Sustainable Groundwater Management Act Portal

Groundwater Sustainability Plan (GSP) Reporting System
Periodic Evaluation and Revised/Amended GSP Submission User Manual

CALIFORNIA DEPARTMENT OF WATER RESOURCES
SUSTAINABLE GROUNDWATER MANAGEMENT OFFICE

Contents

1. Introduction

This User Manual describes the process for a Groundwater Sustainability Agency (GSA) to submit a Periodic Evaluation and, if applicable, a revised/amended GSP to the Department via the Sustainable Groundwater Management Act (SGMA) Portal. This is not the process for the resubmittal of incomplete GSPs or the submittal of revised GSPs in inadequate basins.

For any questions about submitting the Periodic Evaluation or revised/amended GSP, please contact GSPSubmittal@water.ca.gov.

2. Periodic Evaluation and Revised/Amended GSP Submission Overview

The Periodic Evaluation and revised/amended GSPs are required to be submitted through the SGMA Portal's **Periodic Evaluation Module**. The **Periodic Evaluation Module** is similar to the GSP Reporting System used to initially submit GSPs.

When a new Periodic Evaluation is created, GSAs can select whether their GSP was revised and/or amended. If the GSP was revised/amended, then GSAs are required to submit the current GSP via a process mimicking the GSP Reporting System.

In basins covered by multiple GSPs, GSAs are required to submit a coordination agreement along with their GSP's Periodic Evaluation. If the GSAs state that their GSP was revised and/or amended they must submit the current GSP for each plan area.

3. Periodic Evaluation Submission Process

This section outlines the process for submitting a Periodic Evaluation and revised/amended GSP to the SGMA Portal. Users begin the process for creating a new Periodic Evaluation via the GSP Dashboard. When creating a new Periodic Evaluation, users are asked whether they will also submit a revised/amended GSP.

The **Periodic Evaluation Module** and the process to submit a revised/amended GSP consists of six sections: Base Information (A), Revised GSP (B), Elements Guide (C), Supporting Information (D), References (E), and the Plan Submittal (F). For multi-GSP basins, the Periodic Evaluation submittal process will include an additional coordination agreement section. The **Periodic Evaluation Module** mimics the initial GSP submission process, additional details concerning this process are available in the [SGMA Portal GSP Reporting System User Manual](#).

3.1. Starting a New Periodic Evaluation Submission

1. Navigate to the [GSP Dashboard](#). In the "**My Periodic Evaluations**" section, click the blue "**New**" icon to begin the submission process.
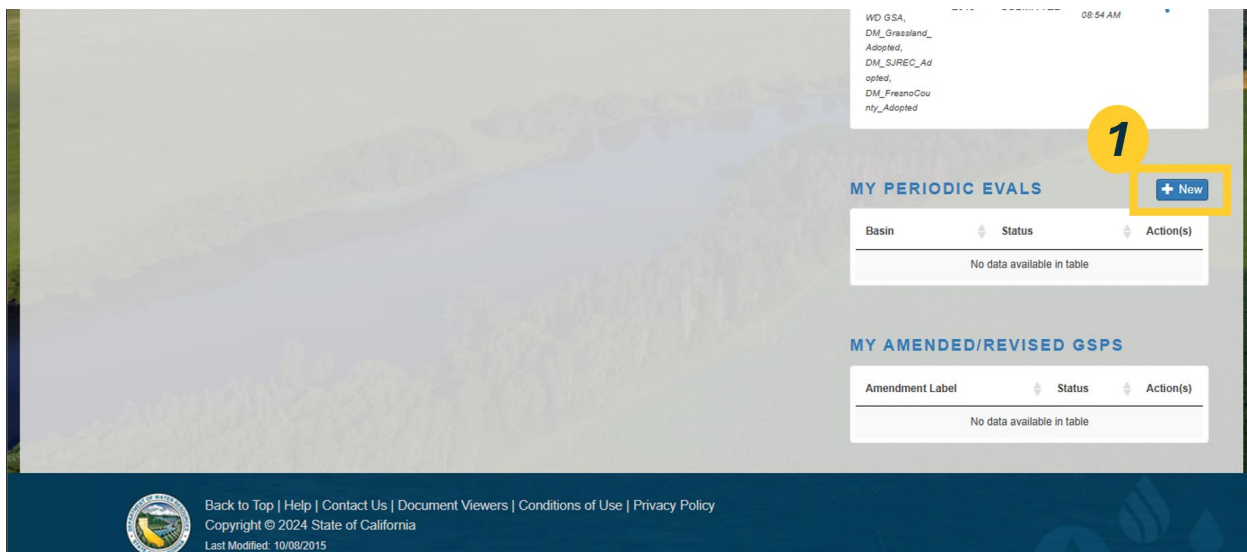

Figure 1. A screenshot of the GSP Dashboard showing the menu to begin a new Periodic Evaluation Submission.

Note: Your submittal progress can be saved using the "**Save and Continue**" button within the **Periodic Evaluation Module**. If you want to edit your submission later, please return to this step and it will re-open the module with your saved progress.

2. On the *Periodic Evaluation* pop-up window, click "**Close**" after reviewing the submission process information to begin. The *Create Periodic Evaluation window* will open.
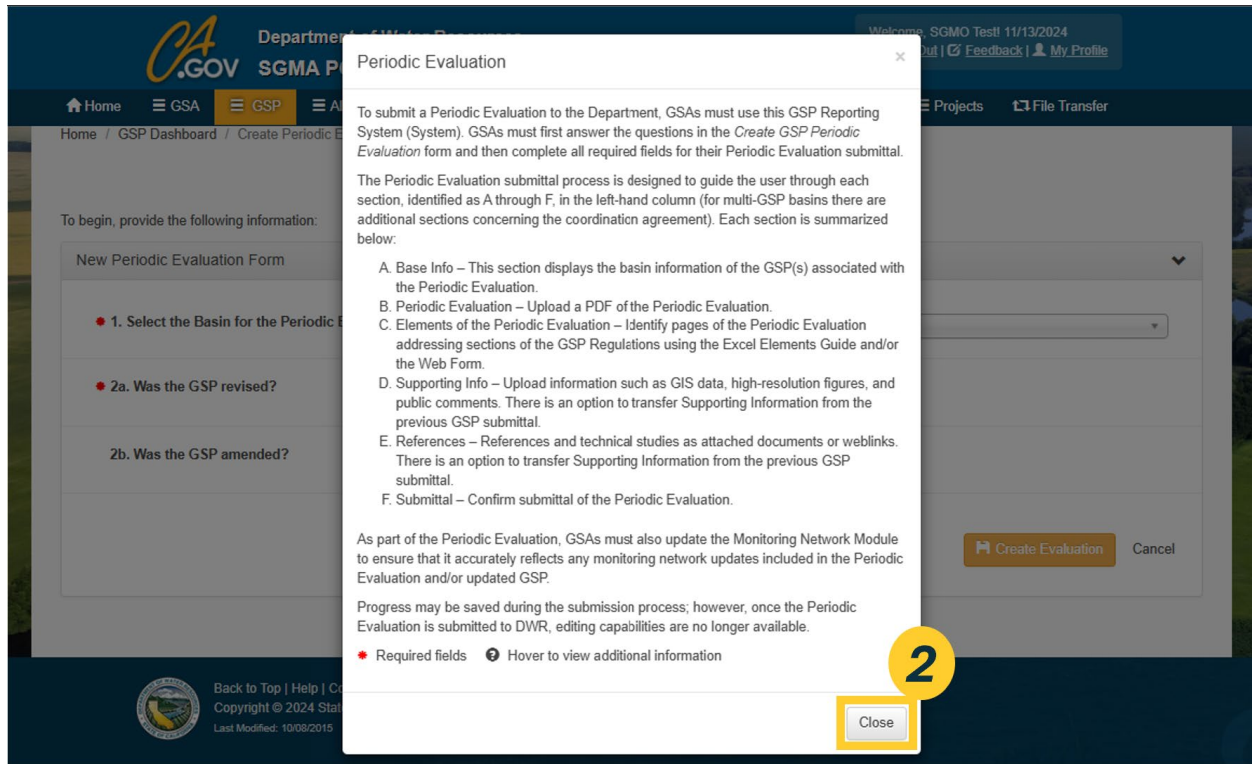

Figure 2. A screenshot of the Periodic Evaluation Window.

3. Complete questions 1 and 2a on the "**New Periodic Evaluation Form**", question 2b will be required if "**Yes**" is selected for "**Was the GSP revised?**".

4. Click "**Create Evaluation**".

Figure 3. A screenshot of the New GSP Periodic Evaluation Form Window.

5. A "**Success**" pop-up window will appear confirming the creation of the Periodic Evaluation and, if applicable, the revised/amended GSP. Click "**Continue**" to be directed to the GSP Dashboard where these will now be available to edit.
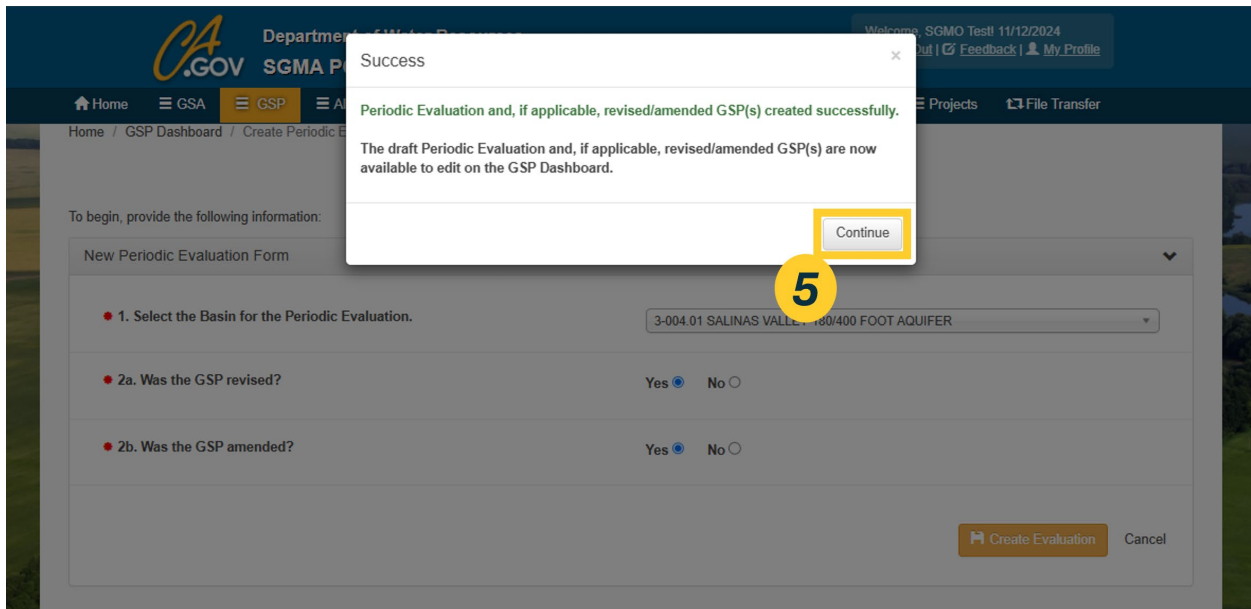

Figure 4. A screenshot of the "Success" pop-up window in the New GSP Periodic Evaluation Form.

Note: If "Yes" is selected for "Was the GSP revised?" and/or "Was the GSP Amended?", the revised/amended GSP ***must be submitted prior to submitting the basin's Periodic Evaluation.*** See steps outlined in section 4 for how to edit and submit your revised/amended GSP.

3.2. Editing and Submitting a Periodic Evaluation

1. On the GSP dashboard, navigate to the Periodic Evaluation Module where the newly created Periodic Evaluation will be listed. Click the three dots under the "**Actions**" column. In the menu, select "**Edit Plan**".
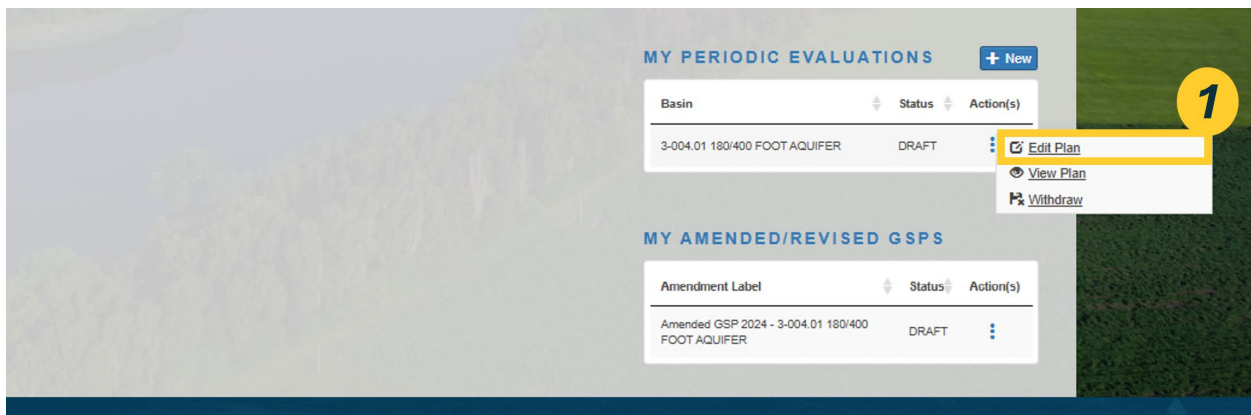

Figure 5. A screenshot of the GSP dashboard showing the menu for editing a draft Periodic Evaluation.

3.3. Base Information (A)

1. The GSP Base Info window will be pre-filled with information from the original submittal of the GSP. These cannot be changed.

2. Click the tab on the left labeled "**B Periodic Evaluation**".

Figure 6. A screenshot of the Periodic Evaluation Submission Module, Section A, GSP Info.

3.4. Periodic Evaluation (B)

1. Click to upload or drop the file of the Periodic Evaluation as a single PDF.
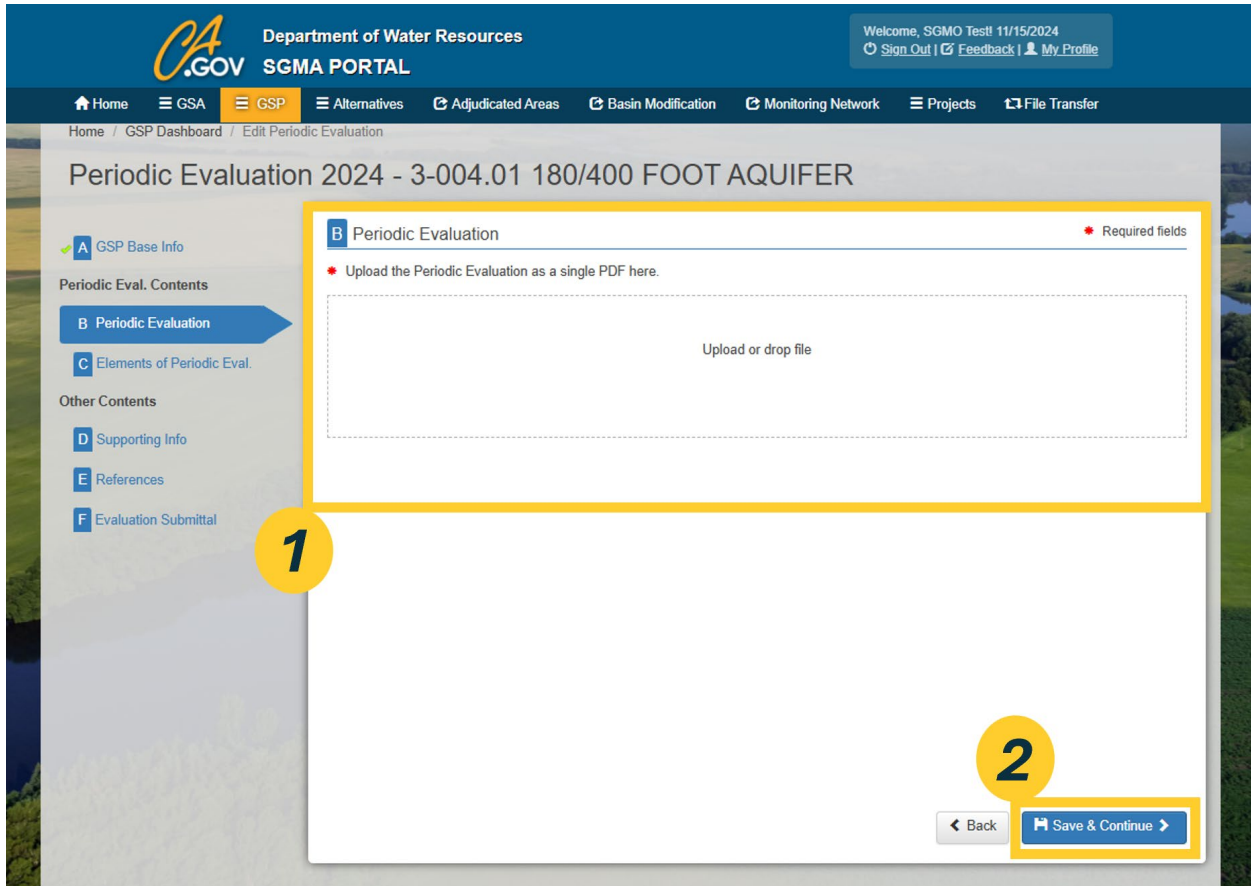
2. Click **Save & Continue**.

Figure 7. A screenshot of the Periodic Evaluation Submission Module, Section B.

3.5. Elements of Periodic Eval (C)

1. If applicable, download the **Elements Guide Excel Template** and populate it with information from your adopted Periodic Evaluation.

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.
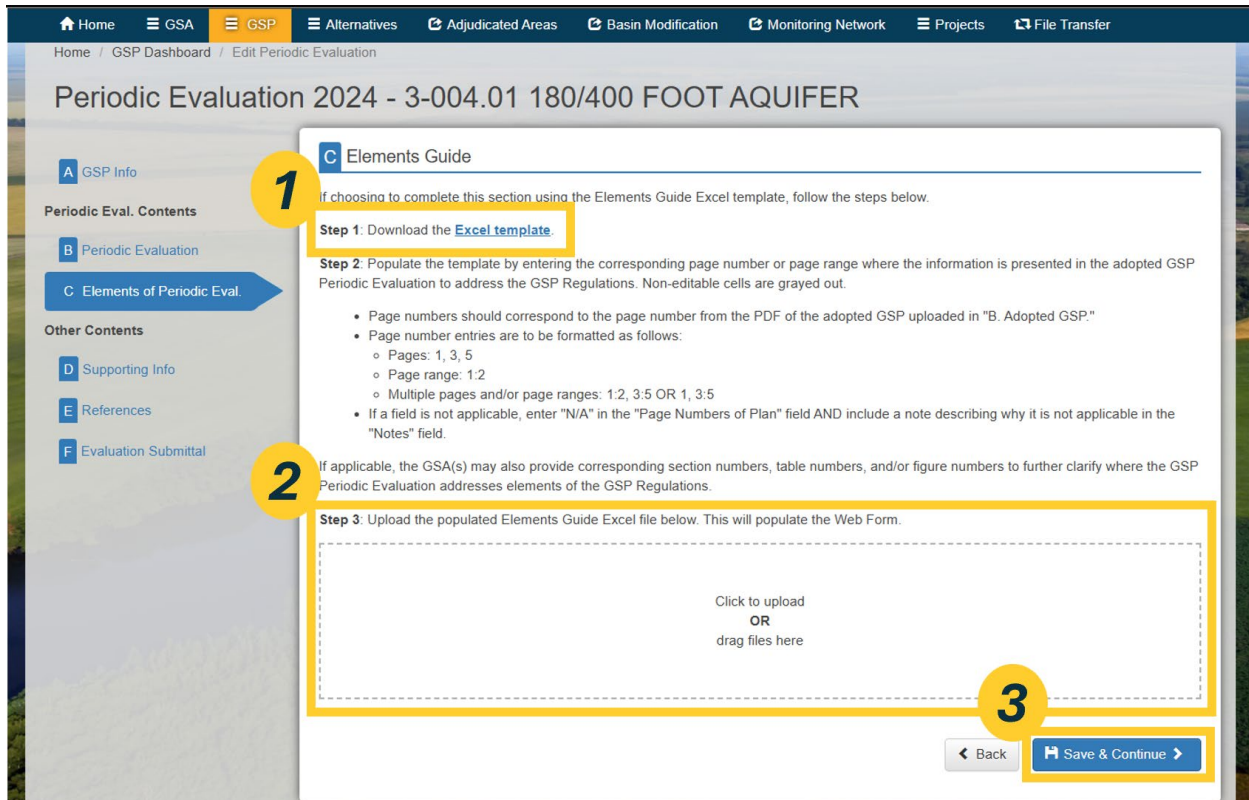
3. Click **Save & Continue**.

Figure 8. A screenshot of the Periodic Evaluation Submission Module, Section C.

Note: Multi-GSP Basins are required to submit a new Coordination Agreement within the Periodic Evaluation module. See Section 5, Coordination Agreement, before continuing to the next step.

3.6. Supporting Info (D)

1. Upload new supporting information used in the Periodic Evaluation 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.](#)
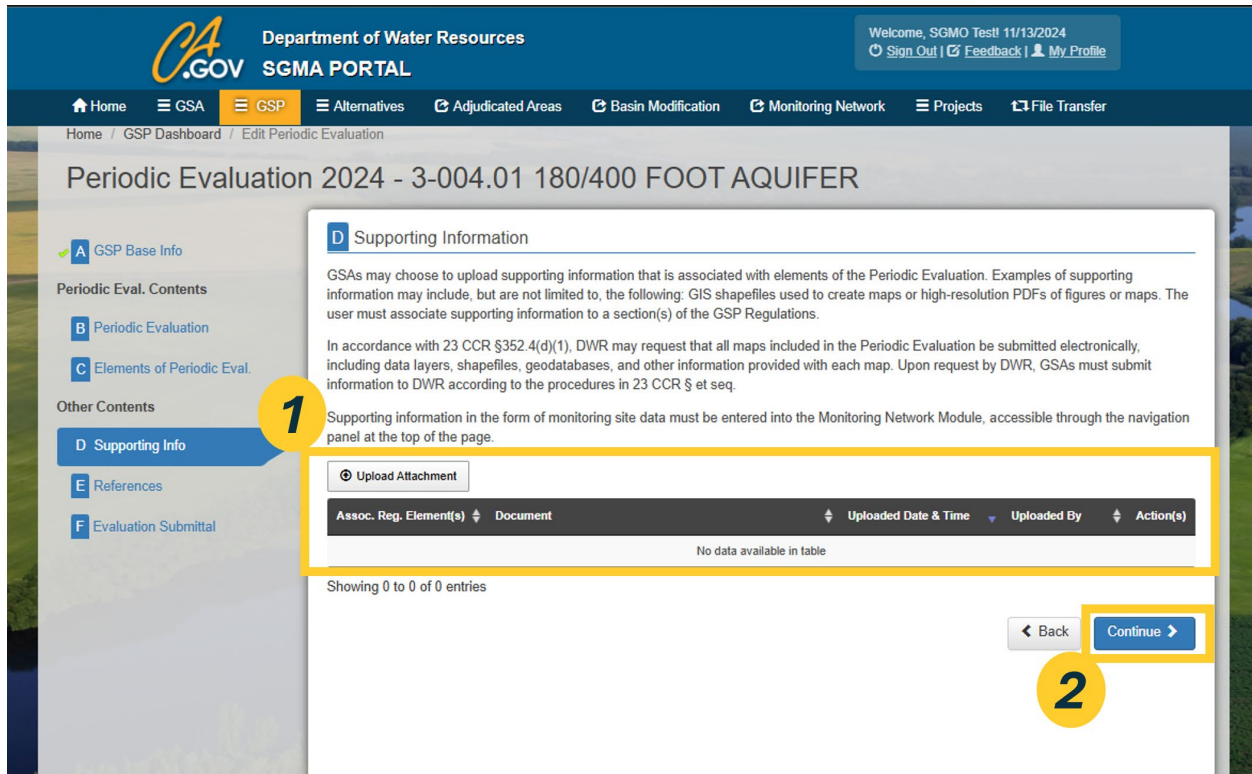
2. Click **Continue**.

Figure 9. A screenshot of the Periodic Evaluation Submission Module, Section D.

3.7. References (E)

1. Import new references that were used to develop the Periodic Evaluation. 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.
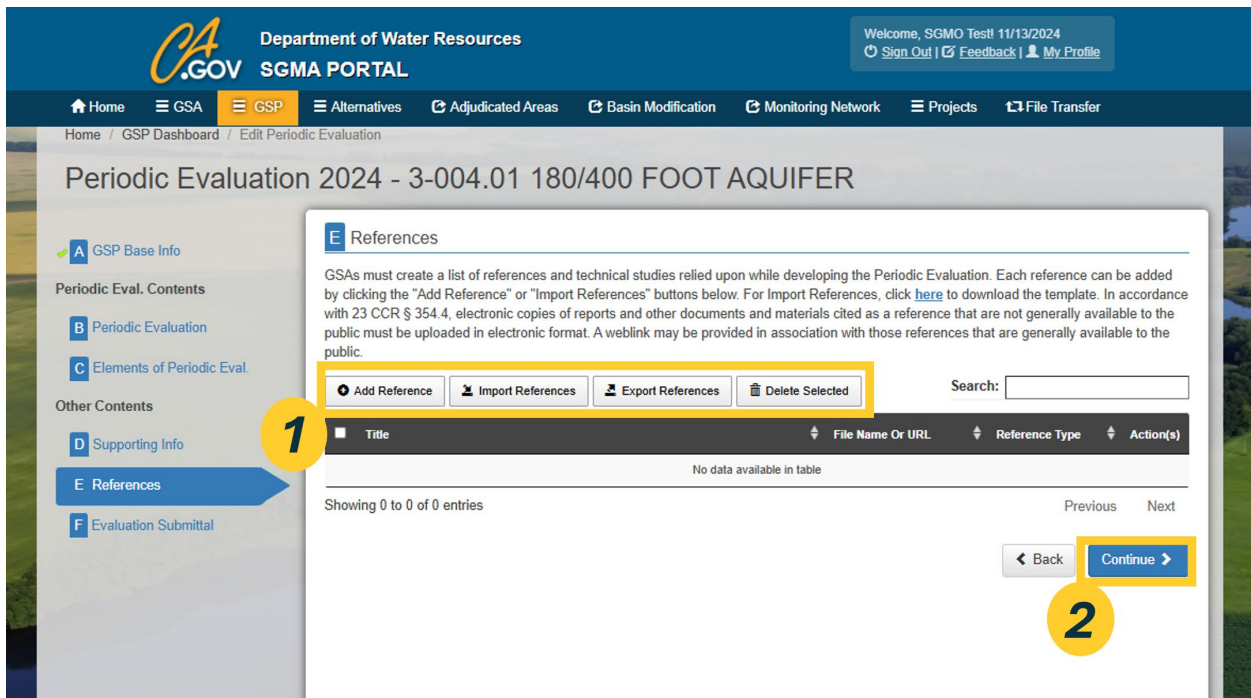
2. Click **Save & Continue**.

Figure 10. A screenshot of the Periodic Evaluation Submission Module, Section E.

3.8. Evaluation Submittal (F)

1. Review the message and ensure that you have completed all the requirements for the submittal of the Periodic Evaluation. 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 Periodic Evaluation will change from "**In Progress**" to "**Submitted**" on the GSP Dashboard. As previously mentioned, if the GSP was revised/amended the Periodic Evaluation will not be fully submitted until the revised/amended GSP is submitted, see section 4. For multi-plan basins, a new coordination agreement is required to be submitted with the Periodic Evaluation, see section 5.

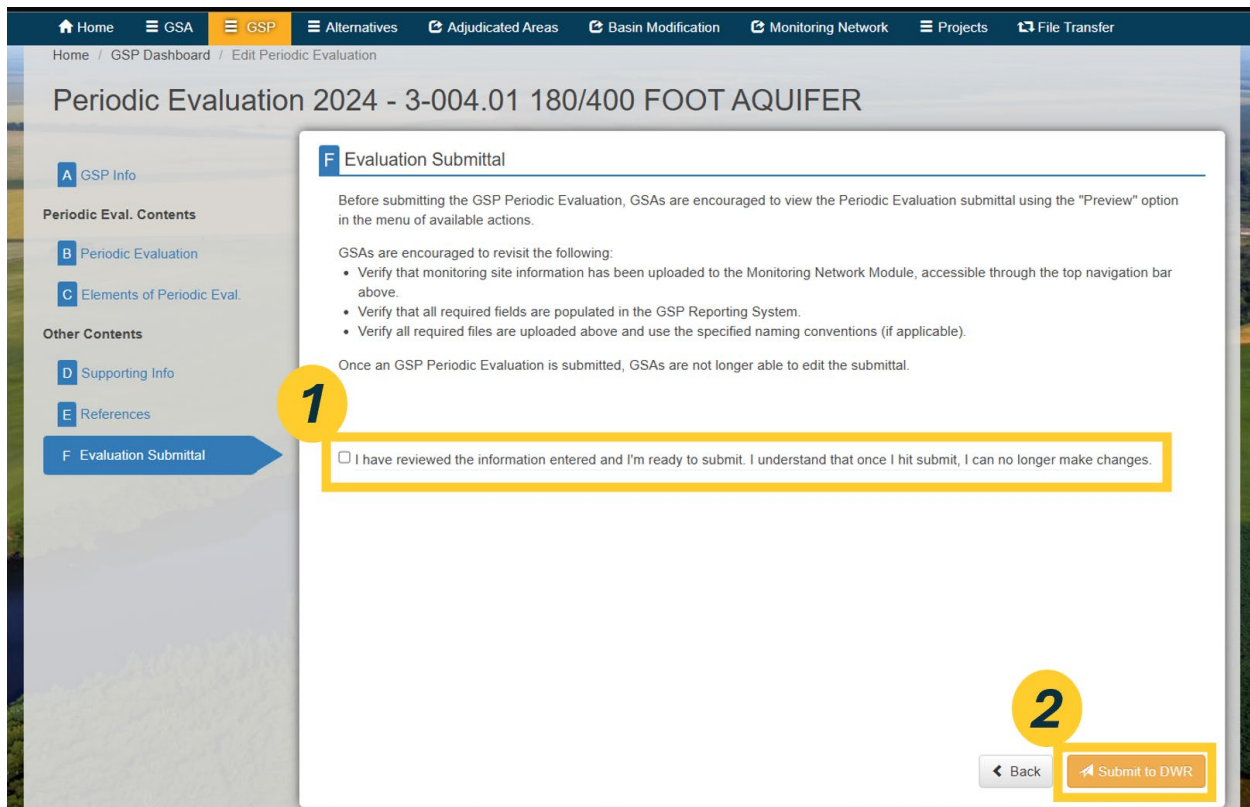4. Following submission, users cannot edit the revised/amended GSP.

Figure 11. A screenshot of the Periodic Evaluation Submission Module, Section F.

4. Revised/Amended GSP Submission Process

If the user selected "Yes" to "Was the GSP revised" and/or "Was the GSP amended?" in the first step of creating a new Periodic Evaluation, a draft amended/revised GSP will be required to be submitted before the Periodic Evaluation submission will be fully complete. The following section provides instructions on how to edit and submit a revised/amended GSP on the SGMA Portal.

4.1. Editing and Submitting a Revised/Amended GSP

1. To edit the revised/amended GSP, navigate to the "My Amended/Revised GSPs" section. Click the three dots under the **"Actions"** column for the GSP that will be submitted. In the menu, select **"Edit Amendment"**.
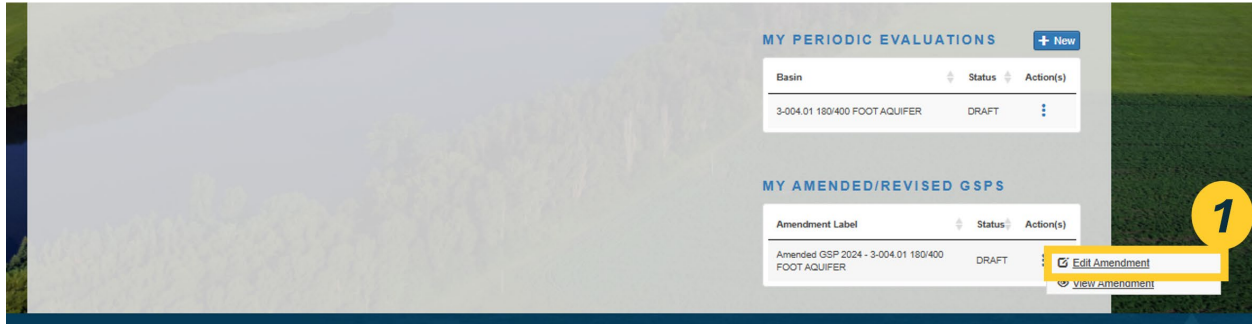

Figure 12. A screenshot of the GSP Dashboard showing the menu to begin editing a revised/amended GSP.

2. The revised/amended GSP can also be edited in the Periodic Evaluation Module by clicking the **"Edit GSP Amendment"** icon under section (A) GSP Base Info. A new tab will automatically open in your web browser to begin the revised/amended GSP submission.
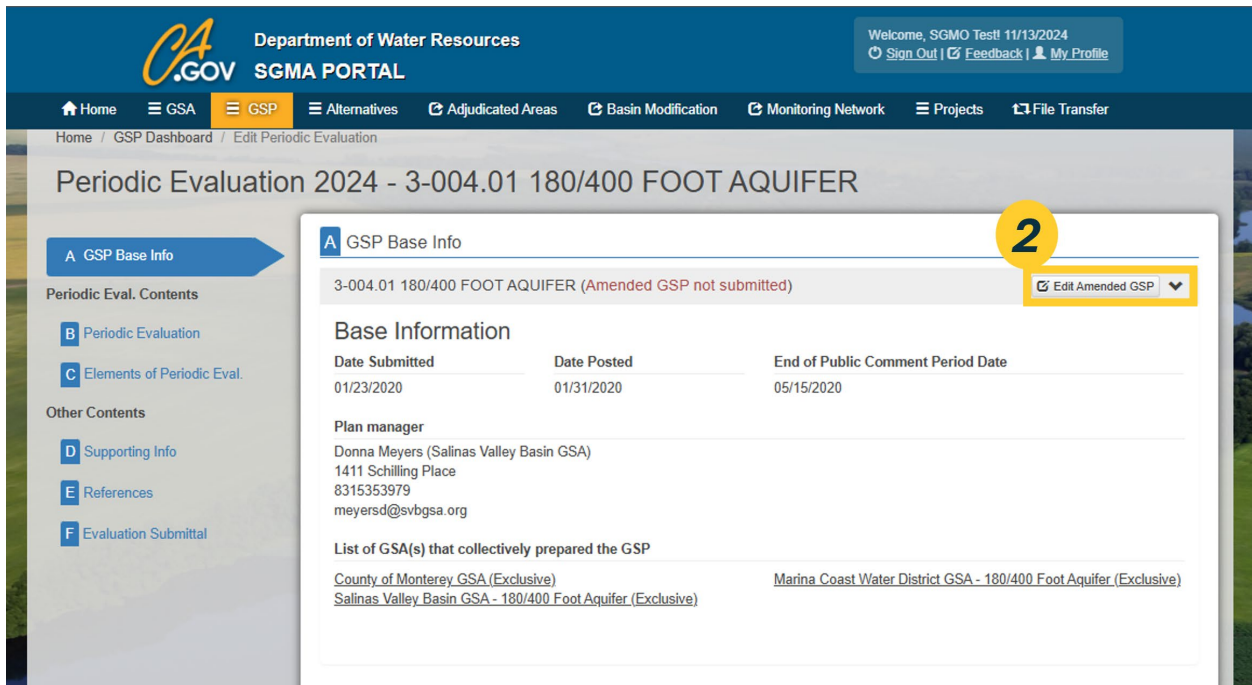
Figure 13. A screenshot of the Periodic Evaluation Submission Module, Section A.

4.2. Base Information (A)

1. Complete **Questions 1, 3, 4, and 5,** if applicable. **Question 2** will be pre-filled with information from the original submittal of the GSP and cannot be changed.

2. Click "**Save & Continue**".

Figure 14. A screenshot of the Amended GSP Submission Module, Section A, Questions 1-5.

4.3. Revised/Amended GSP (B)

1. In the first box, click to upload or drop the file of the "clean" version of the revised/amended GSP as a single PDF. The "clean" version of the revised/amended GSP is required and should align with the Elements Guide submitted in Section 4.4.

2. In the second box, click to upload or drop the file of the "redline strikeout" version of the revised/amended 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.
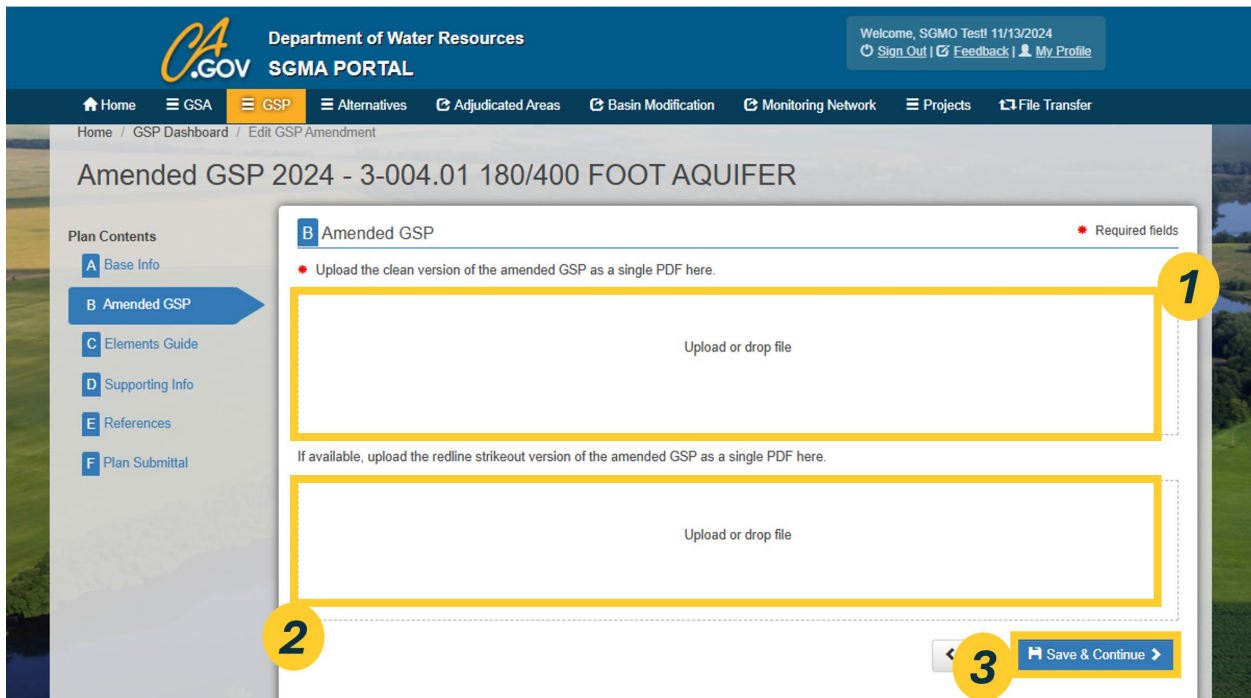
3. Click **Save & Continue**.

Figure 15. A screenshot of the Amended GSP Submission Module, Section B.

4.4. Elements Guide (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.
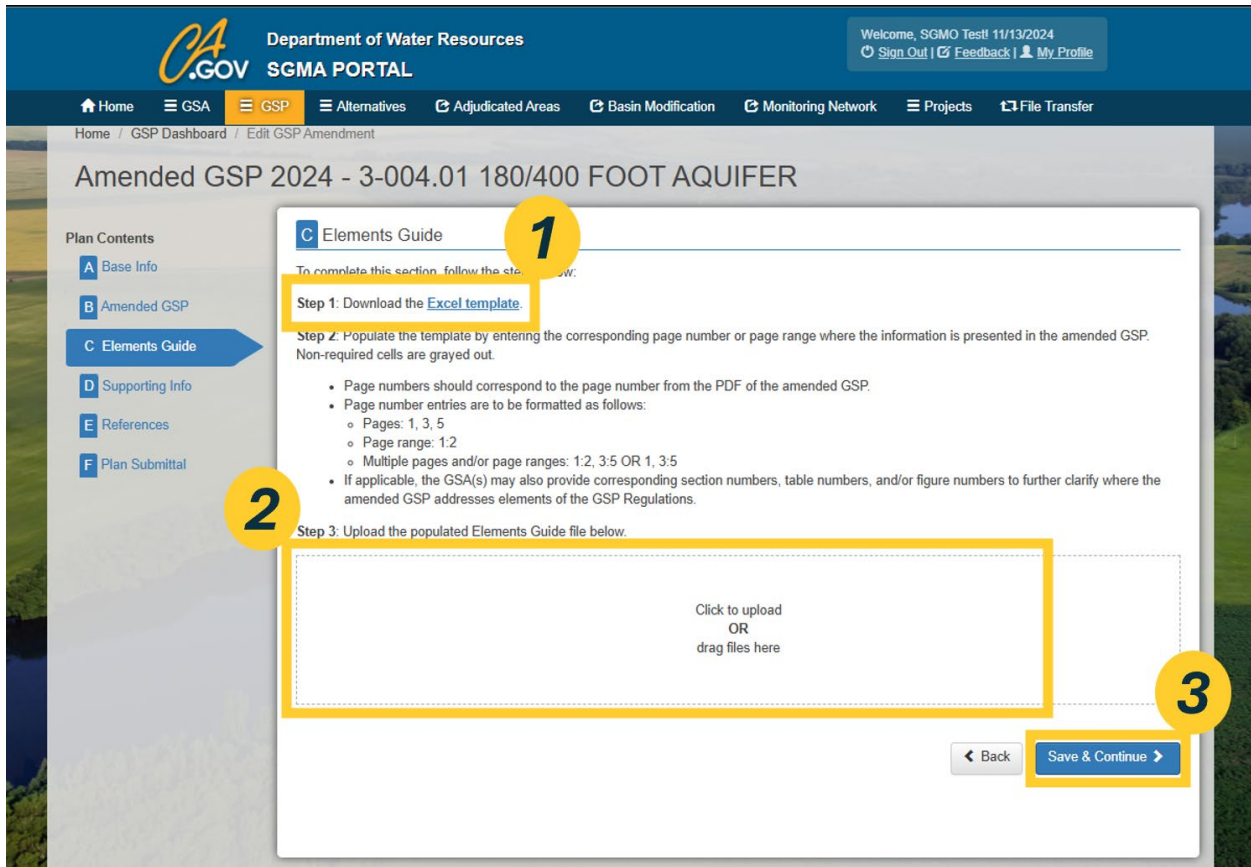
3. Click **Save & Continue**.

Figure 16. A screenshot of the Amended GSP Submission Module, Section C.

4.5. Supporting Info (D)

1. Upload new supporting information used in the revised/amended 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.**
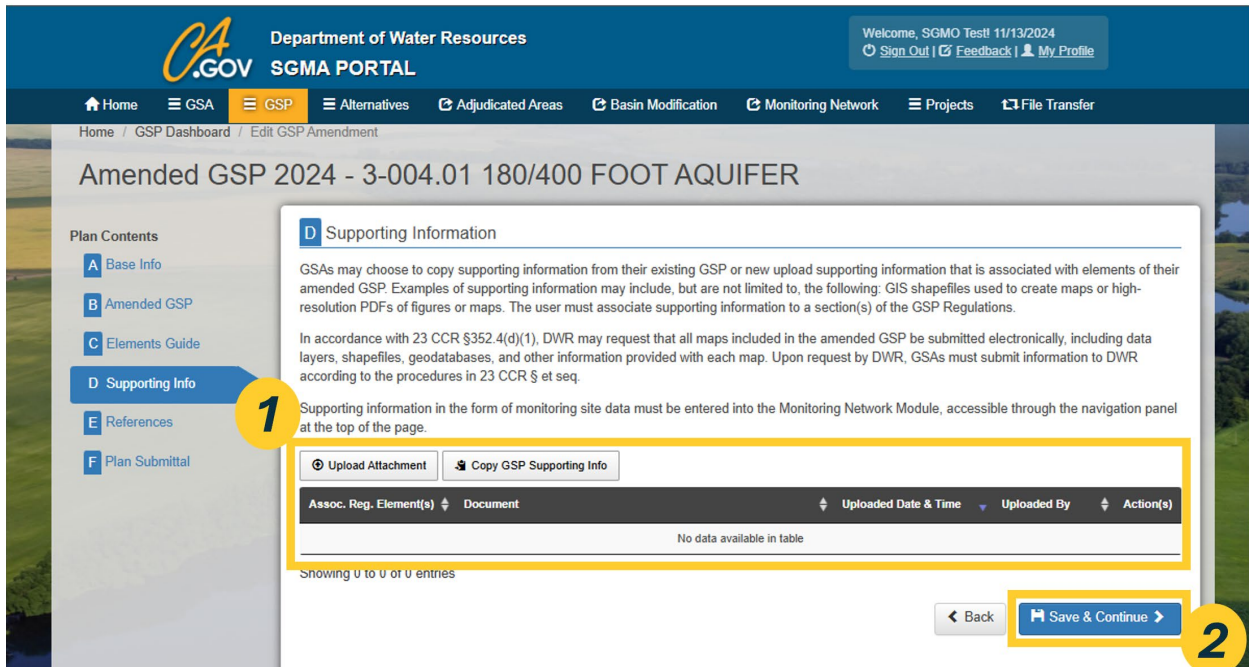
2. Click **Save & Continue**.

Figure 17. A screenshot of the Amended GSP Submission Module, Section D.

4.6. References (E)

1. Import new references that were used to develop the revised/amended 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. References associated with the original GSP can be copied over by selecting the "**Copy GSP References**" button. This process will copy over all previous references, GSAs should review any copied references to ensure they align with the revised/amended GSP. 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.](#)
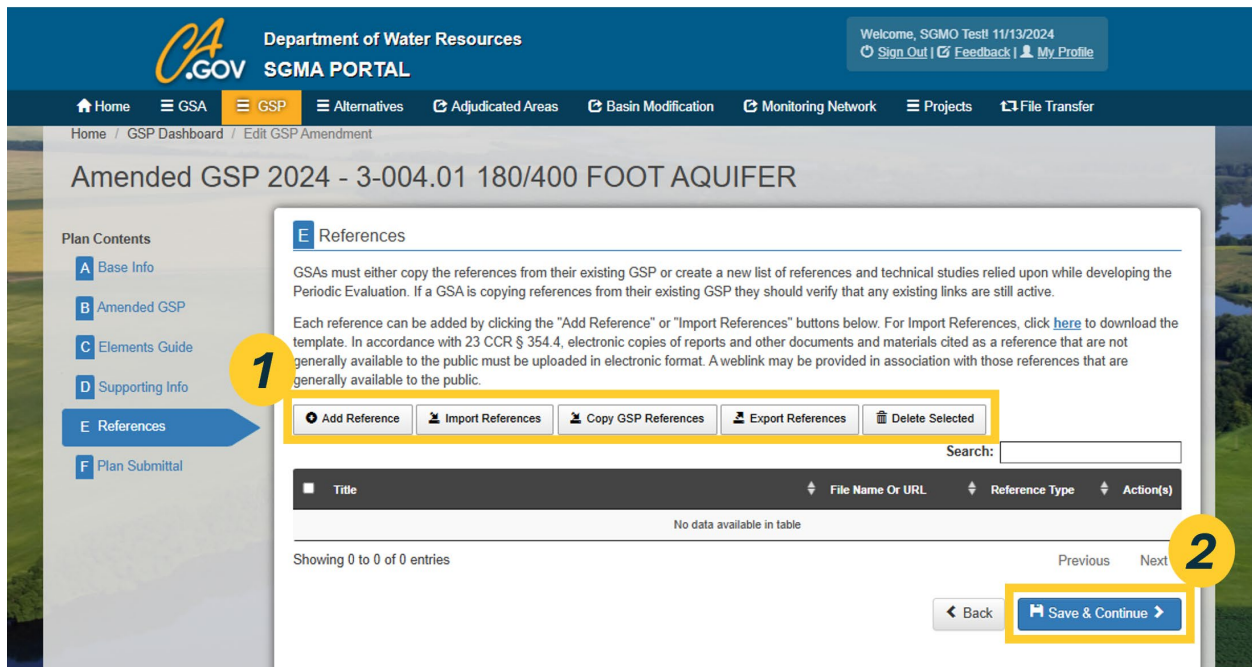
2. Click **Save & Continue**.

Figure 18. A screenshot of the Amended GSP Submission Module, Section E.

4.7. Plan Submittal (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 revised/amended GSP will change from "**In Progress**" to "**Submitted**" on the GSP Dashboard under the "**My Amended/Revised GSPs**" Module.

4. Following submission, users cannot edit the revised/amended GSP.
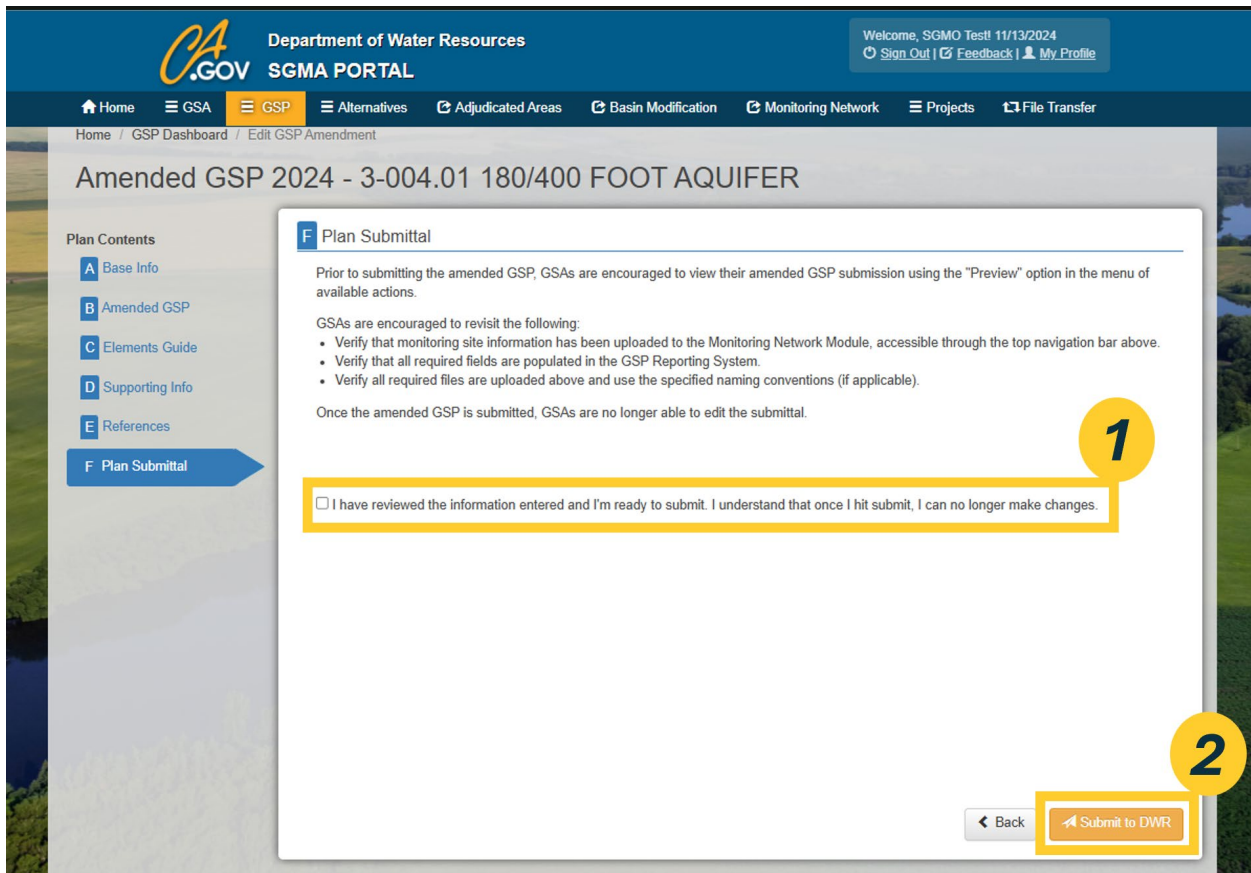

Figure 19. A screenshot of the Amended GSP Submission Module, Section F.

5. Periodic Evaluation Coordination Agreement

Multi-GSP basins, whether submitting a revised/amended GSP or not, must submit a new coordination agreement with their Periodic Evaluation. This section outlines the Periodic Evaluation Coordination Agreement submittal process.

5.1. Periodic Evaluation Coordination Agreement Base Info

1. In the Periodic Evaluation module under "**Coordination Agreement – Base Info**", complete Questions 1 through 4, if applicable.

2. Click "**Save & Continue**".

Figure 20. A screenshot of the Periodic Evaluation module, showing the Coordination Agreement Base Info (A) section.

5.2. Elements of Coordination Agreement

1. If applicable, download the **Elements Guide Excel Template** and populate it with information from your adopted Periodic Evaluation.

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**. Return to Section 3.7, Supporting Info, to continue with the **Periodic Evaluation** submission process.
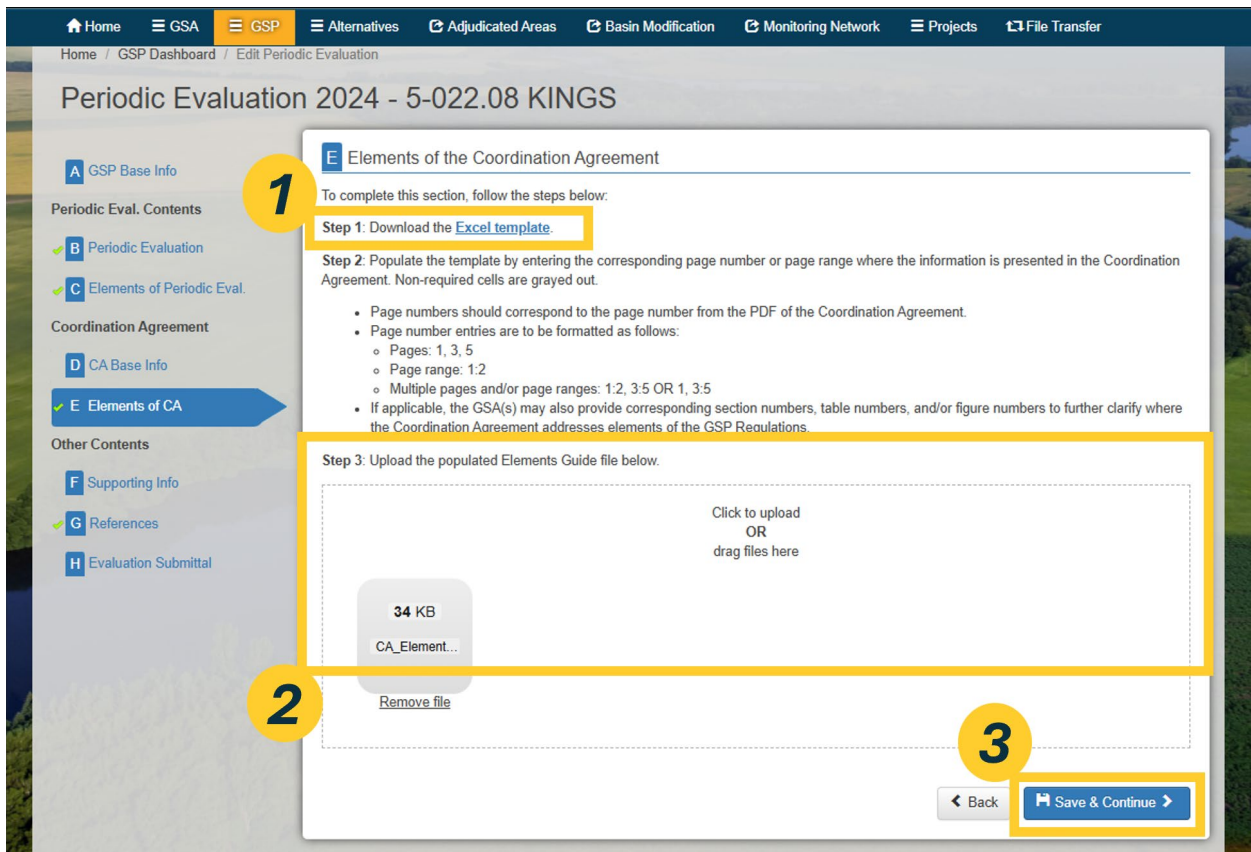

Figure 21. A screenshot of the Periodic Evaluation module, showing the Elements of Coordination Agreement section.