

LOCAL LEVEE ASSISTANCE PROGRAM

Funded by
**THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY,
FLOOD CONTROL, RIVER AND COASTAL PROTECTION
BOND ACT OF 2006**

PROPOSITION 84

2014-15 PROPOSAL SOLICITATION PACKAGE



STATE OF CALIFORNIA

THE DEPARTMENT OF WATER RESOURCES

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LOCAL LEVEE ASSISTANCE PROGRAM PROPOSAL SOLICITATION PACKAGE

The California Department of Water Resources invites you to submit a proposal for funding of a Local Levee Critical Repair project or a Local Levee Evaluation under Proposition 84, approved by the electorate on November 7, 2006.

PROPOSAL DUE DATE

5:00PM MARCH 17, 2015
Must be postmarked by this time and date

PROPOSAL SUBMITTAL

All applicants must register online with the Grant Review and Tracking System (GRanTS) at [www.http://www.water.ca.gov/grants/](http://www.water.ca.gov/grants/). Submit proposals online through GRanTS and attach electronic copies of the proposal documents (either in a MS Word compatible format or in a searchable PDF format with content copying enabled).

If you would like to submit a hardcopy in addition to the digital application please use the addresses below.

For regular mail please use the following address:
Attention: David Wright
Flood Projects Office
California Department of Water Resources
P.O. Box 942836
Sacramento, CA 94236-0001

For hand delivery or overnight carrier use the following address:
David Wright, Program Manager
Flood Projects Office
3464 El Camino Avenue, Suite 200
Sacramento, California 95821

CONTACT

David Wright
LLAP Program Chief
(916) 574-1191
david.wright@water.ca.gov

California Natural Resources Agency
Department of Water Resources
Division of Flood Management

LOCAL LEVEE ASSISTANCE PROGRAM

APPLICATION ASSISTANCE WORKSHOP

WORKSHOPS DATE AND LOCATION

January 20, 2015
9:00AM – 12:00PM
JOC Annex, South Conference Room
3464 El Camino Avenue, Suite 210
Sacramento, CA 95821

January 21, 2015
12:00PM – 3:00PM
Room 15
1515 Clay Street
Oakland, CA 94612

January 26, 2015
10:00AM – 1:00PM
1st Floor Conference Room
Department of Toxic Substances Control
5796 Corporate Ave
Cypress, CA 90630-4732

January 29, 2015
WebEx Presentation
1:30PM – 3:30PM
To Attend: Email rlovvo@water.ca.gov

Purpose of Workshops: To assist applicants in preparing proposals in response to the October 2014 Proposal Solicitation Package for State flood control project funding under the Local Levee Assistance Program—Local Levee Critical Repair and Local Levee Evaluation.

Workshop Agenda:	Welcome and Introductions	5 min.
	Presentation on LLAP	20 min.
	Presentation on LOLE & LLCR	30 min.
	Presentation on GRanTS	20 min.
	Questions & Answers	15 min.
	Individual Assistance	90 min.

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1. INTRODUCTION

The Department of Water Resources (DWR) is soliciting grant proposals for the Local Levee Assistance Program (LLAP). LLAP was established with the approval of Proposition 84, which provides continuously appropriated funds through DWR for projects that significantly improve flood management systems other than those which are part of the State Plan of Flood Control for the Central Valley. LLAP was developed by DWR to assist local public agencies responsible for flood control outside the Sacramento-San Joaquin Delta in obtaining geotechnical information needed for restoring or maintaining levee accreditation by the Federal Emergency Management Agency (FEMA) for repair of damaged levees. These grants fund work such as the geotechnical exploration of existing local levees and evaluation of the collected data with regard to stability, seepage, underseepage and repair of local flood control facilities, limited to critically erosion-damaged levees, levees with unstable slopes, and other unstable facilities. The funds allocated for these grants are expended through competitive grants to local public agencies responsible for flood control at the project location.

In September of 2011, DWR published “Guidelines for Providing funding to Local Public Agencies under Proposition 84 of 2006” (Guidelines) detailing much of the conditions and requirements of LLAP. Prospective applicants for LLAP Grants should read this Proposal Solicitation Package (PSP) and the 2011 Guidelines. All definitions of terms and all requirements for projects or evaluations in the Guidelines apply equally to this PSP. The Guidelines can be downloaded from DWR’s website at <http://www.water.ca.gov/floodmgmt/fpo/sgb/llap/>.

This package contains information on project eligibility and instructions for completing and submitting proposals for the 2014/2015 funding cycle.

Applications will be due by 5:00 PM on March 17, 2015.

2. ELIGIBILITY AND REQUIREMENTS

Applicants

An applicant must be a local public agency or a joint power authority representing more than one local public agency. The local public agency must be responsible for the local levee and in the area of the proposed project or evaluation and be qualified to contract with the State.

On approval of the application and awarding of funds, an applicant may remain a sponsor, or, subject to concurrence by the Department, may transfer such approval to another eligible local public agency to sponsor the project or evaluation.

Projects

Local Levee Assistance Program funds are available statewide for most projects given a few exclusions. LLAP funds are available Statewide for facilities that are:

- Not a part of the State Plan of Flood Control in the Central Valley;
- Not located within the Sacramento-San Joaquin Delta; and
- Not an urban non-project levee¹ in the Central Valley eligible for evaluation under Section 5096.955 (a) (2) of the Public Resources Code

All projects awarded grant funding through LLAP must be compatible with the flood control goals and objectives of DWR's FloodSAFE implementation. It is at the discretion of DWR not to fund projects which do not meet the above mentioned goals and objectives at a level appropriate for use of State funds.

LLAP places a high value on the concept and commitment of responsibility to manage and protect natural resources (water, air, land, plants and animals) and ecosystems in a sustainable manner and create human systems consistent with natural systems. Therefore, value is placed on projects that promote environmental stewardship.

Specific emphasis should be directed to the Program Guidelines and rating criteria sections (Appendix A and B) of the Guidelines to ensure that submittals meet grant program requirements.

Local Levee Critical Repair (LLCR) (Design & Implementation)

The objective of the LLCR strategy is to assist local flood management agencies with the repair of local flood control facilities, including but not limited to critically erosion-damaged levees, levees with unstable slopes, and other unstable facilities. The LLCR strategy may also fund structures that are designed to reduce flood risk and may include but are not limited to floodwalls, berms, detention basins, or any structures to address freeboard deficiencies or substandard encroachment.

¹ An urban non-project levee is defined as a levee protecting at least 10,000 people and not part of either the Sacramento River Flood Control Project, the San Joaquin River Flood Control System, or other flood control feature or on a stream draining into the Central Valley for which the State has constructed the feature and/or provided the nonfederal assurances of operation and maintenance to the federal government.

The sponsor of an LLCR project may use State funds to perform work in preparation for acquisition of right of way and other real property rights for the project being designed. Design work may be funded separately under the LLCR of the LLAP, but must be part of a comprehensive plan to design and construct the necessary improvements of a damaged levee. Other work covered may include preparation of environmental documentation, relocation expenses for property owners and tenants, utility relocations, damages to property, or costs related to conducting an independent peer review. Projects must result in a complete, sustainable and maintainable facility. Any facilities to be repaired must be under the jurisdiction of a local public agency.

Local Levee Evaluation (LOLE)

The objective of LOLE strategy is to assist local flood management agencies with the funding necessary to conduct surveys, hydrology and hydraulic studies, and geotechnical evaluations of levees that are at risk of failing and, therefore, at risk of not meeting the Title 44 CFR Section 65.10 requirements. A proposal for the evaluation of a levee not at risk of losing FEMA accreditation will be considered for funding if the sponsor is able to document that a levee has serious problems with seepage, stability, erosion or underseepage.

To be selected, a project must conduct a geotechnical evaluation and any necessary surveying, environmental compliance, hydrology, or hydraulic studies. Qualifying evaluation work will consist of field testing levees by drilling, cone penetration, or other acceptable method, laboratory testing of the resulting samples, and an engineering study of the levee with respect to seepage, underseepage, erosion and/or slope stability using the data obtained from the testing. Other eligible costs may include temporary right of way for performing the work.

CEQA and Permits

All projects must comply with CEQA. Proposals must include the DWR Environmental Information Form and intent to submit one of the following environmental documents:

- Notice of Exemption (NOE)
- Initial Study (IS) or Checklist (Drafts acceptable for application purposes)
- Negative Declaration or Mitigated Negative Declaration (ND or MND)
- Environmental Impact Report (EIR)

DWR will act as a responsible agency for projects successful in obtaining grant funding.

Project sponsors are solely responsible for complying with permitting requirements for

their project. As part of the application, sponsors must identify expected required permits, state whether they have received or begun the process to obtain permits, and indicate which permits could significantly delay project implementation. Prior to construction, sponsors must provide an updated checklist indicating that applicable permits have been secured.

Applicants seeking Proposition 84 funding should note that Public Resources Code §75102 requires lead agencies to notify tribal entities prior to adoption of Negative Declarations or Environmental Impact Reports (EIRs) if traditional tribal lands are within the area of the proposed project.

Labor Compliance

Public Resources Code §75075 requires the body awarding a contract for a public works project financed in any part with funds made available by Proposition 84 to adopt and enforce a labor compliance program pursuant to California Labor Code §1771.5(b). Compliance with applicable laws, including California Labor Code provisions, will become an obligation of the grantee under the terms of the grant agreement. *A grant agreement cannot be executed without an approved labor compliance program in place or proof of exemption.*

As a condition for receiving LLAP reimbursements, grantees that award contracts for public works must be prepared to provide proper documentation in their claims that they have complied with the Labor Compliance Program (LCP) requirement. For further information on the LCP requirements, refer to the Department of Industrial Relations website links below:

<http://www.dir.ca.gov/lcp.asp>

<http://www.dir.ca.gov/lcp/lcplist.asp?lcptype=bond>

<http://www.dir.ca.gov/dlse/dlsePublicWorks.html>

National Flood Insurance Program

If the applicant is a participant in the National Flood Insurance Program (NFIP), it may be necessary to submit to the local flood agency certified topographic data and/or hydrologic and hydraulic analysis to support a Letter of Map Revision (LOMR).

For assistance with identifying a floodplain administrator and more information on NFIP, see the FEMA website: www.fema.gov/fima/nfip.shtm , or the DWR Floodplain Assistance Section website: <http://www.water.ca.gov/floodmgmt/lrafmo/fmb/fas/>

Confidentiality

Once the proposal has been submitted to DWR, any privacy rights, as well as other

confidentiality protections afforded by law with respect to the application package will be waived.

Conflict of Interest

All participants are subject to State and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent funding agreement being declared void. Other legal action may also be taken. Before submitting an application, applicants are urged to seek legal counsel regarding conflict of interest requirements. Applicable statutes include, but are not limited to, California Government Code §1090 and Public Resources Code §10410 and §10411.

Land Ownership

If the entire project site is not owned by one of the project sponsors, property owners must sign letters which demonstrate knowledge of the proposed project and allow sponsors (with reasonable notice), to access, implement, and when applicable, operate and maintain the project.

3. AVAILABLE FUNDS

At least \$13 million is being made available for this solicitation. The funds allocated for LLAP will be offered statewide to selected qualified applicants through a competitive solicitation. This program will not be available for levees identified in Cal. Pub. Res. Code § 5096.955 (a) (added by SB 85 in 2007) and which are evaluated separately by DWR. If a potential applicant is uncertain regarding whether a particular levee is identified in Cal. Pub. Res. Code § 5096.955 (a), the applicant should contact DWR.

For LLCR projects, DWR will apply a maximum State funding of \$5,000,000 per project, whether or not the applicant submits applications for more than one project. DWR will require an independent peer review of each LLCR project exceeding \$3,000,000 in total cost and for all projects where field conditions during construction are substantially different than anticipated during design.

For LOLE projects, DWR will apply a maximum State funding of \$2,000,000 per project, whether or not the applicant submits applications for more than one evaluation. The Director may authorize variances to these rules to fund projects or evaluations with exceptional circumstances.

Cost-Share

Based on the cost-share formula defined in the LLAP Guidelines, all projects will start with a minimum cost-share of 50%. The cost-share may increase if a project incorporates elements of habitat, open space, recreational, or state facility enhancements. Additionally, the cost-share may also increase for projects serving economically disadvantaged areas. The total state cost-share may increase up to a maximum of 90%.

Please refer to the most current LLAP Guidelines for a detailed description of the cost-share formula breakdown.

Eligible Costs

Direct project-related costs specified in the funding agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred after June 30, 2008, but before a funding agreement has been fully executed may be eligible for reimbursement at DWR's discretion.

4. SCHEDULE

The schedule below shows the timeline from release of the PSP through the award of funding for the grant cycle. All dates are tentative and may change due to delays. Schedule updates may be advertised through fliers, email announcements, and news releases.

Local Levee Assistance Program Schedule	
Milestone or Activity	Schedule
LLAP PSP Application Period Opens	December 2015
Applicant Workshops Dates, times, and locations to be determined	January 2015
Grant applications must be submitted via GRanTS by 5:00 PM. Applications submitted after the due date will not be reviewed or considered for funding. Note: Due date will be 90 calendar days after Final PSP is released.	March 2015
LLAP and technical staff rank and review applications.	March - April 2015
Initial funding recommendations released for public comment (Draft List of Awards)	May 2015
DWR approves final grant awards (Final List of Awards)	June/July 2015

Application Workshops

Workshops will be held during the open application period to discuss the PSP in detail and answer questions regarding the application process. For dates and locations,

please refer to the notice of application assistance workshops page at the beginning of this document.

When to Submit

DWR utilizes the Grant Review and Tracking System (*GRanTS*), a web-based tool for managing grant funds and related documents. Applications must be submitted online to be considered eligible for review. The system can be accessed from the following link to the homepage: <http://www.water.ca.gov/grants/>

Applications must be submitted in GRanTS by:

5:00pm, March 17, 2015.

How to Submit

Any interested party or organization can register with the *GRanTS* system at any time. From the homepage, click on “Sign in” which will take you to the log-in page. To register, click “Registration” and follow the steps to complete the process for each user and organization. Please see the public user guide, available on the grants homepage, for further instructions.

After registering, navigate to the 2014 LLAP PSP under the Active PSPs list to apply for this application cycle.

The online grant application in *GRanTS* consists of sections or “tabs”. Within GRanTS, pull down menus, text boxes, or multiple-choice selections will be used to fill in answers to the questions. *GRanTS* will allow applicants to type text or cut and paste information from other documents directly into a *GRanTS* submittal screen. Applicants are encouraged to review the *GRanTS* user manual, prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP, please contact LLAP at the phone numbers or emails listed in the contact section at the end of this document. If an applicant has questions or problems with *GRanTS*, contact a *GRanTS* administrator with your questions at (888) 907-4267 or GRanTAdmin@water.ca.gov.

5. APPLICATION PACKAGE

All information requested herein must be provided by means of GRanTS. DWR staff will review each application for completeness. If the PSP requests information not relevant to a proposal, the applicant must clearly state the reason why the information

was not provided. During the Consensus Rating Period applicants may submit supplemental information for the purpose of clarifying information, but may not submit additional information for the application. Applications not containing all required information or acceptable reasons for omission will not be further reviewed or considered for funding.

ELECTRONIC SUBMITTAL – GRANTS ONLINE TOOL

Applicants must submit a complete proposal online by using DWR’s GRanTS. GRanTS can only be accessed via the Internet Explorer browser. The online application can be found at the following link: <http://www.water.ca.gov/grants/>.

The name of the proposal solicitation for the 2014 Local Levee Assistance Program in the GRanTS online tool is “LLAP PSP 2014-2015.”

The application in GRanTS consists of multiple sections. Pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. GRanTS will allow applicants to type text or cut and paste information from other documents directly into a GRanTS submittal screen, but applicants should verify the cut and paste activity to be sure the field character limit has not been exceeded and text truncated.

When uploading an attachment in GRanTS, the following attachment-title naming convention must be used:

LLAP14_Agency_AttachmentName

Per the naming convention:

- “LLAP14” is the code for this grant solicitation.
- “Agency” is an abbreviation for the applicant agency.
- “AttachmentName” is the name of the attachment

File size for each attachment submitted via GRanTS is limited to 50 megabytes (MB). Acceptable file formats are MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the electronic proposal file rather than scanned hard copy.

Grant Application Checklist
APPLICANT INFO TAB
<i>The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the GRanTS application.</i>
APPLICANT INFORMATION
<u>Organization Name</u> : Provide the name of the Agency/Organization responsible for submitting the proposal. Should the Proposal be successful, this Agency/Organization will be the Grantee.
<u>Tax ID</u> : Tax ID is automatically displayed for registered organizations. Verify the applicant's federal tax ID number.
<u>Point of Contact</u> : This must be a member of the applicant organization. Select "Existing Register Users" to select the registered user associated with the organization specified above. The rest of the contact information (Division, Address, e-mail, etc.) are auto-populated once the above registered user is selected. Select "Add New User" to add an unregistered user. Please select Division (address will be auto populated) and type the First Name, Last Name, Phone (Direct), and E-mail of the new user. The e-mail address will be the new user's login name.
<u>Point of Contact Position Title</u> : Enter position title.
<u>Proposal Name</u> : Provide the title of the proposal (maximum character limit: 150).
<u>Proposal Objective</u> : Describe the proposal objectives(s) (maximum character limit:2000).
PROPOSAL BUDGET
<u>Other Contribution</u> : Provide the amount of other funds not included in the categories as listed below. If there is no other contribution, enter zero.
<u>Local Contribution (Cost Share)</u> : Provide the total cost share that will be committed to the Proposal. If none, enter zeroes.
<u>Federal Contribution</u> : Enter federal funds being used. If none, enter zeroes.
<u>In-kind Contribution</u> : Provide the total amount of in-kind services in dollars. In-kind contribution refers to work performed by the grantee and may be considered as cost share. If there is no in-kind contribution, then enter zeroes in this field.
<u>Amount Requested (Grant Funds Requested)</u> : Provide the amount of total grant funds requested (State-share).
<u>Total Proposal Cost</u> : Provide the total proposal cost, in dollars. This amount must agree with the total proposal cost shown in your budget. Total proposal cost is automatically calculated based on the contribution amounts entered above.
PROPOSAL GEOGRAPHIC INFORMATION
<i>GRanTS requests latitude and longitude in degrees, minutes, and seconds. You may use converters on the Web, such as http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html.</i>
<u>Latitude</u> : Enter the latitude at the location that best represents the center of the System.
<u>Longitude</u> : Enter the longitude at the location that best represents the center of the project location.
<u>Longitude/Latitude Clarification</u> : Only use if necessary (maximum character limit: 250).

<u>Location</u> : Provide a short description of the System, if needed (maximum character limit: 100).
<u>County(ies)</u> : Provide the county in which the project(s) is located. If the project covers multiple counties hold the control key down and select all that apply.
<u>Groundwater Basins</u> : Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 (http://www.water.ca.gov/groundwater/bulletin118/gwbasins.cfm), in which your project is located. For proposals covering multiple groundwater basins, hold down the Ctrl key and select all that apply.
<u>Hydrologic Region(s)</u> : Provide the hydrologic region in which your project(s) is/are located. For proposals covering multiple hydrologic regions, hold down the Ctrl key and select all that apply.
<u>Watershed(s)</u> : Provide the name of the watershed in which the project is located (maximum character limit: 250). A map of California watersheds can be found at the following link: http://www.conservation.ca.gov/dlrp/wp/Documents/CALFED_Watershed_Map[1].pdf . If your Proposal covers multiple watersheds, you may only provide one "Unique Watershed Number" as listed on the watershed map.
LEGISLATIVE INFORMATION
Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the project(s) is/are located (use district numbers only, not the name of the Legislator). For project(s) that include more than one district, hold down the Ctrl key and select all that apply.
PROJECTS TAB
<i>This section contains information about the projects contained in the proposal. Each project in the proposal should be detailed on a separate Project Tab. Applicants may generate as many project tabs as are necessary. The following questions will be used to gather information on each specific project.</i>
PROJECT BENEFIT INFORMATION
<u>Project Name</u> : Provide the project name (maximum character limit: 125 characters).
<u>Implementing Organization</u> : Select the implementing organization.
<u>Secondary Implementing Organization</u> : (maximum character limit: 125 characters).
<u>Proposed Start Date</u> : Enter proposed start date.
<u>Proposed End Date</u> : Enter proposed end date.
<u>Scope Of Work</u> : Provide a brief one or two sentence statement of the scope.
<u>Project Description</u> : Leave blank.
<u>Project Objective</u> : Provide a brief one or two sentence statement of the project objective.
PROJECT BENEFIT INFORMATION
<i>Please do not enter any information into GRanTS for the following Project Benefit questions. They are standard GRanTS questions and cannot be removed, but are unnecessary for this Grant Application.</i>
<u>Benefit Level</u> : Leave blank.
<u>Benefit Type</u> : Leave blank.
<u>Description</u> : Leave blank.
<u>Measurement</u> : Leave blank.

PROJECT BUDGET
<i>For each project, the following budget items should be taken from Attachment 4.</i>
If only one project is being proposed, use the “Copy Budget data from Applicant Info” feature to populate previously entered data. Otherwise, enter individual budget items for each project in the same manner as described for the Applicant Information Tab. The sum of the budget items must agree with the total project budget.
PROJECT GEOGRAPHIC INFORMATION
Enter the geographical information for each project (latitude and longitude in degrees, minutes, and seconds).
LEGISLATIVE INFORMATION
If only one project is being proposed, use the “Copy Legislative data from Applicant Info” feature to populate previously entered data. Otherwise, enter the legislative information for each project in the same manner as described for the Applicant Information Tab. For projects covering more than one district, hold down the Ctrl key and select all that apply.

PROJECT INFORMATION

Applications will be ranked based on the responses given in the project information section. Specific emphasis should be directed to rating criteria sections (Appendix A and B) of the Guidelines. Proposals specifically addressing questions listed in the rating criteria section will allow DWR to accurately rank individual projects.

Qualifications of the Project

For LLCR projects

- That the project consists of repairs to levees or other flood control facilities.
- That the project will be constructed solely to repair levees that have sustained critical erosion damage or that have unstable slopes, or to stabilize other unstable flood control facilities.
- That an engineer registered in the State of California has found that the facilities in the project area are critically damaged and incapable of safely carrying the design flood flow.
- That the facilities are not a part of a State-federal project and are not located in the Sacramento-San Joaquin Delta.
- The project is needed to protect life and property.

For LOLE projects

- That the work will consist of hydrology and hydraulic studies and the geotechnical evaluation of a levee.

- That the proposed project consists of an evaluation of a levee that has exhibited seepage, underseepage, erosion or other signs of instability and is at risk of failing and, therefore, at risk of not meeting the requirements of Title 44 CFR Section 65.10.
- That a levee to be evaluated is not part of the State Plan of Flood Control for the Central Valley, as defined in the LLAP Guidelines.
- That a levee to be evaluated is not located within the legal boundary of the Sacramento-San Joaquin Delta, as defined in California Water Code Section 12220.
- No levees to be evaluated are urban levees that qualify for Cal. Pub. Res. Code. § 5096.955 (a) (2) (added by SB 85 in 2007).

Executive Summary

Provide a summary of the project, including a short description of the proposed work and, for LLCR projects, the extent of the improvement expected in flood carrying capacity or stability. Provide a description of why the project is urgently needed.

Project Environment & History

In the form of a narrative, describe the project environment and history of the project and include one-page maps of the vicinity and the project area, showing the extent of proposed work. Provide sufficient information to enable DWR to rank the project in accordance with the criteria set forth in the Guidelines (see Appendix A of the Guidelines). If the legal boundary of the Sacramento-San Joaquin Delta passes through the project area map, show the boundary. If a project or evaluation lies within the jurisdiction of the CVFPB, a statement must be provided stating that the applicant is in the process of obtaining appropriate permits and will comply with all CVFPB requirements. Please be sure to address the following topics in your discussion of the project environment and history:

- Where is the project located? What type of area is being benefitted?
- Has the levee proposed for evaluation exhibited lack of hydraulic capacity, seepage, underseepage, or signs of instability in recent flood events?
- Has the levee failed previously?
- Was the levee remediated after any previous failure, overtopping, seepage or underseepage incident, or sign of instability?
- Has there been overtopping, seepage, underseepage, or a sign of instability on adjacent or nearby levees of similar construction and foundation conditions?
- Has a repair or improvement project been proposed previously for the levee proposed for evaluation?

Benefits of the Project

In the form of a narrative, describe the benefits of the project and provide sufficient information to enable DWR to rank the project in accordance with the criteria set forth in the Guidelines (see Appendix A of the Guidelines). Please be sure to address the following topics in your discussion of the project benefits:

- Protection of lives and property – Describe how the proposed work has the potential of protecting lives. What is the population of the area being benefitted?
- Protection of property and critical infrastructure – Describe how the project has the potential to protect against property damage or damage to critical infrastructure such as highways, streets, bridges, hospitals, public buildings, dams, etc.
- Flooding characteristics – Discuss the project’s potential to protect against a great depth of flooding. What is the current level of protection? What depth of flooding is the benefitted area being protected against? What are the current and post-project probabilities of occurrence of flooding?

If the project is part of a larger regional project with greater flood benefits, supporting information describing the scope and benefits of the larger project is needed along with a funding summary. If the project is using benefits from a project larger than what will be funded by the awarded grant, the feasibility of the larger project must be verified both technically and financially. Provide sufficient information to enable DWR to develop a flood benefit ranking for the larger project. Documentation of an acceptable benefit-to-cost ratio, greater than one, must be provided for LLCRs. The scope and funding summary must prove that the larger project can be implemented within the next five years. Otherwise, only the incremental benefits directly related to the project being awarded grant funding under the LLAP will be considered.

Task Breakdown & Description of Work

Provide a breakdown of the project into tasks such as permitting, technical evaluations, design work, advanced preparation for right of way acquisition, environmental work, etc. Describe the extent of the proposed work, the methods planned to perform the work, and the potential for discovery of critical conditions requiring additional work.

Describe each task fully and correlate construction tasks to the items and quantities in the construction estimate. Tasks should be listed numerically and include subtasks if necessary.

Schedule

Provide a project schedule based on the project task breakdown. The schedule should be displayed as a gantt chart and show the number of calendar days needed to complete the project. Provide an estimate of the required construction period, a discussion of the quality of the estimate, and a statement of the expected completion date relative to the next two flood seasons (November through April).

Budget

Briefly discuss the estimated project cost and financial resources to be utilized in meeting those costs. If design work is included as part of the proposal, include a financial plan as described in the Guidelines. Provide a preliminary budget. The task and subtasks shown in the budget should match the task breakdown and schedule.

Environmental Stewardship

Include a statement that the project sponsor embraces the concept and commitment of environmental stewardship and provide an explanation of the opportunities the project will engage to manage and protect natural resources and ecosystems in a sustainable manner. This information should be supplemented as needed by available documentation.

REQUIRED DOCUMENTS

Required forms must be uploaded through GRanTS. Forms can be downloaded from the GRanTS. A complete funding application through GRanTS must include the following items.

Project Information Form

A project information sheet listing the general project information will need to be completed and submitted in GRanTS.

Registered Engineer's Letter

A one page letter describing the purpose of the project and why it is urgently needed will need to be provided. The letter will be used as a cover letter formally submitting the application and will need to be stamped and signed by a registered California Civil Engineer.

Authorizing Resolution

A resolution signed by the grantee's authorizing board accepting the funds and authorizing a specific individual to apply for and accept State disbursements must be completed to officially submit an application and delegate a representative for the

applicant.

Certifications and Signatures

The agency's authorized representative will sign a declaration to certify that the applicant:

- Will have an acceptable Labor Compliance Plan during the life of the Agreement,
- Has sufficient funds to pay the local share and operate and maintain the project,
- Will operate, maintain, repair, rehabilitate, and replace the project in perpetuity (or until DWR agrees in writing that this is no longer necessary) and will provide a maintenance plan satisfactory to DWR.

Attorney's Certification

The attorney's certification will:

- Certify that the applicant:
 - Is a Local Public Agency.
 - Is qualified to contract with the State.
 - Has authority to obtain funds for the project.
 - Is responsible for flood control in the project area.
- Describe the legal steps the applicant must take to contract with the State.
- State whether the applicant must have an election to enter into a funding agreement with the State.
- State whether other governmental agencies must approve such an agreement.
- State whether or not there is pending litigation involving the applicant.
- Cite statutes or other references for any of these items.

Environmental Information Form

Funding recipients are responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (CEQA). An environmental information form regarding CEQA compliance will need to be completed and submitted on GRanTS.

Labor Compliance Program

Submit evidence that the sponsor has an acceptable Labor Compliance Program in place.

Median Household Data

For projects seeking funding to benefit a disadvantaged area, provide California median annual household income data for the benefited area. For further clarification please refer to the Guidelines (Appendix C).

Finance Plan

Projects must include a finance plan that demonstrates to DWR's satisfaction that the project sponsor will be able to complete the project or evaluation. It must provide information on the immediate and longer-term financial implications resulting from project initiation and include at a minimum the six main sections set forth in the Guidelines. If the project includes design work, the finance plan must conform to the requirements set forth in the Guidelines. See the Guidelines document a detailed description of the financial plan.

ADDITIONAL INFORMATION

An application may include attachments with supplemental materials such as design plans and specifications, detailed cost estimates, feasibility studies, reports on pilot projects, maps, diagrams, letters of support, copies of agreements, records of previous geotechnical explorations, or other applicable items.

The following attachments will need to be uploaded online into the GRanTS system. Please provide a justification if an attachment is not applicable to the project.

Past Evaluations and Reports

For current studies and evaluations upload any evaluations or documents previously prepared that support the current application. For design and construction projects, attach a feasibility study or alternatives analysis with technical and financial supporting information demonstrating that the project is economically feasible, evaluating project benefits and describing any alternatives to the project. (*Required for LLCRs)

Design Standards

Provide a list of all criteria, standards and Guidelines used by the project designer. DWR will determine whether the references given are readily available to staff. If staff does not have convenient access to a given reference, the sponsor of a project will be required to supply a copy of the reference. (*Required for LLCRs)

Project Plans, Specifications and Estimates

If a project has a completed design available, provide all plans, specifications and construction estimates, prepared and signed by an engineer registered pursuant to

California law. If a project requires design work, provide any available preliminary design reports, plans and estimates. All design work shall conform to the requirements of the LLAP Guidelines.

A project cost estimate sufficient for evaluation of the project's benefit ratio must be provided. Include within the cost estimate items for design, advance preparation for right of way acquisition, environmental work, project management, and other supplementary costs in agreement with the costs of the items in the task breakdown.

Environmental Documentation

Provide a copy of available environmental documentation as required in the Guidelines. Final Environmental Impact Reports or Negative Declarations must be accompanied by a Notice of Determination. Provide documentation that the project is in compliance with the California Endangered Species Act and other applicable environmental laws. As a Responsible Agency, DWR will review and consider the project's CEQA environmental document(s) prior to providing funding for any project that is subject to CEQA and decide whether or not to fund the project. As the Lead Agency, the local public agency will be responsible for the preparation, circulation, and consideration of the environmental document.

Additional Documents

Attach any additional information requested in the Guidelines, including cost information and a properties list for acquisition of right of way and other real property rights for the project being designed.

6. REVIEW AND SCORING CRITERIA

Eligibility and Completeness

All applications will be reviewed for eligibility and completeness. A complete application is an application that is submitted on time on *GRanTS*. All applications that meet the eligibility requirements and are considered complete will be evaluated for funding. Proposals will be evaluated using the following criteria to determine an initial ranking.

Weighting Factors for LLCR Funding

Competitive Criterion	Maximum Score
1. Immediacy of completion	10
2. Protection of lives	5
3. Protection of property	5
4. Protection of critical infrastructure	5

5. Economic feasibility	5
6. Flooding Characteristics	5
7. Local participation	5
8. Advanced Phasing	5
9. Probability of Flooding	5
10. Ecosystem Restoration and Environmental Stewardship	5
11. Benefit-Cost Ratio	5
12. Criticality	5

Weighting Factors for LOLE Funding

Competitive Criterion	Maximum Score
1. Critical need for evaluation	10
2. Performance History	5
3. Protection of lives and property	5
4. Potential for levee improvement	5
5. Flooding Characteristics	5
6. Local participation	5

Proposals will be evaluated by a Technical Evaluation Team (TET). After proposals are evaluated and scored by the TET together with any potential project cost reductions or project deferments, LLAP staff will submit the recommendations to the Management Review Team (MRT) for review. The MRT may modify the recommendations of the TET relative to which projects receive funding, their priority ranking, and the dollar amounts allocated to each project. Written recommendations of the priority ranking and funding allocations are then sent to the Deputy Director for approval. The recommendations of the MRT will be posted on LLAP’s website for a 15-day comment period.

Public Review Process

Following the 15-day comment period, management team recommendations and any comments received together with staff recommendations will be forwarded to the director for final action. The director will determine the final content and priority order of the list and the amount of funding for each project. Funded and non-funded project applicants will be notified and a list of awarded projects will be posted on the LLAP website.

7. CONTACT INFORMATION

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*Please contact LLAP program staff for questions regarding program criteria and GRanTS administrators for questions regarding the online application process.