populate it with information from your revised GSP.

2. Upload the completed **Elements Guide Excel Template** by dragging the file to the box or by clicking to upload. Ensure that the Excel file is closed before uploading.

3. Click **Save & Continue**.





# Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

## 3.6. Supporting Info (D)

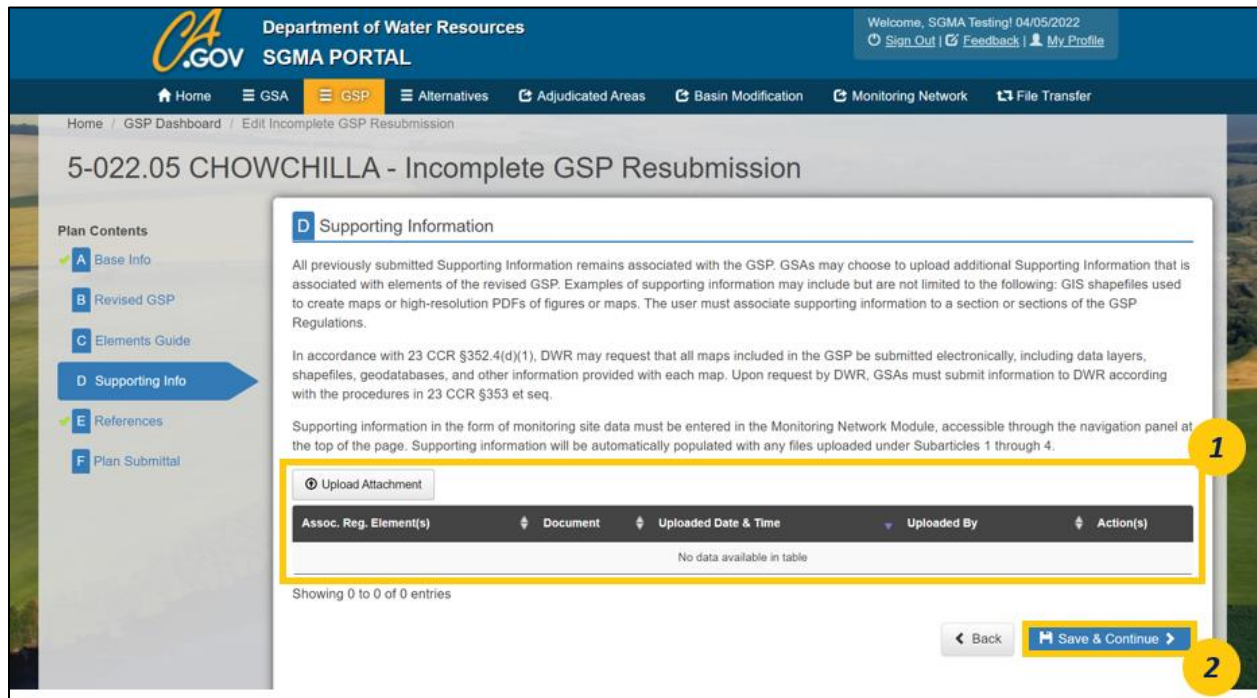


Figure 9. A screenshot of the Incomplete GSP Resubmission Module, Section D.

1. Upload new supporting information used in the Revised GSP by clicking the “Upload Attachment” button. After uploading, the new supporting information will appear in the table below. Previously submitted supporting information will remain associated with the GSP and does not need to be re-submitted.

For more detailed instructions on providing supporting information, please see **Section 5.5 Provide Supporting Info (D)** of the [SGMA Portal GSP Reporting System User Manual](#).

2. Click **Save & Continue**.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

### 3.7. References (E)

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SGMA PORTAL

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Home / GSA / GSP / Alternatives / Adjudicated Areas / Basin Modification / Monitoring Network / File Transfer

Home / GSP Dashboard / Edit Incomplete GSP Resubmission

### 5-022.05 CHOWCHILLA - Incomplete GSP Resubmission

Plan Contents

- A Base Info
- B Revised GSP
- C Elements Guide
- D Supporting Info
- E References**
- F Plan Submittal

#### E References

All previously submitted References remains associated with the GSP. GSAs must any additional references relied upon while developing the revised GSP. Each reference can be added by clicking "Add Reference" or "Import References" below. For references import, click [here](#) to download the template. In accordance with 23 CCR §354.4, electronic copies of reports and other documents and materials cited as a reference that are not generally available to the public must be uploaded in electronic format. A weblink may be provided in associated with those references that are generally available to the public.

**1**

Add Reference | Import References | Export References | Delete Selected

Search:

Title	File Name Or URL	Reference Type	Action(s)
Satellite-based ET estimation in agriculture using SEBAL and METRIC.	File	Report	
Evaporation, Evapotranspiration and Irrigation Water Requirements. Manual 70. Second Edition.	File	Report	
The ASCE standardized reference evapotranspiration equation	File	Report	
County Ag Commissioners' Data	link	GIS Layer	
Bulletin No. 74-81 - Water Well Standards	link	Unknown/Other	

Showing 1 to 25 of 108 entries

Previous 1 2 3 4 5 Next

**2**

Back | Save & Continue

Figure 10. A screenshot of the Incomplete GSP Resubmission Module, Section E.

1. Import new references that were used to develop the Revised GSP. All previously submitted references from the original GSP submission will remain in the table and cannot be edited.

New references can be added individually using the “Add Reference” button or batch imported using the “Import References” button. New references can be deleted using the “Delete Selected” button, however, previously submitted references from the original GSP submittal cannot be deleted. A spreadsheet of all references (both the new and previously submitted references) can be downloaded using the “Export References” button.

For more detailed instructions on adding references, please see [Section 5.6 References \(E\)](#) of the [SGMA Portal GSP Reporting System User Manual](#).

2. Click **Save & Continue**.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

### 3.8. Plan Submittal (F)

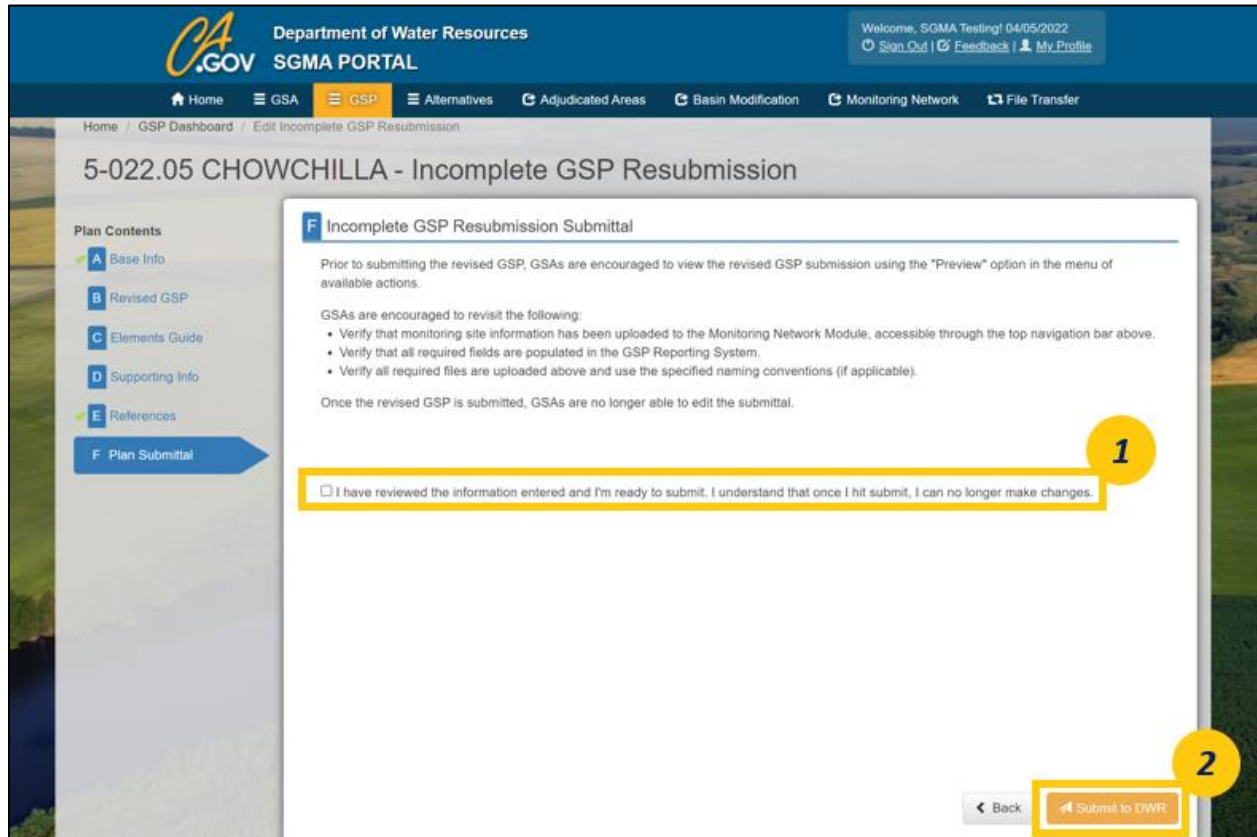


Figure 11. A screenshot of the Incomplete GSP Resubmission Module, Section F.

1. Review the message and ensure that you have completed all the requirements for the submittal of the Revised GSP. Check the box, **“I have reviewed the information entered and I’m ready to submit. I understand that once I submit, I can no longer make changes.”**
2. Click **Submit to DWR**.
3. The status of the GSP will change from **“In Progress”** to **“Submitted”** on the GSP Dashboard.
3. In single-plan basins, the Incomplete GSP Resubmission Process is now complete. In multi-plan basins, please continue to [4. Coordination Agreement Resubmission Process](#) to complete the Incomplete GSP Resubmission Process.



# Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

## 4. Coordination Agreement Resubmission Process

The following section describes the process of resubmitting the Coordination Agreement. Resubmission of the Coordination Agreement is required only for multi-plan basins. To re-submit the Coordination Agreement, all Plans associated with the Subbasin must have completed the incomplete resubmission as detailed in [3. Incomplete GSP Resubmission Process](#). Following the resubmission of the Coordination Agreement, the Incomplete GSP Resubmission Process will be complete for multi-plan basins.

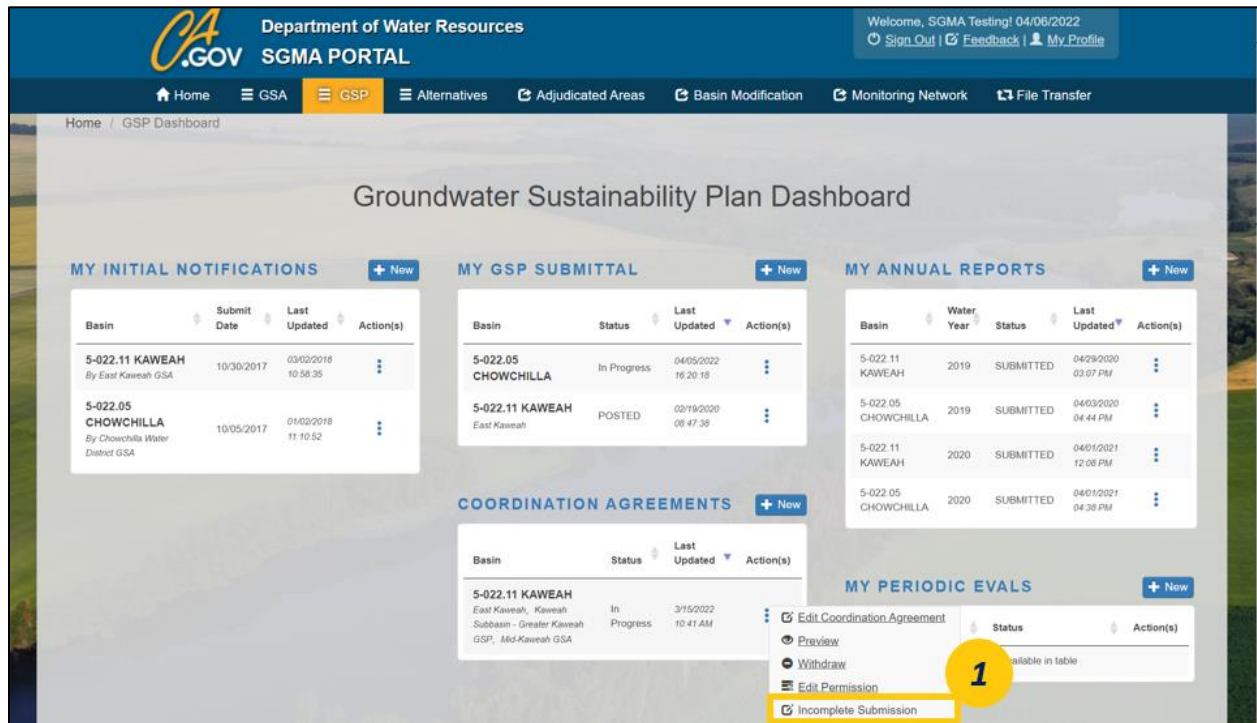


Figure 12. A screenshot of the GSP Dashboard showing the menu to begin an incomplete submission for the Coordination Agreement.

1. Navigate to the [GSP Dashboard](#). In the Coordination Agreements Section, find the Coordination Agreement that will be resubmitted. Click the three dots under the “Actions” column. In the menu, select “Incomplete Submission”.

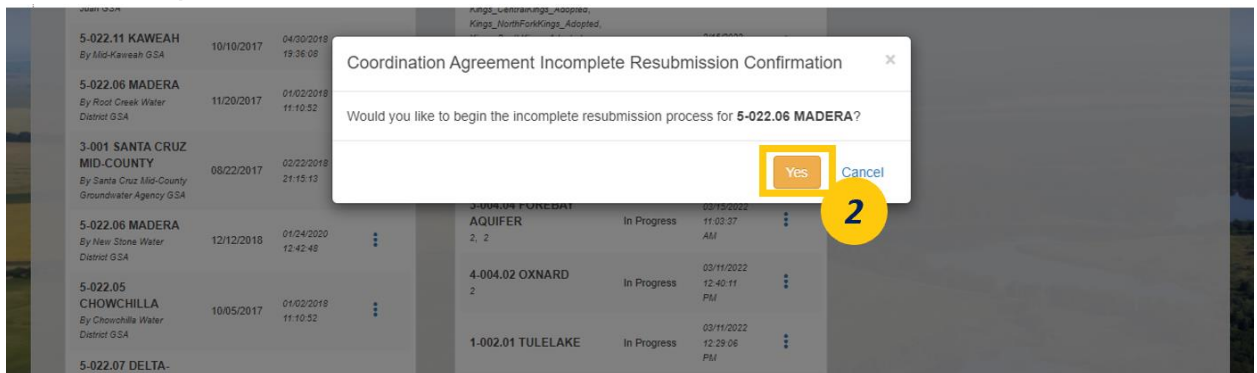


Figure 13. A screenshot of the Coordination Agreement Incomplete Resubmission Confirmation Window.

2. The Coordination Agreement Incomplete Resubmission Confirmation window will load. Click “Yes” to continue to the next step.



# Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

## 4.1 Revisions Confirmation

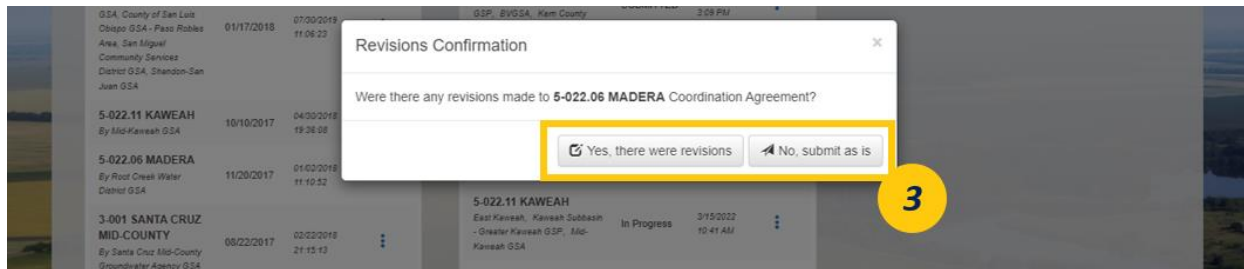


Figure 14. A screenshot of the Coordination Agreement Incomplete Resubmission Confirmation Window.

1. The “Revisions Confirmation” pop-up window will load prior to being able to enter information into the Incomplete GSP Coordination Agreement Resubmission module. Click the answer (“Yes, there were revisions” or “No, submit as is”) that applies to your Coordination Agreement.

If “Yes, there were revisions” is selected, the resubmission of the Coordination Agreement is required as detailed in the following sections. If “No, submit as is” is selected, no further action is required and the Incomplete GSP Resubmission Process is complete for basins with no revisions to their Coordination Agreement.

## 4.2. Base Information (A)

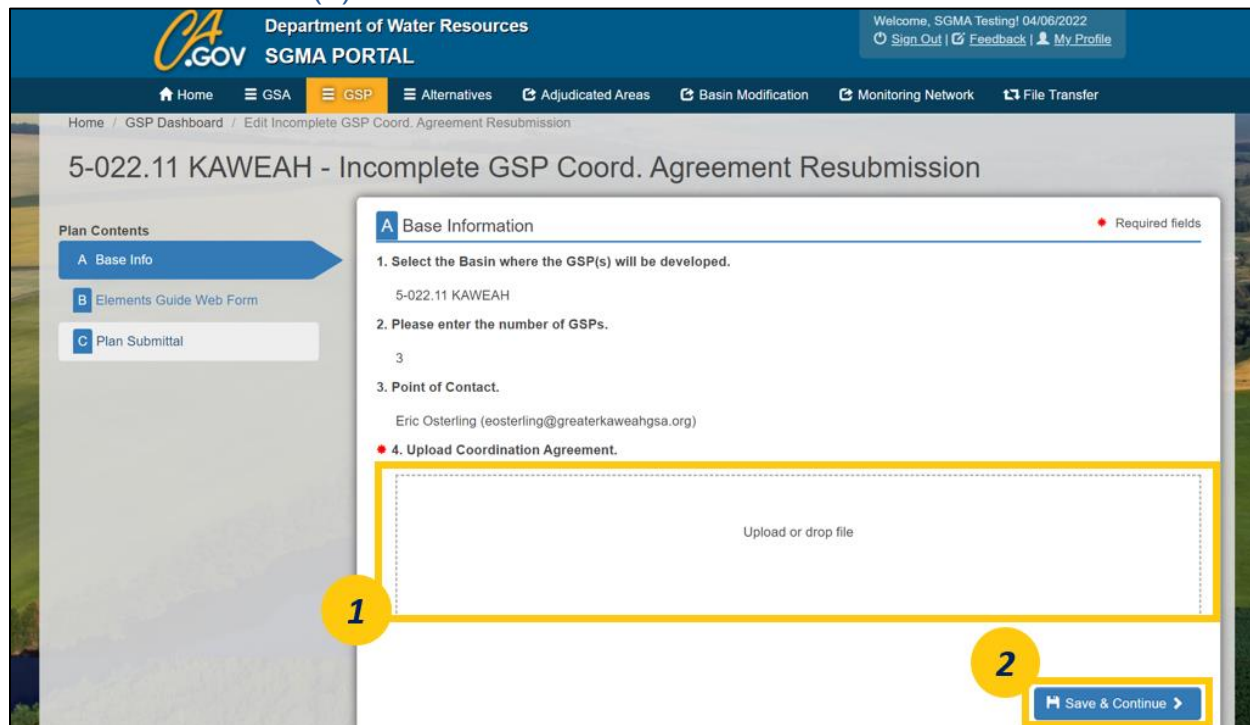


Figure 15. A screenshot of the Incomplete GSP Coord. Agreement Resubmission Module, Section A.

1. Questions 1-3 will be pre-filled with information from the originally submitted GSP and cannot be edited. In Question 4, click to upload or drop the file of the Revised Coordination Agreement.



# Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

2. Click **Save & Continue**.

## 4.3. Elements Guide Web Form (B)

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Home / GSP Dashboard / Edit Incomplete GSP Coord. Agreement Resubmission

### 5-022.11 KAWEAH - Incomplete GSP Coord. Agreement Resubmission

Plan Contents

- A Base Info
- B Elements Guide Web Form**
- C Plan Submittal

#### 1 B ARTICLE 8. Interagency Agreements Has data entry Required fields

§ 357. Introduction to Interagency Agreements

§ 357.2. Interbasin Agreements

§ 357.4. Coordination Agreements

(a) Agencies intending to develop and implement multiple Plans pursuant to Water Code Section 10727(b)(3) shall enter into a coordination agreement to ensure that the Plans are developed and implemented utilizing the same data and methodologies, and that elements of the Plans necessary to achieve the sustainability goal for the basin are based upon consistent interpretations of the basin setting.

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

(b) Coordination agreements shall describe the following:

(1) A point of contact with the Department.

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

(i) Coordination agreements shall be reviewed as part of the five-year assessment, revised as necessary, dated, and signed by all parties.

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

← Back **Save & Continue** →

Figure 16. A screenshot of the Incomplete GSP Coord. Agreement Resubmission Module, Section B.

1. Fill out the web form fields with information from your Revised Coordination Agreement.

2. Click **Save & Continue**.



## Groundwater Sustainability Plan (GSP) Reporting System Incomplete GSP Resubmission Process

### 4.4. Coordination Agreement Submittal (C)

Figure 17. A screenshot of the Incomplete GSP Coord. Agreement Resubmission Module, Section C.

1. Review the message and ensure that you have completed all the requirements for the submittal of the Coordination Agreement. 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**.
3. For multi-plan basins with revisions to their Coordination Agreement, the Incomplete GSP Resubmission Process is now complete.

