

DRAFT Delta Flood
Emergency Response
Grant Program
Guidelines and Proposal Solicitation Package

ROUND 3



Department of Water Resources
Division of Flood Management
Hydrology and Flood Operations Branch

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INTRODUCTION..... 4

Guidelines..... 4

Delta Flood Emergency Response Grant Program 4

FUNDING..... 7

Funding Sources..... 7

Project Funding..... 7

Competitive Grant 7

Directed Funding 7

ELIGIBILITY AND REQUIREMENTS..... 8

Eligible Applicants..... 8

Eligible Regions 8

Eligible Activities and Tasks 8

Ineligible Activities and Tasks 10

1.1 Grant Requirements 11

Conflict of Interest and Confidentiality 11

Labor Compliance and Prevailing Wages Provisions..... 11

Indemnity Provisions 12

GRANT APPLICATIONS 13

Application Package..... 13

Application Submittal & Deadline..... 13

REVIEW AND AWARD PROCESS..... 14

Tier 1 Review: Acceptability and Completeness..... 14

Tier 2 Review: Rating and Ranking..... 15

Tier 3 Review: Management and Funding..... 15

Funding and Awards 15

GRANT ADMINISTRATION.....	17
Invoicing and Payments	17
Reporting.....	18
Amendments	18
Project Closeout	18
Audits and Record Keeping	19
 APPENDIX A SAMPLE DOCUMENTS & FORMS	 20
A1. Application Checklist	21
A2. Application Cover Sheet	22
A3. Applicant Information	23
A4. Lead Authorizing Resolution	24
A5. Participating Agency List.....	25
A6. Applicant’s Authority and Capability	27
A7. Environmental Information Form	28
A8. Project Description	30
A9. Project Scope of Work	32
A10. Project Schedule	34
A11. Project Budget	35
A12. Statement of Financial Capability	36
A13. Maintenance Plan Outline	37
A14. Climate Risk Considerations.....	38
A15. Additional Documents	39
 APPENDIX B RATING REVIEW CRITERIA	 40
 APPENDIX C - ADDITIONAL REFERENCE DOCUMENTS	 41
C1. CEQA Process for Financial Assistance Programs.....	42
C2. Delta Boundary Map.....	44

B3. Water Code Section 9650..... 45

APPENDIX D DEFINITIONS AND ACRONYMS..... 46

INTRODUCTION

California's exposure to flood risk presents an unacceptable threat to public safety, infrastructure, and our economy. The need to invest in California's flood system is clear, as more than seven million people and \$580 billion¹ in assets are exposed to flood hazards in the state, making the need for flood protection essential.

California has recognized the urgent need for improved flood system maintenance, rehabilitation, effective emergency response, and sustainable funding. The State has already begun the long process of improving the management of flood risk. Most recently, funding for flood management improvements has been provided by Propositions 1E, 1, and 84. Recognizing the need and importance of improving flood protection and preparedness in the Central Valley and the Sacramento-San Joaquin Delta (Delta), California legislature allocated proposition funds for specific purposes and regions.

The need to improve public safety and achieve other benefits through integrated flood management is urgent due to more people living and working in flood-prone areas, as well as the exacerbation of flood risk due to climate change impacts. Better understanding of flood system deficiencies and system improvements to remedy the deficiencies will improve flood management in California. While these flood system improvements will reduce the frequency of flooding, flood events will remain an unfortunate reality in California. To address this, DWR has initiated a robust flood emergency response program to reduce the consequences of flooding when it occurs. The components of the flood emergency response program include working with local emergency response agencies to improve preparedness and response to flood emergencies.

Guidelines

These guidelines have been prepared to provide the framework for supporting the activities of local agencies that are working with DWR and other agencies to improve flood emergency preparedness and response within their jurisdictions. These guidelines have been prepared to provide

- Clear guidelines and project solicitation materials to ensure accuracy and understanding for project proponents seeking grants;
- Publicly vetted guidelines to allow stakeholders an opportunity to provide input on program implementation; and
- Review and approval of submitted project applications by DWR management.

Delta Flood Emergency Response Grant Program

The Delta Flood Emergency Response Grant Program provides crucial resources to improve regional self-reliance² by enhancing local flood emergency preparedness and response in the Delta region. Since 2014, DWR has awarded \$20 million under this grant program. As California continues to feel the pressures of climate change and as the risk of flooding in the Delta will continue to worsen in the future³, it is critical that local emergency responders continue to be provided with resources that equip them with necessary and up-to-date tools that ensure robust flood response.

DWR recognizes that a coordinated flood emergency response throughout the state begins at the local level and requires active engagement of the local emergency responders. As a result, this grant program promotes coordination of flood emergency response using the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) structure as well as improved communication and working relationships between special districts, local governments, and their respective counties. Local governments are encouraged to work closely with their local districts in both the development of projects and reimbursement of funding.

The intent of this grant program is to equip local responders in the Delta region with the tools necessary to ensure robust flood preparedness and improved front-line operational readiness and response capacity. This is achieved by prioritizing projects that focus on enhancing: 1) Planning, Coordination, and Communication, 2) Training and Exercises, and 3) Facilities, Equipment, and Supplies.

Planning, Coordination and Communication projects include activities that ensure local agencies have emergency action plans in place with effective and up-to-date flood response plans. To qualify for Federal Emergency Management Agency disaster funds, local agencies are required to prepare these emergency action plans, which include planning for all potential emergencies in their jurisdictions. The plans identify the conditions necessitating emergency action, the roles and responsibilities of activated personnel, and evacuation procedures. Having these important procedures established in advance increases operational readiness by decreasing the confusion and logistical complications local agencies face during a crisis when time is critical. Examples of other projects funded under this category include enhancement of existing stream gage networks and the development of new warning systems for watersheds, rivers, reservoirs, and local levee systems. These networks are important for watershed managers, providing advanced notification of potential flooding and giving real-time channel conditions that guide the emergency response and recovery efforts.

Proper planning paves the way for effective emergency response, while emergency response training and exercises, and stockpiling of materials are also important. Table-top and functional exercises help responders test protocol actions when flooding catastrophe strikes. Having adequate regional stockpiles of sand, rock, and other flood fight materials permit emergency crews to respond to levee damage faster and thereby decreasing the life safety consequences of the disaster. Trained staff and adequate facilities for regional stockpiles of flood fight materials can also improve the speed at

which materials are deployed and result in a faster recovery of areas damaged by high water or flooding.

This solicitation marks the third round of funding for this grant program. With this solicitation, DWR is looking to continue to improve regional self-reliance by enhancing existing flood emergency preparedness and response capabilities of local emergency responders in the Delta.

¹ California Department of Water Resources (2013). California's Flood Future, Recommendations for Managing the State's Flood Risk (p. 1-9). Retrieved from https://cawaterlibrary.net/wp-content/uploads/2017/05/California_Flood_Future.pdf

² California Department of Water Resources (2020). Water Resilience Portfolio (Section 25 & 27). https://waterresilience.ca.gov/wp-content/uploads/2020/07/Final_California-Water-Resilience-Portfolio-2020_ADA3_v2_ay11-opt.pdf

³ Delta Stewardship Council (2021). Delta Adapts: Creating a Climate Resilient Future. <https://deltacouncil.ca.gov/pdf/delta-plan/2021-01-15-delta-adapts-public-draft-vulnerability-assessment.pdf>

FUNDING

Funding Sources

Funding for Round 3 of the Delta Flood Emergency Response Grant Program will be provided through Proposition 1, Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Chapter 11, Section 79781). DWR may provide up to \$5 million during this solicitation and/or via Directed Funding.

Previously awarded funds under the Delta Flood Emergency Response Grant Program include \$5.1 million in Proposition 1E funding awarded in 2014 for Round 1 and \$14.9 million in Propositions 1 and 1E funding awarded between 2017-2021 for Round 2. Additionally, \$5 million in Proposition 84 funding was awarded in 2012 under the Delta Communication Equipment Grant Program to improve the regional communication system in the Delta.

Project Funding

Projects under this grant program may be funded up to 100% using grant funds. Additional external funding may be used to complete projects but is not required. Once awarded, project funding will be provided through a reimbursement process detailed in the grant agreement to be executed after award notification.

Competitive Grant

DWR is proposing to solicit program funds for a competitive grant program that fulfills the intent of the Delta Flood Emergency Preparedness, Response, and Recovery Program. DWR will apply these guidelines to applications for the competitive grant program and such applications will be evaluated by the criteria presented in these guidelines (Appendix B).

Directed Funding

In addition to soliciting competitive grants, DWR may also use a portion of program funds for Direct Expenditures or Directed Action activities that fulfill the intent of the funding source used. Direct expenditure projects are proposed by DWR either in response to a solicitation from a stakeholder, another government entity, or on its own initiative. DWR will apply these guidelines as it deems applicable and appropriate. Direct expenditure projects must address an interest of the State and may be proposed and approved at any time but must be evaluated by the same criteria as competitive grants.

ELIGIBILITY AND REQUIREMENTS

Below are general requirements to apply for grant funding under the Delta Flood Emergency Response Grant Program. All applications must meet the following criteria to be considered eligible for funding.

Eligible Applicants

Applicants must be a California public agency with a primary responsibility for flood emergency response and coordination. “Primary responsibility for flood emergency response and coordination” applies to counties, cities, flood control districts, reclamation districts, local maintaining agencies, and some tribes in California.

Applicants must be willing to participate and work with DWR to actively improve local and regional flood emergency planning, preparedness, response, and recovery within their jurisdictions. Applications representing multiple agencies must designate a lead agency that is a flood emergency first responder or Joint Powers Authority (JPA) that represents flood emergency first response agencies. The lead agency will apply for the grant. All additional participating agencies must be distinguished from the lead agency. The lead agency and all participating agencies on an application must be compliant with the Local Maintaining Agency Annual Reporting requirement as stated in California Water Code Section 9140.

Eligible Regions

The geographic scope of this grant is limited to the legal Delta. Applicants must have jurisdiction fully or partially within the legal Delta. Projects funded under this grant must reduce the risk of levee failure or flooding in the legal Delta. A map of the legal Delta can be found in Appendix B2.

Applicants not eligible for funding under these guidelines may be eligible under the Statewide Flood Emergency Response Program guidelines.

Eligible Activities and Tasks

Funding will be prioritized through the following three categories or steps:

- Step 1 – Planning, Coordination & Communication,
- Step 2 – Training & Exercises, and
- Step 3 – Facilities, Equipment & Supplies.

If not already received by DWR in previous rounds, applicants shall submit existing flood emergency plans to DWR for review with the application package. Plan submittal

will determine if respective plans meet or do not meet Water Code 9650 requirements and will assist agencies with the development of application packages. Agencies with plans that do not meet Water Code 9650 criteria or are not NIMS compliant for cost recovery should apply for funding under Step 1 to first develop or update their flood emergency plan and to complete NIMS training certification.

Applicants who have not yet received grant funding or are developing their first flood safety plan under this program may receive priority and additional points during the review and ranking process.

Successful proposals can include work under all three steps. Contract agreements will be written such that funding will not be provided for steps 2 and 3 until a plan and NIMS cost recovery compliance work has been completed.

Typical activities which may be funded under this grant program include those listed below.

Step 1 - Planning, Coordination & Communication

This step funds tasks related to local and multi-agency flood emergency response planning, coordination and communication. Step 1 tasks may include but are not limited to:

- Training activities necessary to achieve certification of NIMS compliance for applicant and partner agencies. (Note that this is the only training activity prioritized under Step 1).
- Preparing or updating the local flood emergency plan and levee safety plans and incorporating the plans into the local multi-hazard emergency response plan.
- Updating plans with pandemic safety considerations.
- Developing processes to effectively communicate and coordinate response to flood emergencies through DWR's State-Federal Flood Operation Center, the California Governor's Office of Emergency Services (Cal OES), local operational areas, and levee maintaining agencies. This may include the adoption and deployment of tools for the collection and dissemination of static and real-time flood information.
- Planning, development, procurement, and installation of local and regional communication processes, equipment and resources. Assessments and studies may include but are not limited to multi-agency coordination, exchange of electronic information and data, and acquisition of cell and satellite phone systems, radios, HAM radio systems or communication towers. All systems and equipment must be consistent with the current plans such as the Delta Interoperability Communications Plan, as well as the California Statewide Communications Interoperability Plan goals.

- Developing maps, information systems, resource management, and decision support tools and processes needed to effectively respond to high water and flood emergencies. This may include updating and installing gages or other flood early warning systems, or implementing gage datum conversions.

Step 2 - Training & Exercises

This step funds tasks related to flood emergency response training and exercises. Step 2 tasks may include but are not limited to:

- Coordinating, conducting, and participating in training and exercises for flood emergency response and recovery plans, tools, and methods.
- Coordinating, conducting, and participating in multi-agency or regional flood emergency response training, drills, and exercises with DWR, neighboring jurisdictions, State agencies, federal agencies, and other emergency response partners. This includes tabletop, functional, and/or full-scale exercises.
- Coordinating, conducting, and participating in flood emergency communication drills and exercises.

Step 3 - Facilities, Equipment & Supplies

This step funds tasks related to the development of flood emergency response resources, and facilities. Step 3 tasks may include but are not limited to:

- Procuring or enhancing local and regional flood fight materials and supplies.
- Developing flood fight material stockpiles to protect critical infrastructure.
- Developing flood emergency response facilities, including multi-agency flood incident management facilities.
- Developing staging areas for use during high water or flood events based on local, regional, and/or DWR flood emergency action plans.

Ineligible Activities and Tasks

The following are activities that are ineligible for funding under this grant program. This is not an exhaustive list.

- Non-flood related search and rescue planning, training, equipment, and supplies
- Flood control system improvements
- Flood control evaluations and/or studies
- Hydrologic and hydraulic analyses (unless to support Flood Safety Plan development, decision support tools, evacuation planning, or floodwater removal)
- Maintenance activities

- Additional staff positions
- Projects that do not reduce the risk of levee failure or flooding in the legal Delta

1.1 Grant Requirements

Grantees will be required to comply with, but are not limited to, the following requirements listed below:

- Before authorizing project work, applicants must complete required environmental documents and permits, if applicable.
- Grantees are required to sign, as a part of the grant contract, indemnity provisions, labor compliance language, prevailing wages provisions, and other grant requirements. Details of these provisions are discussed in this document.
- Grantees are required to prepare quarterly progress reports to ensure funds are utilized according to the approved project scope, schedule, and budget.
- All expenses within a funded grant agreement must be supported with documentation, with reimbursements approved only for eligible expenses pursuant to program guidelines and contained within the approved project budget.
- Prior to approval of the final invoice by DWR, the local agency must submit a project completion report which includes a description of completed work, a copy of all project deliverables, and a final statement of costs.

Conflict of Interest and Confidentiality

Applicants will be 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 contracts being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code § 1090, and Public Contract Code §§ 10410 and 10411. Applicants should note that by submitting an application, they will waive their rights to the confidentiality of that application. All applications (those selected and those not selected) will be public documents.

Labor Compliance and Prevailing Wages Provisions

The applicant will be required to keep informed of and take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, but not limited to, Section 1720 et seq. of the California Labor Code regarding public works, limitations on use of volunteer labor (California Labor Code Section 1720.4), labor compliance programs (California Labor Code Section 1771.5) and payment of prevailing wages for work done under an agreement. Evidence of compliance shall be provided to DWR.

The applicant must provide DWR with evidence of labor compliance prior to the execution of the contract. If the applicant believes that the Project is exempt from labor compliance requirements, the applicant must provide DWR with written justification for the exemption, citing relevant sections of the Labor Code. It is the responsibility of the applicant, not DWR, to determine if all applicable California Labor Code requirements pertaining to the Project are satisfied.

Indemnity Provisions

Applicants will agree to indemnify the State and its officers, agents, and employees against and to hold the same free and harmless from any and all claims, demands, damages, losses, costs, expenses, or liability due or incident to, either in whole or in part, and whether directly or indirectly, arising out of the project, including, without limitation, arising out of post-project operation and maintenance.

GRANT APPLICATIONS

Application Package

Applicants must submit a complete application. Applications not containing all required information or acceptable reasons for omission will not be further reviewed or considered for funding. If information is not relevant to a proposal, the applicant should clearly state the reason why the information was not provided. Please refer to Appendix A for detailed information and examples of application submittal documents.

Application Submittal & Deadline

Applications will be accepted between the following dates:

Applications Open	October 22, 2021 (Tentative Date)
Application Deadline	December 22, 2021(Tentative Date)

Applicants will be required to submit application documents electronically to DWR. Instructions on how to submit an electronic application will be sent by DWR during the open application period.

Documents will need to be in a Microsoft Word compatible format or in a searchable PDF format with content copying enabled. Documents will also need to be labeled with the proper nomenclature as detailed in Appendix A.

REVIEW AND AWARD PROCESS

This Section describes the process for project review, evaluation, and selection. Each application will undergo a 3-tiered review in which a selection will be made to fund an application’s proposed project. The review process is summarized in the table below and detailed in the subsequent sections.

Review	Purpose
Tier 1: Acceptability and Completeness	Review for completeness and eligibility of applications.
Tier 2: Rating and Ranking	Review of content and scope of the project against the program rating criteria. Initial Draft List of Awards developed and ranked by State priorities.
Tier 3: Management and Funding	Final Review by management to revise and finalize Draft List of Awards.

Tier 1 Review: Acceptability and Completeness

The Project Review Team will conduct a Tier 1 review of all submitted applications. During this review each document of the application will be reviewed to ensure it is complete and that there is no missing information. Grant applications that are not substantially complete will not be further reviewed. DWR may contact proponents of grant applications that are substantially complete but are missing some items for additional information. DWR may also request that the applicant provide clarification of existing information to better evaluate the merits of the project.

Each grant application will be reviewed for completeness considering:

- a. All required application forms are submitted and complete.
- b. Applications do not exceed 100 pages using Arial font size 12. (Note: 100 page limit only applies to parts A1-A12. It does not include attachments for existing Flood Safety Plan, Emergency Action Plan, or Multi-Hazard Mitigation Plan)
- c. The Grant Review Team will evaluate each grant application taking into consideration any relevance to Assembly Bill 685 (see Cal Water Code §106.3), The Human Right to Water. While it is unlikely that any application will impact areas addressed in the bill, due consideration will be given to each application’s potential impacts on the safety, affordability, and accessibility of water. Any applications which pose a significant violation to this human right will be removed from consideration.

Tier 2 Review: Rating and Ranking

Following the completeness review, the Project Review Team will use the rating criteria detailed in Appendix B to evaluate the benefits of a proposed project for each grant application in a Tier 2 rating and ranking review. The highest points will be assigned to applications that best fulfill the purposes of the Program and that best convey the flood related benefits of a proposed project. A recommended Draft List of Awards will be developed for management to finalize. Please refer to Appendix B for a detailed breakdown of the rating and ranking criteria.

Tier 3 Review: Management and Funding

Following the Tier 2 review, the program manager will submit the Draft List of Awards to the Management Review Team for review under Tier 3. The Management Review Team consists of managers from DWR's Division of Flood Management that will closely review the Draft List of Awards and make changes or updates as necessary.

The Management Review Team may recommend the following:

- a. Allocating partial or full funding to one or more of the projects on the draft list of awards.
- b. Holding over the remaining available funds for allocation in the subsequent funding years.

If requested funds for all qualified projects exceed the amount of available funds, DWR may reduce funding for selected projects based on program priorities, information provided in the application, and/or additional discussion with the applicant.

The Management Review Team will finalize the Draft List of Awards which will then be sent to DWR Executive Management for approval.

Funding and Awards

Upon approval, the Draft List of Awards will be posted on the Program's website (<https://water.ca.gov/Work-With-Us/Grants-And-Loans/Flood-Emergency-Response-Projects-Grants>) for public review and comment. DWR will provide a public comment period of no less than 15 calendar days to receive comments concerning the proposed project(s). After consideration of the results of the public comments, if the project is still considered by DWR as a priority project for funding, DWR staff will develop a Final List of Awards and request approval from the DWR Director.

Once the Final List of Awards is approved by the director, DWR staff will post the award amounts on the program website (at the web address above) and begin the process of developing a funding agreement with the project applicant (grantee). The grantee and

DWR must enter into a funding agreement before any funds will be disbursed.

Projects not recommended for funding may be resubmitted at a later date if additional funding becomes available.

GRANT ADMINISTRATION

This Section describes the process that will occur once a project has been selected for funding. This includes the development and signing of a grant funding agreement.

Before DWR enters into a funding agreement, the grantee will submit a detailed work plan (based on the information provided in the application for project evaluation) including a proposed scope of work, list of deliverables, budget, and project schedule satisfactory to DWR.

The funding agreement will not be processed and executed until a detailed final work plan and associated documents are approved by the program manager. To assist the grantee in developing the detailed final work plan, DWR may meet with the grantee as needed. Grantees shall provide detailed cost estimates and quantities, billable hours, a revised timeframe with required completion durations, and other information as needed. Cost estimates shall include separated step funding with subtask amounts.

The agreement will be signed by the grantee. If a DWR approved agreement is not executed within six months of the date the grant is awarded, the grant may be withdrawn.

Invoicing and Payments

The grantee will provide reimbursement invoice requests to DWR for work completed within an invoicing period. DWR will retain 10 percent of each disbursement, as specified in the agreement, to ensure completion of the project.

Although grant funds will be disbursed as provided in the agreement to reimburse costs incurred by the grantee, costs will not be reimbursed or paid until the following conditions are met:

- a. An agreement is fully executed.
- b. For project activities that could affect the environment, the grantee complies with all applicable requirements of CEQA and other environmental laws.
- c. All required permits are obtained.

State funds will be paid to grantees in arrears generally on a quarterly reimbursable basis, but in no event more often than monthly, at DWR's discretion, subsequent to submittal and approval of credit or reimbursement requests (invoices) and progress reports.

Reporting

As a prerequisite to payment of each invoice, the grantee will be required to submit progress reports in sufficient detail to substantiate reimbursable expenses. The report will be a key item in evaluating requests for reimbursements, and a reimbursement request must coincide with a report submittal. Progress reports will include the following:

- a. Records of expenditures
- b. Description of project activities since the previous report
- c. Status of the project relative to the progress schedule
- d. Key issues that must be resolved
- e. Upcoming events, meetings, milestones expected for the next quarter

The first progress report shall be made at the end of the first complete calendar quarter after the date of execution. Progress reports will be submitted quarterly thereafter. DWR will monitor progress and may suspend all payments indefinitely if in the opinion of DWR's Manager of the Division of Flood Management it appears the grantee is in breach of the agreement to such an extent that ultimate achievement of project objectives may be significantly compromised. If payments are suspended, the grantee will be given three months to cure the breach or DWR may terminate the funding agreement. Decisions to suspend payments or agreement termination may be appealed to the Director of DWR.

Amendments

Amendments to agreements shall require the approval of all parties. Amendments may address:

- Change in schedule (e.g., time extension)
- Change in scope of work
- Change in total budget or transfer of funds between tasks that exceeds 20 percent of DWR approved budget for either task (less than 20 percent does not require a formal amendment but does require DWR's program manager's written approval).
- Change to any of the agreement provisions

Project Closeout

The grantee shall submit a Project Completion Report within ninety (90) calendar days of completion of all tasks associated with the project. The report shall include a description of work done, a description of expenditures, a final schedule showing actual work completed versus planned work, copies of any final documents or reports

generated or utilized during the project, a discussion of problems that occurred during the work and how the problems were resolved.

DWR will notify the sponsor that the project is complete and will release any remaining retained funds when the following criteria are satisfied:

- The work is completed to the satisfaction of DWR.
- DWR has approved all products and deliverables required by the project and agreement as provided by the grantee.
- The grantee has provided, and DWR has approved, a project completion report as described above.

Audits and Record Keeping

All grantee records and documents pertaining to the grant will be maintained by the grantee until three years after the final payment of grant funds is made. All grantee records and documents pertinent to the grant will be available for inspection and audit by DWR or other State representative during normal business hours while the project is active and for three years after final payment of grant funds.

APPENDIX A SAMPLE DOCUMENTS & FORMS

ATTACHED ARE SAMPLES AND RESOURCES FOR PROJECT PROPOSAL APPLICATIONS.

The documents listed in Appendix A1, “Application Checklist”, must be submitted with your application.

A1. Application Checklist

The application for the Round 3 Delta Flood Emergency Response Grant Program by [AGENCY] submitted on [DATE] contains the following application documents below. Each document file is in a text searchable WORD or PDF format and appropriately labeled as listed.

	DOCUMENT	DOCUMENT FILE NAME
	A1 Application Checklist	[Agency] - A1 Application Checklist
	A2 Application Cover Sheet	[Agency] - A2 Application Cover Sheet
	A3 Applicant Information	[Agency] - A3 Applicant Information
	A4 Agency Resolution	[Agency] - A4 Agency Resolution
	A5 Participating Agency List	[Agency] - A5 Participating Agencies
	A6 Authority and Capability	[Agency] - A6 Authority and Capability
	A7 Environmental Info Form	[Agency] - A7 Environmental Info Form
	A8 Project Description	[Agency] - A8 Project Description
	A9 Project Scope of Work	[Agency] - A9 Project Scope of Work
	A10 Project Schedule	[Agency] - A10 Project Schedule
	A11 Project Budget	[Agency] - A11 Project Budget
	A12 Financial Capability	[Agency] - A11 Project Budget
	A13 Maintenance Plan	[Agency] - A13 Maintenance Plan
	A14 Climate Risk Considerations	[Agency] - A14 Climate Risk Considerations
	A15 Additional Documents	[Agency] - A15 [Document Title]

A2. Application Cover Sheet

Application for a Competitive Grant under the Round 3 Delta Flood Emergency Response Grant Program under Proposition 1, Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Chapter 11, Section 79781). .

(legal name of entity applying for the grant)

Located at:

(Mailing address of local entity)

of the County of _____, State of California, does hereby apply to the
(County)
California Department of Water Resources for a grant in the amount of \$_____
(Project Cost)

For the following project:

(Specify project title)

By _____ (Date) _____
(Signature of authorized representative)

(Print name of authorized representative) _____ (Title)

(Phone) _____ (Email)

A3. Applicant Information

APPLICANT INFORMATION		
Name (Name of Lead Agency)		
Type of Organization		
Mailing Address		Physical Address
Telephone	Fax	Email
POINT OF CONTACT (Project Manager)		
Name		Title
Telephone	Fax	Email
ALTERNATE POINT OF CONTACT		
Name		Title
Telephone	Fax	Email
MEMBERS OF CONGRESS		
Name		District No.
Name		District No.
STATE SENATORS		
Name		District No.
Name		District No.
MEMBERS OF STATE ASSEMBLY		
Name		District No.
Name		District No.
AGENCY OFFICERS		
(List Names and Titles of Agency Officers)		

A4. Lead Authorizing Resolution

RESOLUTION NO. [##]

A RESOLUTION OF THE [GOVERNING BODY]
OF THE [AGENCY NAME]
AUTHORIZING THE
GRANT APPLICATION FOR The
[PROJECT TITLE]

WHEREAS, [Agency Name] proposes to implement [Project Title]; and

WHEREAS, [Agency Name] intends to accept grant funding from the California Department of Water Resources for the project costs;

NOW, THEREFORE, BE IT RESOLVED by the [Governing Body] of the [Agency Name] as follows:

1. That pursuant and subject to all of the terms and provisions of California Proposition 1E, Section 5096.821 of Chapter 1.699 of Division 5 of the Public Resources Code and Proposition 1, Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Chapter 11, Section 79781) application by this Agency be made to the California Department of Water Resources to obtain a grant for the [Project Title].
2. The [Agency Name] agency [Insert Grant Manager Title], or designee is hereby authorized and directed to prepare the necessary data, make investigations, sign, and file such project documentation with the California Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
3. The [Agency Name] agency [Insert Grant Manager Title], or designee is hereby authorized to execute a funding agreement and any amendments thereto using written or electronic means pursuant to the Uniform Electronic Transactions Act to obtain the grant funding.

PASSED AND ADOPTED by the [Governing Body] of the [Agency Name] on the [Day] day of [Month] 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

[Printed Name]
[Title], [Governing Body]

Attest:

[Secretary/Clerk]
[Secretary/Clerk]

A5. Participating Agency List

Some applications may include one Lead Agency representing multiple Participating Agencies under one grant application. If this is the case, this section will clearly list the lead agency along with all participating agencies under the application. Additionally, a Letter of Commitment will need to be provided in this section for each participating agency looking to participate in the grant (see next page for letter template).

LEAD AGENCY: [Agency Name]

PARTICIPATING AGENCIES

Agency	Letter Obtained (Y/N)
[Agency 1 Name]	[Y/N]
[Agency 2 Name]	[Y/N]
[Agency 3 Name]	[Y/N]

[Partner Agency Letterhead]

[Date]

Ms. Elizabeth Bryson, Chief
Flood Operations Branch
Division of Flood Management
Department of Water Resources
3310 El Camino Avenue Suite 200
Sacramento CA 95821

Re: Letter of Commitment for Flood Emergency Response Projects –Delta Grant

Dear Ms. Bryson:

This letter is in reference to the [Lead Agency]'s application for the [Name of Project] project to receive funding under the Flood Emergency Response Projects – Delta Grant.

With this letter of commitment, [Partner agency] supports the project and commits to participating in the project by participating in meetings and workshops, providing available existing information from our agency, producing and/or reviewing deliverables to support the development and implementation of the project [modify as needed].

For this project, our contact information is as follows:

[Name]

[Title]

[Address]

[Phone]

[Email Address]

We look forward to working with [Lead Agency] and the other local entities that will be part of the [Name of Project] project.

Sincerely,

[Partner Agency]

CC: [Lead Agency]

A6. Applicant's Authority and Capability

Have the applicant's attorney answer the following five questions pertaining specifically to this grant application. For each question, cite statutory authority or other references.

1. Does the applicant have the legal authority to enter into a grant contract with the State of California?

Cite the statutory authority under which the applicant may obtain funds for the purpose, amount, and duration requested.

2. What is the statutory authority under which the local public entity was formed and is authorized to operate?

3. Is the applicant required to hold an election before entering into a funding contract with the State?

_____ Yes _____ No

4. Will a funding agreement between the applicant and the State of California be subject to review and/or approval by other government agencies?

_____ Yes _____ No

(Signature of attorney representing the applicant)

(Applicant's name)

A7. Environmental Information Form

Grantees are responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (Please see CEQA Process document in Appendix B). Work that is subject to the California Environmental Quality Act (CEQA) shall not proceed under this Agreement until documents that satisfy the CEQA process are received and approved by the Department of Water Resources. Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations or other mitigation (see CEQA Process document in Appendix B for details)

Grant Recipient: _____

Project Manager: _____

Phone Number: _____

Address: _____

1. Is this project exempt from CEQA compliance? Yes No (if no – skip to #2)

If “yes,” provide reasons for exemption. Cite the CEQA Article, Section and Title of the CEQA exemption, if appropriate.

CEQA statutory exemptions: http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art18.html

CEQA categorical exemptions: http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art19.html

Check appropriate box below:

Lead Agency has already filed a Notice of Exemption (NOE) with the State Clearinghouse and/or County Clerk. (Attach copy of NOE, receipt of payment of DFG fees, and, if applicable, a copy of Board Resolution)

Lead Agency will file a NOE with the State Clearinghouse and/or County Clerk.

Provide estimated date: _____

Lead Agency will NOT file a NOE with the State Clearinghouse and/or County Clerk.

If Lead Agency chooses not to file a NOE, sufficient documentation and information must be submitted to the Project Manager, along with this form, to allow DWR to make its own CEQA findings.

2. If the project will require CEQA compliance, identify the Lead Agency.

CEQA Lead Agency: _____

3. Please check types of CEQA documents to be prepared:

Initial Study

- Negative Declaration / Mitigated Negative Declaration
- Environmental Impact Report

4. Please describe the status of the CEQA documents, expected date of completion, and estimated cost, if requesting DWR funds relating to CEQA compliance:

Status: _____

Date of Completion: _____

Estimated Costs: _____

5. If the CEQA document has been completed, please provide the name of the document and the State Clearinghouse number if available. Submit two copies to the Program Manager.

6. Please list all environmental permits you must obtain to complete the project:
(Attach additional pages as necessary)

Type of Permit Required	Permitting Agency
_____	_____
_____	_____

7. This form was completed by:

Print or Type Name	Phone Number
--------------------	--------------

Signature	Date
-----------	------

- DWR received environmental documents.
- DWR made findings.

A8. Project Description

Provide the following background and context information for the proposed project.

1. Introduction / Background

- a. Provide a brief introduction and background on flood emergency response for the project area. Discuss the overall purpose of the project.

2. Project Benefit

- a. What is the flood threat(s)? How critical is the threat? What alternative measures are available to manage flood risk? Is one of the agencies in the application a county in the Sacramento-San Joaquin Valley that must satisfy its obligation under the Central Valley Flood Protection Act of 2008 to collaborate with cities in its jurisdiction to develop flood emergency plans by July 2014?
- b. What is at risk? What are potential flood consequences? Provide estimates from commonly accepted source documents such as US Census data, County Hazard Mitigation Plan, etc.
 - i. Geographic area – include map of project area if available
 - ii. Population
 - iii. Assets (critical infrastructure, structures, crops, etc.)
- c. What are the current deficiencies for local flood emergency response in this geographic area?
- d. After the project is completed, how will the deliverables improve local flood emergency response in this geographic area?

3. Regional Benefit

- a. Discuss how the project will provide a benefit to flood emergency response in the legal Delta.
- b. Explanation of how the project will be used to support multi-agency, regional flood emergency response.
- c. Provide an explanation of how the proposed project will improve and strengthen the operational area concept (local, county, State) in the project's geographic region. Provide documentation that the proposed project is consistent with all relevant Operational Area Plan(s) as necessary.
- d. Provide an explanation of how the proposed project is consistent with the SEMS/NIMS framework, which was established to improve the flow of information and resources, as well as coordination, between responding agencies. How does the project strengthen and improve the SEMS/NIMS structure in the geographic area?

4. Flood Preparedness: Discuss how the project will improve flood emergency preparedness and reduce flood risks and consequences for one or more of the following three (3) identified step improvement areas:

- a. Step One: Planning and Coordination

- i. Preparing or updating the local flood emergency plan, incorporating the plan into the local multi-hazard emergency response plan and ensuring coordination between the local flood emergency plan and the multi-hazard emergency response plan.
 - ii. Developing processes to effectively communicate and coordinate response to flood emergencies through DWR's Flood Operation Center, Cal OES, local operational areas and levee maintaining agencies. This includes adoption and deployment of tools for collecting and exchanging of flood information (static as well as real-time information).
 - iii. Planning, developing and implementing local and regional communication processes; and conducting flood emergency communication drills and exercises which include but are not limited to the multi-agency coordination, exchange of electronic information and data, cell and satellite phone systems, radio systems, and HAM radio systems.
 - iv. Developing maps, information systems, resource management and decision support tools and processes needed to effectively respond to high water and flood emergencies.
 - v. Planning and training activities necessary to become NIMS cost recovery compliant.
- b. Step Two: Training and Exercises
- i. Coordinating, conducting and participating in flood emergency response training, drills and exercises with DWR, neighboring jurisdictions, State agencies and/or Federal agencies, including regional exercises.
 - ii. Coordinating, conducting and participating in flood emergency communication drills and exercises.
- c. Step Three: Facilities, Equipment, and Supplies
- i. Acquiring or enhancing local and regional flood fight materials and supplies.
 - ii. Developing staging areas for use during high water or flood event based on flood emergency action plan, regional flood emergency action plans and DWR emergency action plans.
 - iii. Developing flood emergency response facilities, including multi-agency flood incident management facilities.
 - iv. Develop flood fight material stockpiles to protect critical infrastructure.

5. Operations and Maintenance

- a. Provide a description of how the completed project will be operated and maintained.

A9. Project Scope of Work

Provide a scope of work with clearly defined tasks and deliverables. Descriptions should be easy to understand and clearly describe the work that will be completed. Tasks should be organized in a practical manner (i.e. grouped by similar tasks and subtasks). Below is an example outline of a standard scope of work.

TASK 1 PLANNING & COORDINATION

1.1 Local Flood Emergency Plans

[Description of task]

Deliverables: [Deliverables should be clear, concise, and quantifiable]

- 10 Local Flood Emergency Plans will be developed

1.2 Map Development

[Description of task]

Deliverables:

- 10 Local Flood Emergency Maps will be developed to accompany each plan.

1.3 Notification System Upgrade

[Description of task]

Deliverables:

- User access to agency notification system
- User manual for notification system
- Memo summarizing improvements to upgrade system

TASK 2 TRAINING & EXERCISES

2.1 Training

[Description of task]

Deliverables:

- Training overview and/or handbook
- Training sign in sheet and participant list

2.2 Tabletop Exercise

[Description of task]

Deliverables:

- Exercise overview and/or players handbook
- Exercise sign in sheet and/or participant list
- Exercise after action report

2.3 Field Exercise

[Description of task]

Deliverables:

- Exercise overview and/or players handbook
- Exercise sign in sheet and/or participant list
- Exercise after action report

TASK 3 MATERIALS AND EQUIPMENT

3.1 Flood Fight Materials

[Description of task]

Deliverables:

- Inventory list of material type and quantities
- Photograph(s) of materials
- Location(s) of materials

TASK 4 PROJECT MANGEMENT

4.1 Grant Administration

[Description of task]

Deliverables:

- Quarterly progress reports
- Reimbursement invoices

A10. Project Schedule

Provide a project schedule based on the project task breakdown (preferably in a Microsoft project or excel). The schedule should display the number of calendar days needed to complete the project. Explicitly state the expected start and completion date of the project in this section. Below is an example.

ID	Task Name	Calendar Days	Start	Finish
1	1.0 Planning & Coordination (Step 1)	0	Fri 1/1/16	Thu 3/30/17
2	1.1 Local Flood Emergency Plans	90	Fri 1/1/16	Wed 3/30/16
3	1.2 Map & Resource Development	60	Fri 1/1/16	Mon 2/29/16
4	1.3 Upgrade Notification System	90	Fri 1/1/16	Wed 3/30/16
5				
6	2.0 Flood Emergency Response Training & Exercises (Step 2)	0	Thu 3/31/16	Tue 9/6/16
7	2.1 Staff SEMS/NIMS Training	30	Thu 3/31/16	Fri 4/29/16
8	2.2 Tabletop Exercise	30	Mon 5/2/16	Tue 5/31/16
9	2.3 Field Exercise	30	Mon 8/8/16	Tue 9/6/16
10				
11	3.0 Equipment (Step 3)	0	Mon 1/25/16	Fri 1/29/16
12	3.1 Flood Fight Materials	5	Mon 1/25/16	Fri 1/29/16
13				
14	4.0 Project Management	0	Mon 10/5/15	Mon 10/31/16
15	4.1 Project Application	26	Mon 10/5/15	Fri 10/30/15
16	4.2 Grant Administration	365	Mon 11/2/15	Mon 10/31/16

A11. Project Budget

Briefly discuss the estimated project cost and financial resources to be utilized in meeting those costs. Provide a table detailing all costs. The task and subtasks shown in the budget should match the scope of work and schedule. Below is an example.

Task	Other Contributions	Requested DWR Funding	Total
1.0 Planning & Coordination (Step 1)	\$4,000.00	\$729,000.00	\$733,000.00
1.1 Local Flood Emergency Plans	\$0.00	\$510,000.00	\$510,000.00
1.2 Map & Resource Development	\$4,000.00	\$120,000.00	\$124,000.00
1.3 Upgrade Notification System	\$0.00	\$99,000.00	\$99,000.00
2.0 Flood Emergency Response Training & Exercises (Step 2)	\$2,000.00	\$65,000.00	\$67,000.00
2.1 Staff SEMS/NIMS Training	\$0.00	\$30,000.00	\$30,000.00
2.2 Tabletop Exercise	\$0.00	\$10,000.00	\$10,000.00
2.3 Field Exercise	\$2,000.00	\$25,000.00	\$27,000.00
3.0 Equipment (Step 3)	\$0.00	\$15,000.00	\$15,000.00
3.1 Flood Fight Materials	\$0.00	\$15,000.00	\$15,000.00
4.0 Project Management	\$1,500.00	\$80,000.00	\$81,500.00
4.1 Grant Administration	\$0.00	\$75,000.00	\$75,000.00
Total	\$7,500.00	\$939,000.00	\$946,500.00

2. FINANCIAL RESOURCES

List all sources of project funding and their current status. Below is an example.

Source	Amount	Describe Status of Funds
DWR	\$939,000.00	This amount is being requested and is contingent on award.
Local Agency	\$5,000.00	The county has reserved these funds for the project.
Third Party	\$2,500.00	The third party has reserved these funds for the project.
Total	\$946,500.00	

Although a funding match is not a requirement of this grant, fully or partially matched funds will be taken into account when determining the overall value of the project.

A12. Statement of Financial Capability

All grantees will be required to submit a Statement of Financial Capability. The Statement of Financial Capability should demonstrate that the grantee has the financial resources to adequately fund their portion overall project costs and a reasonable contingency of at least 10 percent. The Statement of Financial Capability must be prepared by a person qualified to perform such financial analyses.

The Statement of Financial Capability should include:

1. Financial statements for the last three years of an applicant's operations.
2. An analysis that depicts the projected revenues and expenditures for the project. Applicant must demonstrate that there is sufficient funding to cover the Applicant's stream of costs through the life of the project/grant.
3. List of funding sources and evidence of the Applicant's authority to use the identified source or sources of funds.
4. Information on the Applicant's ability to obtain additional third party funds (if necessary).
5. Comparable data for a third party together with evidence of its legal commitment to the applicant, if the applicant is relying on third party contributions.

A13. Maintenance Plan Outline

1. Resources & Procedure for Maintenance Plan
 - a. Personnel allocated to perform maintenance
 - b. Required equipment for maintenance
 - c. Procedure
 - i. Description of maintenance procedures
 - ii. Frequency of maintenance procedures
2. Funding
 - a. Approximate funding amount required for regular maintenance
 - b. Reference budget location that accounts for cost of maintenance

A14. Climate Risk Considerations

The following questions and considerations are **OPTIONAL** to answer and do not affect the score of the application.

1. Does the organization have a primary point of contact for climate change? If yes, who is it and to what position in the organization does that person report?
2. Does the organization have a strategic business plan that considers climate change? If yes, please attach a copy.
3. Has the organization adopted any policies or made any formal public statements about climate change? If yes, please attach a copy.
4. Has the organization conducted a climate change vulnerability assessment? If yes, please attach a copy.
5. How would you describe your organization's capacity to adapt to the impacts of climate change?

A15. Additional Documents

Please provide the additional documents as it pertains to an application:

1. **Labor Compliance Documents:** The applicant must provide DWR with evidence of labor compliance prior to the execution of the contract. If the applicant believes that the Project is exempt from labor compliance requirements, the applicant must provide DWR with written justification for the exemption, citing relevant sections of the Labor Code.
2. **Existing Flood Plans And Maps:** Unless DWR already has a copy of applicants existing flood plans or maps, applicants should provide a copy of the most recent version to DWR.
3. **Communication:** If the proposed project includes communications equipment using state or federally designated interoperability spectrum, the application package should include documentation that the proposed project is consistent with the Cal OES Interoperability Plan. Plans should be submitted and approved by the California Statewide Interoperability Executive Committee (CALSIEC). Contact the Statewide Interoperability Coordinator at SharedMail_Interop@CalOES.ca.gov for assistance.
4. **Other Documentation:** Please provide any other documentation that may be helpful in support of your application.

APPENDIX B RATING REVIEW CRITERIA

During the Tier 2 rating and ranking review, each application will be scored for the entire project proposed as well as individually for each task proposed in the scope of work. This hybrid review approach will assist staff in funding applications that may have strong benefits in some categories but not in others. This will also assist staff in decisions to partially fund applications for specific tasks.

Applicants who have not yet received grant funding or are developing their first flood safety plan under this program may receive priority and additional points during the review and ranking process.

Application Score

Project Benefit Points will be assigned based on how well responses address questions in the Project Benefit question under A8 Project Description	25
Regional Benefit Points will be assigned based on how well responses address questions in the Regional Benefit question under A8 Project Description	25
Flood Preparedness Points will be assigned based on how well responses address questions in the Flood Preparedness question under A8 Project Description	25
Overall Application Points will be assigned based on the overall quality of the application.	25
Total Possible	100

Task Score

Flood Response Benefit Points will be assigned based on the following factors in the scope of work: <ul style="list-style-type: none"> The extent to which a task will improve the capacity to respond to flood related emergencies. The extent to which a task will improve the capacity of emergency response. 	5
Regional Benefit Points will be assigned based on the following factors in the scope of work: <ul style="list-style-type: none"> The extent to which a task has the potential to benefit more than 50% of the applicant's region. The extent to which a task has the potential to benefit more than 50% of the applicant's population. 	5
Total Possible (per task)	10

APPENDIX C - ADDITIONAL REFERENCE DOCUMENTS

THE FOLLOWING DOCUMENTS HAVE BEEN ATTACHED TO PROVIDE
ADDITIONAL INFORMATION FOR THE APPLICANT

C1. CEQA Process for Financial Assistance Programs

This Policy and Procedure (P&P) establishes the process that Department of Water Resources (DWR) Financial Assistance Programs must follow with regard to the California Environmental Quality Act (CEQA) processes, regardless of whether the programs are funded by bond funds or funds from other sources. The CEQA (Public Resources Code §§21000 *et seq.*) was adopted in 1970. Its basic purposes are to:

- Inform governmental decision makers and the public about the potential significant environmental effects of proposed activities;
- Identify ways that environmental damage can be avoided or significantly reduced; require changes in projects through the use of alternatives or mitigation measures when feasible; and
- Disclose to the public the reasons why a project was approved if significant environmental effects are involved.

CEQA applies to projects undertaken, funded, or requiring an issuance of a permit by a public agency. The analysis of a project required by CEQA usually takes the form of an Environmental Impact Report (EIR) or a Negative Declaration (ND).

A “project” means the whole of an action that has a potential for resulting in physical change to the environment, and is an activity that may be subject to several discretionary approvals by governmental agencies. A “project” may include construction activities, clearing or grading of land, improvements to existing structures, and activities or equipment involving the issuance of a permit.

A “lead agency” is the public agency that has the principal responsibility for carrying out or approving a project that is subject to CEQA. Frequently, a local government agency with jurisdiction over general land uses is the preferred public agency serving as lead agency. The lead agency is responsible for determining the appropriate environmental document, as well as its preparation. DWR may be a lead agency if it is issuing a permit or funding a project and there is not another public agency with more responsibility with regard to the project. DWR will seldom be the lead agency for projects funded by its financial assistance programs; instead, it acts as a responsible agency.

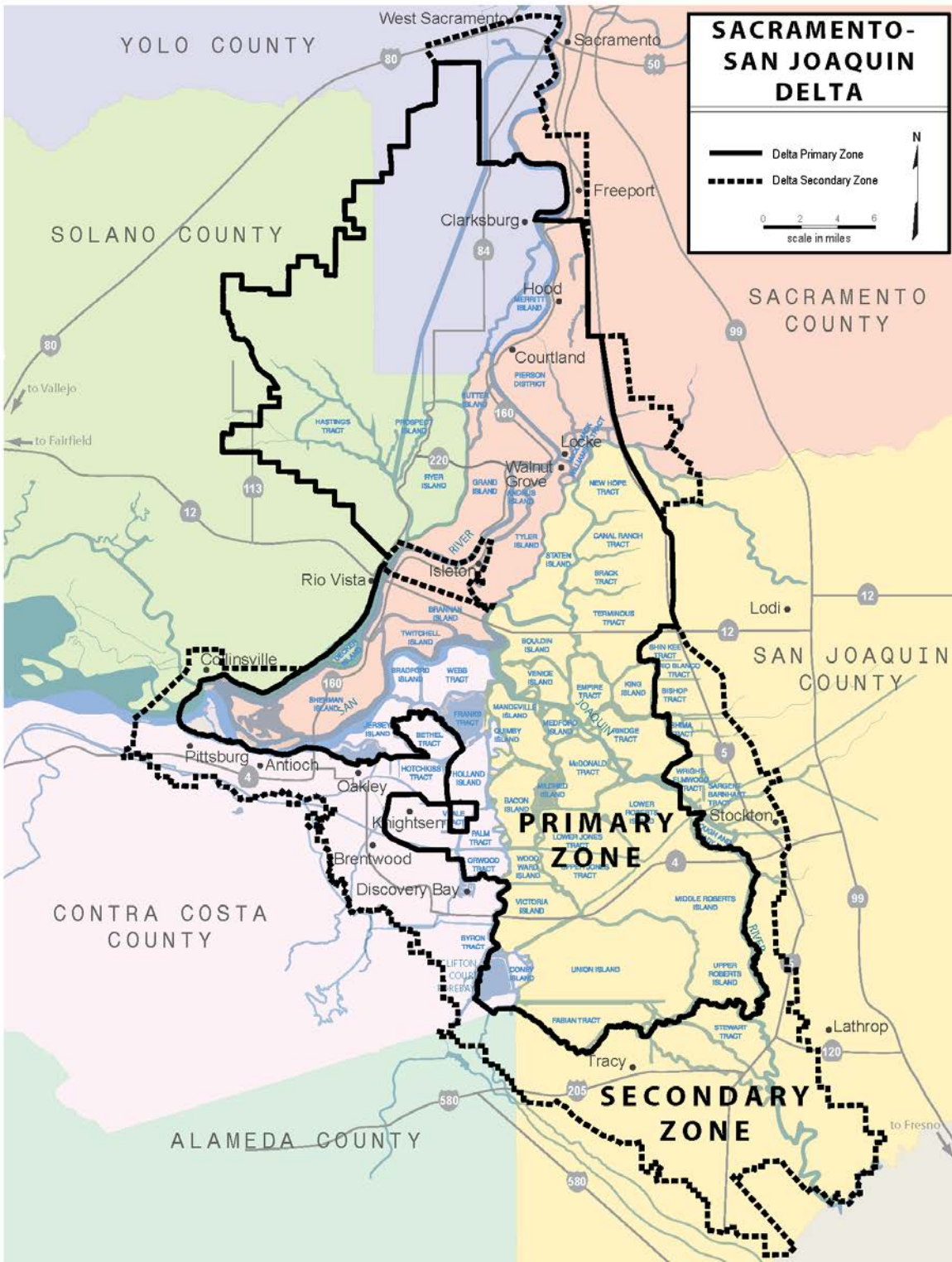
A “responsible agency” is a public agency with discretionary approval authority over all or portion of a CEQA project that is not a lead agency. As a responsible agency, DWR is available to the lead agency and project proponent for early consultation on a project to apprise them of applicable rules and regulations, and provide guidance on issues within its area of responsibility and expertise. As a responsible agency, DWR must make independent findings and decisions pursuant to CEQA.

A. General Protocols

All Financial Assistance Programs will follow the protocols below unless the program has received approval to follow other procedures from the Deputy Director overseeing the Program:

1. Some Financial Assistance Programs will require CEQA compliance before approval of the funding agreement or before disbursing funds. Others allow compliance after approval of the funding agreement and sometimes fund CEQA compliance.
2. All programs will use *A7- Environmental Information Form* to provide a record of CEQA compliance.
3. If CEQA compliance has not been completed prior to executing an agreement, the funding agreement must include *Agreement Language* which provides an opportunity for DWR to review the project after CEQA compliance is completed and to decide whether to continue to fund the project.
4. Findings must be completed on all projects that are subject to an NOD or EIR. Each project must be reviewed and findings made on a case by case basis.

C2. Delta Boundary Map



B3. Water Code Section 9650

(a)

(1) Commencing July 1, 2008, the allocation or expenditure of funds by the state for the upgrade of a project levee, if that upgrade is authorized on or after July 1, 2008, that protects an area in which more than 1,000 people reside shall be subject to a requirement that the local agency responsible for the operation and maintenance of the project levee and any city or county protected by the project levee, including a charter city or charter county, enter into an agreement to adopt a safety plan within two years. If a city or county is responsible for the operation and maintenance of the project levee, the governing body shall approve a resolution committing to the preparation of a safety plan within two years.

(2) The local entity responsible for the operation and maintenance of the project levee shall submit a copy of the safety plan to DWR and the Reclamation Board.

(b) The safety plan, at a minimum, shall include all of the following elements:

(1) A flood preparedness plan that includes storage of materials that can be used to reinforce or protect a levee when a risk of failure exists.

(2) A levee patrol plan for high water situations.

(3) A flood-fight plan for the period before state or federal agencies assume control over the flood fight.

(4) An evacuation plan that includes a system for adequately warning the general public in the event of a levee failure, and a plan for the evacuation of every affected school, residential care facility for the elderly, and long-term health care facility.

(5) A floodwater removal plan.

(6) A requirement, to the extent reasonable, that either of the following applies to a new building in which the inhabitants are expected to be essential service providers:

(A) The building is located outside an area that may be flooded.

(B) The building is designed to be operable shortly after the floodwater is removed.

(c) The safety plan shall be integrated into any other local agency emergency plan and shall be coordinated with the state emergency plan.

(d) This section does not require the adoption of an element of the safety plan that was adopted previously and remains in effect.

APPENDIX D DEFINITIONS AND ACRONYMS

Agreement or Funding Agreement: An agreement entered into by a successful Applicant or Project sponsor and the State to provide funds for the Project.

Applicant: A California public agency, or joint powers authority consisting of more than one public agency that applies for funding, which has primary responsibility for flood emergency response and coordination within a specific geographic area.

Cal OES: The California Office of Emergency Services

CEQA: The California Environmental Quality Act.

Contractor: A contractor performing the project work for the Funding Recipient to be paid for with funds from an agreement executed pursuant to these *Guidelines*.

Corps or USACE: The United States Army Corps of Engineers.

DWR: The California Department of Water Resources.

Delta: The legal Sacramento- San Joaquin River Delta, as defined in Section 12220 of the California Water Code, including both primary and secondary zones.

Eligible Project Costs or Eligible Costs: The reasonable and necessary actual costs associated with implementing a project selected pursuant to these *Guidelines*.

Funding Recipient: A public agency in the Delta, duly organized, existing and acting pursuant to the laws thereof, which is the signatory to a Funding Agreement, and its successors and assigns, which has primary responsibility for flood emergency response and coordination within a specific geographic area.

JPA: Joint Powers Authority

Letter of Commitment: Letter from a participating agency expressing commitment for a project or proposal and their support for the lead agency applying for a grant. Letters of commitment are required from all participating agencies that will receive grant funds from a lead agency.

Letter of Support: Letter expressing support for a project or application. Letters of support are optional. Letters of support may come from unaffiliated grant application stakeholders including local, State and federal government agencies, public safety first responders, weather agencies, local maintaining agencies, reclamation districts, cities, special districts, et.al. in the geographic region.

Limit on State Funds: The maximum amount of State funds that will be expended on the Project, as set forth in the Funding Agreement.

LMA: Local maintaining agency responsible for operation and/or maintenance of flood risk facilities and activities over a specific jurisdiction. Includes reclamation districts, levee districts, cities, counties, and joint powers authorities.

NIMS (National Incident Management System): A system prescribed by Homeland Security Presidential Directive 5 to coordinate emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a uniform nationwide approach to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters. It is a system that is commonly used in U.S. Federal agencies that are also required to use the NIMS system in domestic incident management and in support of state and local incident response and recovery activities.

PSP: Proposal Solicitation Package

Project: A project for work to be funded under these *Guidelines*.

Project Completion Report: A report prepared by the funding recipient certifying that the project is completed in compliance with scope of work, budget and schedule.

Project Description: The document each Applicant must provide with their application package that describes the proposed Project in detail.

Quarterly Progress Report: A report on the status of the Project offered on a quarterly basis.

RD: Reclamation District

Statement of Costs: A statement of Eligible Project Costs incurred each quarter, as further described in the Funding Agreement.

Scope of Work: After a project is selected and before a Project Funding Agreement is signed, the Applicant must develop a Scope of Work that provides detailed plans and information about how the Project will be implemented.

SEMS: Standardized Emergency Management System.

State: The State of California, acting by and through the Department of Water Resources.

Statement of Costs: A statement of incurred Eligible Project Costs.