

## Electronic Comment Guidance for the 2022 CVFPP Update Public Draft

DATE: April 21, 2022

The following information is provided to assist and guide how partners and interested parties can comment electronically on the 2022 CVFPP Update Public Draft. The California Department of Water Resources (DWR) has made this information available with the public release of the 2022 CVFPP Update Public Draft to facilitate an organized comment process.

### Providing Comments

Comments are due by 5 PM Pacific Daylight Time on Monday, June 6, 2022.

Return Comments to: [cvfmp@water.ca.gov](mailto:cvfmp@water.ca.gov)

Please provide comments consistent with the guidance provided in the comment structure section of this document, using tables in Microsoft Word or Microsoft Excel. If desired, a Microsoft Excel form may be requested from [cvfmp@water.ca.gov](mailto:cvfmp@water.ca.gov).

### Comment Structure

Please provide comments consistent with the following guidance:

- **Column 1 – Reviewer Name:** Enter your full name (not initials).
- **Column 2 – Reviewer Office:** Enter name of your organization. *Please consolidate and reconcile all comments from each organization and submit one comment table per organization.*
- **Column 3 – Comment Number or ID:** Assign each comment provided by your organization by entering a number sequentially, starting with one, through the entire list of comments made by your organization. These numbers are intended to help identify comments during subsequent discussions.
- **Column 4 – Section, Page, and Paragraph Number:** Enter the section, page, and paragraph or figure number of the text or element being commented on. Page and paragraph numbers are not necessary for more general comments that apply to an entire section. Paragraph numbers are not necessary for comments regarding a figure or table.



DWR is requesting that each comment consist of three parts: importance, issue, and solution. Guidance for each of these three components of a comment is listed as follows:

#### Comment: Importance

Describe the importance of the comment (minor, moderate, or major) based on the following rating descriptions.

- **Column 5 – Comment Importance:** Enter column importance (either minor, moderate, or major).
  - **Minor:** Non-substantive comments, which include edits, clarifications, and corrections.
  - **Moderate:** Substantive changes that include refinements or modifications of specific content or its presentation, but that are not regarding the approach or scope of the section.
  - **Major:** Substantive changes regarding the approach or scope of the section.

#### Comment: Issue

Generally, the issue consists of an observation or question, and it is more likely to be understood correctly if accompanied by an explanation as to why it is an issue (i.e., what the concern or problem is). Thus, for comments of moderate or major importance, this explanation should be provided.

- **Column 6 – Comment Issue:** Enter description of issue and explanation of why it is an issue.

#### Comment: Solution

Describing the solution can be as simple as providing examples of potential solutions. But, unless the proposed solution is very likely to meet related needs of the CVFPP and to be consistent with the rest of the CVFPP, the requirements for a solution should also be stated to help guide subsequent discussions and revisions (e.g., “A, B, and C are required to solve this problem”).

- **Column 7 – Comment Solution:** Enter description of solution and provide explanation of why it is the proposed solution.

