

**F I N A L**  
**Greater Los Angeles County Region IRWMP**  
**Consultant Scope of Work**  
**As of 11/27/07**

**General:**

Consultant shall proceed with a task or subtask in the scope of work (SOW) only after receipt of a written notice to proceed (or email) on a task or subtask from the IRWM Program Manager (Los Angeles County Flood Control District) and/or subregional Project Managers. Direction on any task or subtask in the SOW is subject to the prior approval by the Leadership and/or Sub-regional Steering Committees. However, Consultant shall not proceed until receipt of the notice to proceed as stated above.

Consultant shall also note that one or more tasks may not be issued a notice to proceed at the sole discretion of the Leadership and/or Sub-regional Steering Committee Chairs.

Consultant shall be paid on the completion of deliverables to the satisfaction of the Program and/or Project Managers. Partial or percentage complete payment of a deliverable, task or subtask will not be considered, except in the case of meetings and workshops (subregional or regional) which are billed on a per meeting/workshop basis, and will be considered complete when the meeting summaries are approved. The period of performance for this Consultant Scope of Work shall not exceed 12 months following signing of the Contract unless agreed by both parties.

**Task 1. Meetings and Workshops Support**

The objectives for this task are:

- Conduct monthly Leadership Committee and Steering Committee meetings and Regional and Subregional Workshops at specific milestones.
- Provide input for the completion of identified tasks and allow stakeholders throughout the Region to make progress towards accomplishing the quantified objectives of the IRWMP.

**Tasks**

1. Leadership Committee meetings

- Prepare meeting agendas for review and approval by the chair of the Leadership Committee in a form and format acceptable to the chair.
- Facilitate specific meeting agenda item when requested by the Leadership Committee Chair.
- Take meeting notes and prepare meeting summaries for review and approval of the meeting attendees.
- Answer questions, provide information and respond to feedback from the meeting attendees during meetings when requested by the Committee Chairs.

- Provide coffee, water, juices, and appropriate snacks at each Leadership Committee meeting. These shall be available prior to the start of each meeting.

Scope Assumptions:

- Program Manager is responsible for sending all notices to Leadership Committee members.
- Provide support for up to 10 Leadership Committee meetings (approximately monthly).
- Meetings are held at the LADPW Alhambra site.
- Includes facilitating Leadership Committee discussion only on items included in this scope of work.
- Draft meeting summaries shall be made available to the Committee Chairs three working days following each meeting.
- Meeting summaries shall include a listing of all actions, motions, votes taken and action items.

2. Subregional Steering Committee meetings

- Consultant shall develop a schedule of meetings/workshops (time, date, location, and topics) for the efficient use of all meetings/workshops and shall incorporate topics and agenda items that would facilitate the completion of other tasks described in the SOW and of which the Consultant has been provided a written notice to proceed. The intent is to efficiently use meetings and workshops to complete tasks.
- Prepare meeting agendas for review and approval by the chairs of each Steering Committee in a form and format acceptable to the chairs.
- Prepare handout materials for the meetings and provide copies of the materials at meetings to the attendees.
- Facilitate the entire meeting or a specific meeting agenda item when requested by the Committee Chairs.
- Answer questions, provide information and respond to feedback from the meeting attendees during meetings when requested by the Committee Chairs.
- Take meeting notes and prepare meeting summaries for review and approval of the meeting attendees (meeting summaries shall include a listing of all actions, motions, votes taken and action items). Draft meeting summaries shall be made available to the Committee Chairs three working days following each meeting.

Scope Assumptions:

- A Steering Committee meeting is generally defined as a meeting at which various agenda items are discussed and voted upon by the Steering Committee members.
- Each meeting shall be coordinated with the Leadership and Subregional Steering Committee Chairs.

- Provide support for up to 10 meetings per subregion (approximately one meeting per month).
- Consultant and Committee Chairs shall agree on the type, format and number of handouts prior to each meeting.
- Committee Chairs have the option of providing the handouts themselves.
- Regular Monday meetings of the Consultant team provide a forum to develop critical action items and coordinate activities between Subregions.
- Chairs of Subregional Steering Committees may join the Consultant team on a bi-weekly conference call to facilitate coordination.
- All five Steering Committee meetings will be conducted during the same week of the month.

### 3. Subregional Stakeholder meetings

- Subregional Stakeholder meeting/workshop topics will be recommended by the Consultant Team and approved by the sub-regional chairs.

#### Scope Assumptions:

- Consultant will facilitate up to two workshops per subregion (up to 10 total).
- Workshops are defined as generally a single purpose meeting in which stakeholders are actively encouraged to participate.
- Workshops may occur in conjunction with monthly Steering Committee meeting.

### 4. Regional Stakeholder Workshops

- Conduct two regional workshops:
  - a. First: kickoff including overview of accomplishments, challenges, opportunities, governance, press conference on the award of the \$25 million Prop 50 implementation grant and next steps.
  - b. Second: development of Subregional Capital Improvement Plans based on the strategies developed as part of Task 4.
- Consultant shall provide appropriate snacks, coffee, water, etc. at each regional workshop.

#### Scope Assumptions:

- The topic of the second Regional Workshop may be revised depending on timing and issues impacting the region.
- Workshops may include breakout sessions.
- Consultant will be responsible for the following workshop preparations:
  - finding a suitable location
  - parking
  - outreach and distributing invitations

- identifying speakers/presenters
- preparing and/or arranging presentations
- making sure all audio/visual equipment is available and working properly,
- developing and providing handouts and agendas
- preparing meeting and breakout summaries
- Consultant shall coordinate all workshop activities and logistics with the Program Manager.

#### 5. Update and Maintain Email Lists

- Update and maintain an email list of the meeting participants (including all appropriate contact information); provide an updated electronic copy of this email list on a monthly basis to the Program Manager.

Scope Assumptions:

- The form and format of the email list shall be approved by the Program Manager.

#### **Deliverables**

Deliverables include the following:

- Draft and final agenda
- Sign-in sheet
- Meeting handouts (as needed)
- Area Manager and, as appropriate, support staff participation
- Draft and final meeting notes.

Deliverables are to be provided for the following meetings/workshops:

1. Up to 10 Leadership Committee meetings
2. Up to 50 Steering Committee meetings
3. Up to 10 Subregional Stakeholder workshops
4. Up to 2 Regional Stakeholder Workshops

#### **Task 2. Update Existing IRWMP**

The objectives for this task are:

- Update IRWMP to meet the minimum plan standards established by the DWR and make implementation grant application more competitive for Propositions 84 implementation funds and include discussion of 1E.
- Address IRWM program gaps.

- Address performance measures proposed by State agencies.
- Address long-term implementation needs and other IRWM issues.
- Document the process through which the Leadership Committee, Steering Committee and stakeholders will go through to update the IRWMP.

## Tasks:

### 1. Technical Memo including Workplan and Schedule

- Conduct research related to the IRWM program including, but not limited to:
  - a. reviewing and becoming familiar with the current IRWMP
  - b. reviewing and analyzing legislation, statutes, State budget, DWR comments on the IRWMP, IRWM related documents and guidelines,
  - c. reviewing current and/or future funding opportunities and other relevant documents,
  - d. include discussions at the Leadership Committee and Subregional Steering Committees.
- Identify and prioritize areas for updating, adding, deleting and/or refining.
- Identify and prioritize areas pertinent to future funding (Proposition 84, local funding measures, future/proposed State bond measures, and include discussion on 1E and other).
- Provide a technical memo summarizing the research, findings, prioritized recommendations for updating, adding, deleting and/or refining the IRWMP along with a workplan that identifies the schedule for when the plan will be updated and where input will be taken from the Leadership Committee, Steering Committees and stakeholders. The technical memo's recommendations and workplan must be approved by the Leadership and Subregional Steering Committees.

### Scope Assumptions:

- Proposed plan standards are expected to be released by DWR in December 2007 which will be used to develop the workplan.
- The list of Water Management Strategies in the IRWMP will be revised to include all of those in the California Water Plan (e.g., pollution prevention). It is assumed that the discussion on flood management will be updated to meet any minimum standards associated with qualifying for Prop. 1E grant funding.
- The water supply planning target will be updated in light of recent SWP delivery reductions.
- Climate change/greenhouse gas (GHG) implications of the IRWMP will be touched upon in the update. However, it is assumed that substantive analysis will be performed in the future and will be included in the work plan submitted for a planning grant (Task 5).
- Only a final version of the technical memo will be prepared.

- Comments from the Leadership Committee and Subregional Steering Committees on the final version of the technical memo will be compiled for reference when executing the subsequent tasks.
- Updates to the plan do not include revisiting the regional quantified objectives or developing new regional objectives other than the water supply planning target.

## 2. Draft Outline of IRWMP Update

- Develop draft and final approved outline for an updated IRWMP.

### Scope Assumptions:

- The outline will identify those sections of the current IRWMP that will be affected by changes and the proposed content of those changes.
- The Draft Outline of the IRWMP update will be reviewed by the Steering Committees and Leadership Committee.

## 3. Final Outline of IRWMP Update

- Develop final approved outline for an updated IRWMP

### Scope Assumptions:

- The draft outline will be revised based on comments from the Steering and Leadership Committees.
- The Final Outline of the IRWMP Update will be approved by the Steering and Leadership Committees at regularly scheduled meetings.

## 4. First Draft of IRWMP Update

- Develop first draft of updated IRWMP

### Scope Assumptions:

- The IRWMP Update will match style, graphics, and content of current IRWMP.
- First Draft of the IRWMP update will be posted on the Consultant's FTP site.
- First Draft of the IRWMP update will be presented at regularly scheduled Steering Committee meetings. Comments from all stakeholders will be accepted via e-mail and at the Steering Committee meetings.
- Consultant will summarize all comments received and utilize a regularly scheduled Leadership Committee meeting to review and discuss major comments and to receive direction on disposition of comments.
- Assumes 1 meeting with DWR to review the draft IRWMP and obtain their input relative to meeting IRWM plan standards.

## 5. Final Draft of IRWMP Update

- Develop final draft of updated IRWMP.

Scope Assumptions:

- Final Draft of the IRWMP update will be posted on the Consultant's FTP site.
- Comments from all stakeholders will be received via e-mail and at regularly scheduled Steering Committee meetings.
- Consultant will summarize comments received and utilize a regularly scheduled Leadership Committee meeting to present, review and discuss major comments and receive direction on disposition of comments.

6. Final IRWMP Update

- Provide an electronic version for future editing in an MS Windows compatible program, and a high color PDF file to the Program Manager.

Scope Assumptions:

- This task must be completed prior to the deadline for Proposition 84 Chapter 2 Implementation Grant application because the application is contingent upon an updated IRWMP that meets the minimum standards of the IRWM program.

**Deliverables**

1. Technical memo, including work plan and schedule for preparation of the Plan (in electronic form)
2. Draft outline of IRWMP Update (in electronic form)
3. Final Outline of IRWMP Update (in electronic form)
4. First draft of IRWMP Update (in electronic form)
5. Final Draft of IRWMP Update (in electronic form)
6. Final IRWMP Update (in electronic form)

**Task 3. Project Development Support/Workshops for Disadvantaged Communities**

The objectives of this task are:

- Develop a strategy and action plan to assist individual or group project sponsors in disadvantaged communities in their efforts to develop their projects to a level necessary to be included in upcoming grant application packages and to provide information to the IRWMP project database.
- Identify, invite, and increase involvement of cities and groups capable of developing and/or implementing projects that benefit DACs and contribute toward IRWMP planning objectives.
- Conduct one workshop in each subregion to improve the number and quality of projects in DACs.

- Provide project development support (to select DAC groups) for up to two projects in each Subregion to be included in the implementation grant application (Task 6).
- Document the outreach performed to DAC groups and the progress made toward increasing their participation in the process.

## Tasks:

### 1. Draft outreach strategy and action plan

- Develop strategies and an action plan to outreach to communities that are considered disadvantaged to ultimately engage them in identifying projects that could benefit from development support.
- Action plan shall recommend actions and responsibilities of the Leadership Committee, Steering Committees, stakeholders, and other parties and include a timeline of activities.
- Strategy and action plan shall be presented in a form of a draft report for review and comment by the Leadership and Steering Committees.
- Recommend guidelines to be used when determining which project proponents may receive one-on-one and group project development support.

#### Scope Assumptions:

- Consultant shall review and consider the Flood Control District's draft outreach plan in developing this action plan, which is expected to be less than ten pages, without attachments.
- Recommended guidelines will need approval from the Leadership Committee and Steering Committees. This shall also include goals and anticipated results of one-on-one and group project development support.
- Progress will be measured based on participation in regional and sub-regional workshops, attendance at Steering Committee meetings, and submissions of projects.
- The draft report will be distributed electronically.
- Comments from Leadership and Steering Committee members will be received via e-mail and at regularly scheduled Steering Committee meetings.

### 2. Final outreach strategy action plan

- A final report shall be developed after consideration of appropriate comments by the Committees.

#### Scope Assumptions:

- The final report will be distributed electronically.

### 3. DAC Project Development Outreach and Workshops

- Identify and provide targeted invitations to DAC groups within each subregion to participate in ongoing IRWMP stakeholder workshops and Steering Committee meetings.
- Conduct and facilitate up to 5 special workshops focused on involvement of DAC groups in the IRWMP process.

Scope Assumptions:

- Assumes one workshop per sub-region (up to 5 total).
- Workshop shall be up to four hours and could be held either during normal business hours or in the evening.
- Steering committee members will be responsible for identifying and reserving venues as well as providing any media outreach to reach a broader audience.
- Steering committee members will take the lead role in identifying their DAC groups and provide assistance to the Consultant during outreach.
- Consultant will staff workshops, provide sign-in sheets, and workshop materials (up to 50 copies per meeting).
- Consultant will produce a meeting summary including a list of attendees, a summary of major discussion items, and a list of outcomes and action items.
- Consultant will provide refreshments (e.g., coffee, cookies for evening meetings).
- No translation services will be provided.

4. One-on-One Project Development Support

- Engage one-on-one with selected DAC groups to provide technical support such that more complete information on each project can be provided to the IRWMP database.
- Consultant will provide information to project proponents necessary to update information on that project in the IRWMP database.
- Develop an implementation plan for each project that outlines the steps needed in order for the project to be implemented.

Scope Assumptions:

- Steering committees in each sub-region will be responsible for identifying up to two projects in each sub-region that meet the recommended guidelines and approving them to receive one-on-one support.
- One-on-one engagement will take place immediately before or after the scheduled Steering Committee meetings or subregional workshops. No additional workshop is budgeted.
- Consultant shall note that a subregion may not have “disadvantaged communities” or less than two projects to develop. Therefore, Consultant shall shift level of effort and resources on this task to other subregions if directed by

the Program or Project Managers. No more than two projects in a subregion will receive development support.

- The implementation plan for each project is expected to be used to clarify the project's readiness to proceed and in potential grant applications.
- Consultant support will be limited to 20 hours per project or 40 hours per sub-region.
- No translation services will be provided.

#### 5. Report on DAC Outreach Strategies

- Prepare a report summarizing the results of the outreach effort, the communities identified, list and description of the projects that were provided support, and results achieved.

Scope Assumptions:

- A draft report will be prepared and circulated electronically for review by the Steering Committees.
- Progress will be measured based on participation in regional and sub-regional workshops, attendance at Steering Committee meetings, and submissions of projects.
- Comments on the draft report will be received at regularly scheduled Steering Committee meetings or via email. Comments will be incorporated into a final report.

#### **Deliverables**

1. Draft and final report of outreach strategies and action plan (submitted electronically).
2. Updated project information and implementation plan for up to 10 projects.
3. Five project development workshops, one in each subregion.
4. Draft and final DAC Outreach Report (submitted electronically).

#### **Task 4. Strategy for Subregional Capital Improvement Plans**

The objectives for this task are:

- Define a strategy and process to develop a comprehensive set of projects for each Subregion that will make significant progress towards the quantified objectives of the IRWMP.
- Develop the strategy and process in a manner such that both can be readily incorporated into a planning grant application (Task 5) and the implementation section of the updated IRWMP (Task 2).

#### **Tasks**

## 1. Draft Report on CIP Strategy

- Identify examples of different approaches to preparing CIPs by different entities (e.g. cities, water agencies, regional entities) at both the regional and subregional levels. This will include discussion of financial aspects and budgeting in the CIP process.
- Present these examples to the Steering Committees and work with each to develop a process that, if implemented, will produce a set of subregional and regional projects that will make significant progress toward meeting the regional objectives and measure interim progress toward meeting that objective.
- Prepare a draft, final draft and final report of the strategies and action plan for each subregion.

### Scope Assumptions:

- CIP strategy will be focused on the Subregional level but also be coordinated on a regional level to facilitate monitoring progress toward achievement of Regional objectives.
- The CIP strategy shall take into account geographical, political, jurisdictional, water resource needs, environmental and other components of each subregion.
- Research to develop strategies and action plan will include discussion at no more than two regularly scheduled meetings with the Leadership Committee and two regularly scheduled meetings with each of the Steering Committees as provided under Task 1.
- Consultant is not tasked with identifying projects to fill the gap between regional objectives and the current position relative to each.
- Comments from each subregion will be compiled and circulated to all subregional Steering Committees.
- A draft strategy will be prepared and submitted to the Subregional Steering Committees for review and comment prior to the preparation of the draft report.
- Draft reports shall be made available for review and comment by the Subregional Steering Committees.

## 2. Final Draft Report on CIP Strategy

- Prepare a final draft of the strategies and action plan for each subregion.

### Scope Assumptions:

- Final draft reports shall be made available for review and comment by both the Leadership and Subregional Steering Committees.

## 3. Final Report on CIP Strategy

- Prepare a final report of the strategies and action plan for each subregion.

### Scope Assumptions:

- A final report shall be developed after consideration of appropriate comments by the Committees.
- The final report from this task will be incorporated into a planning grant application under Task 5. In addition, the strategy developed will be incorporated into the implementation section of the updated IRWMP under Task 2.

### **Deliverables**

1. Draft report
2. Final draft report
3. Final report

### **Task 5. Planning Grant Application**

The objectives for this task are:

- Work with the Steering Committees and Leadership Committee to develop and complete one grant application for submittal to planning grant funding agencies to seek funds to continue updating the IRWMP in the future. It is assumed that these grant funds will not be available to fund proposed updates to the plan as identified in Task 2.
- Document the process through which the Leadership Committee, Steering Committee and stakeholders will go through to prepare the planning grant application.

### **Tasks**

#### 1. Workplan and Schedule

- Review draft planning grant guidelines once available and develop a workplan for preparation of grant application.

Scope Assumptions:

- Utilize existing relationships with DWR to understand the intent of the grant guidelines for Proposition 1E flood management planning funds and focus efforts to increase potential to obtain these supplemental planning funds.
- The workplan will identify how input will be provided by the Leadership Committee, the Steering Committees and stakeholders.
- Draft work plan will be transmitted to Steering Committees for comments at a regularly scheduled meeting.
- Final work plan, incorporating comments from Steering Committees, will be transmitted to the Leadership Committee for their review at a regularly scheduled meeting.

#### 2. Report on Regional and Subregional Planning Needs

- Consult with each Steering Committee to determine planning need relevant to updating the IRWMP.

- Provide a summary of each subregion's and regional planning needs.

#### Scope Assumptions:

- Consultant will work with the LC to establish guidelines and expectations for the identification of planning needs at the Subregional level, providing a systematic approach so that results can be efficiently incorporated into a single workplan which will form the basis for the planning grant application.
- Planning need must have a specific purpose and outcome and be linked to updating the IRWMP.
- Each Subregion is unique and may take a different approach to defining their needs.
- The planning targets will be used as a reference point throughout the process of defining the planning needs for each Subregion.
- Subregional planning needs are assumed to include: continued outreach, identification of subregional planning targets, "top-down" project identification and integration, and implementation of the strategy for development of the CIP (from Task 4).
- Regional planning needs will be identified with the LC and are assumed to include those tasks identified as "Next Steps" in the adopted IRWMP (including development of baseline habitat data) and expanded coordination with other local and regional planning efforts.
- Only one report will be prepared. Comments on the report will be incorporated into the planning grant application.

### 3. Comments on Draft Planning Guidelines

- Review draft planning grant guidelines and provide comments to submit to the grantor on the region's position on the guidelines based on direction by all appropriate committees.

#### Scope Assumptions:

- Work with LC and SCs to identify comments on draft grant guidelines and communicate this information to DWR in a timely fashion to influence the final guidelines. Consultant team will develop list of potential comments for review by Steering Committees. Additional comments will be incorporated from comments identified by Steering Committee members and forwarded to the Leadership Committee or their designee for review.
- Timing of this process may not permit use of regularly scheduled Steering and Leadership Committees. Thus, receipt of comments may occur via e-mail or at a special meeting established for that purpose.
- Comments on the planning grant guidelines from the Greater Los Angeles County IRWMP region will be transmitted by the Flood Control District or their designee.

### 4. Draft Planning Grant Application

- Prepare one complete draft planning grant application that meets all requirements of the guidelines.

Scope Assumptions:

- First Draft of the Planning Grant Application will be posted on the Consultant's FTP site.
- Comments from all stakeholders will be received via e-mail and at regularly scheduled Steering Committee meetings.
- Consultant will summarize comments received and utilize a regularly scheduled Leadership Committee meeting to present, review and discuss comments and to receive direction on disposition of comments.

5. Final Draft Planning Grant Application

- Prepare one complete final draft planning grant application that meets all requirements of the guidelines.

Scope Assumptions:

- Final Draft of the Planning Grant Application will be posted on the Consultant's FTP site.
- Comments from all stakeholders will be received via e-mail and at regularly scheduled Steering Committee meetings.
- Consultant will summarize comments received and utilize a regularly scheduled Leadership Committee meeting to present, review and discuss comments and to receive direction on disposition of comments and finalization of Planning Grant Application.

6. Final Planning Grant Application

- Prepare a final application in the required format ready for submission to the grantor.

Scope Assumptions:

- The Planning Grant Application for the Greater Los Angeles County IRWMP region will be transmitted by the County of Los Angeles or their designee.

**Deliverables**

1. Workplan and Schedule
2. Report on Regional and Subregional Planning Needs (in electronic form)
3. Comments on Draft Guidelines (in electronic form)
4. Draft Planning Grant Application (in electronic form)
5. Final Draft Planning Grant Application (in electronic form)
6. Final Planning Grant Application (in electronic form and 3 hard copies)

**Task 6. Proposition 84 Chapter 2 Implementation Grant Application**

The objectives of this task are:

- Prepare and submit one implementation grant application.
- Document the process through which the Leadership Committee, Steering Committee and stakeholders will go through to prepare the implementation grant application.

## Tasks

### 1. Comments on draft implementation guidelines

- Review draft grant guidelines, review results of State sponsored guideline workshops, review comments of other IRWM regions if available and provide comments to submit to the grantor on the region's position on the guidelines based on direction by all appropriate committees.

Scope Assumptions:

- Review and comments will be provided once the State guidelines have been released.
- Comments from the Steering Committees and the Leadership Committee on the draft guidelines or on the draft response to the State on the guidelines will be provided to the Consultant via email.
- One conference call or meeting may be held with a subcommittee of the Leadership Committee to discuss comments.
- Program Manager will be responsible for transmitting comments to the grantor.

### 2. Workplan and Schedule

- Once the draft guidelines and proposal solicitation package (PSP) have been released, the Consultant shall develop and provide a workplan of the tasks to be performed, entity to perform the tasks and a schedule for task completion to develop all information and to successfully complete and submit on-time the implementation grant application. The workplan shall include the following:
  - a. Conducting meetings/workshops with subregions/stakeholders to prioritize projects using the existing prioritization framework.
  - b. Developing a list of prioritized projects for each subregion.
  - c. Identifying and documenting what each project proponent on the prioritized list must develop and submit for the grant application.
  - d. Conducting up to two workshops with project proponents to coordinate the submission, review and compilation of all necessary project information for the grant application.
  - e. Answering project proponent questions (phone, email and at workshops) to facilitate the process of obtaining, compiling and presenting the required project information.

Scope Assumptions:

- One grant application will be prepared. It is assumed that only one application will be needed to pursue both Proposition 84 Implementation grant funds as well as related Proposition 1E funds.
- The draft workplan may include recommendations to modify the scope, approach, schedule and/or budget of subsequent activities related to this task.
- The draft workplan will be reviewed and approved by the Program Manager.
- The final guidelines, once released, may significantly impact the scope, budget and schedule of the remaining tasks. The Program Manager will review, discuss and reach agreement with the Consultant on any changes to the scope, budget and schedule of the remaining tasks based on the recommendations in the final workplan.
- If necessary, the Consultant will prepare a final workplan to be reviewed and approved by the Program Manager.

### 3. List and Description of Priority Projects

- Utilizing the prioritization framework and the data available in the project database, Consultant will score and sort projects within each subregion and prepare a ranked lists of projects for each subregion.
- Facilitate one stakeholder workshop in each subregion to discuss project prioritization with stakeholders.

#### Scope Assumptions:

- Program Manager will be responsible for soliciting a new “call for projects” and new project information.
- Assumes up to 25 projects will be identified as priority.
- Project prioritization discussions will be incorporated into regular monthly Steering Committee meetings. Consultant will not be responsible for conducting or facilitating additional project prioritization meetings.
- The Steering Committees will be responsible for facilitating subregional review and discussion about projects.
- The Program Manager will be responsible for making any changes to the project database that is accessed through the [www.lawaterplan.org](http://www.lawaterplan.org) website.

### 4. Project Proponents Guidance and Templates

- Consultant will provide support to the project proponents by preparing templates and other guidance material.
- Consultant will identify and document what each project proponent on the prioritized list must develop and submit for the grant application.

#### Scope Assumptions:

- Templates and guidance material will be submitted electronically to project proponents.

## 5. Project Proponent Workshops

- Consultant will conduct up to three workshops with project proponents to coordinate the submission, review and compilation of all necessary project information for the grant application.

### Scope Assumptions:

- Workshops will be conducted on a regional basis.
- Workshop locations will be provided by either project proponents or Steering Committee members.

## 6. Draft Implementation Grant Application

- Consultant shall prepare a draft grant application.

### Scope Assumptions:

- This task is solely for submitting the grant application related to projects (referred to during Proposition 50 grant efforts as “Step 2”). It is assumed that a “Step 1” will be required which will consist of submitting the updated IRWMP and that the Consultant will not be responsible for this submittal.
- The draft grant application will be based on the information received from project proponents at the time that the draft application is prepared.
- The draft version of the grant application will be distributed for review via the Consultant’s ftp site. Comments will be due to the Consultant via email within one week.
- The proposed level of effort and schedule is based on the level of effort expended on the implementation grant application for Proposition 50, Step 2 and assumes no more than 10 projects will be included in the application. The level of effort and schedule may change depending upon the final grant program guidelines (e.g. if additional information is required to meet different grant requirements for Prop. 1E or funds earmarked from Prop. 84 for implementation projects benefitting disadvantaged communities).

## 7. Final Draft Implementation Grant Application

- Consultant shall prepare a final draft grant application.

### Scope Assumptions:

- The draft grant application will be based on the information received from project proponents.
- The final draft version of the grant application will be distributed for review via the Consultant’s ftp site.

- The final draft grant application will be made available for review three weeks prior to the grant application due date or as mutually agreed with the Program Manager. Comments will be due to the Consultant via email within one week.

## 8. Final Implementation Grant Application

- Consultant will complete the final grant application, providing all necessary copies and all required documents in a format ready for submission to the grantor.

### Scope Assumptions:

- The Program Manager will be responsible for submitting both hard copy and electronic copies of the grant materials to the granting agency.
- Consultant shall address all comments identified in this review allowing for time to submit the grant application.
- Project proponents and the Program Manager will be responsible for providing the necessary copies of documents specific to each project included in the application.
- Consultant shall make it available in electronic form to place on the IRWMP website.

### **Deliverables**

1. Document containing comments on draft implementation grant guidelines.
2. Workplan of activities and actions necessary to complete the grant application.
3. Listing and description of prioritized projects by subregion.
4. Description of items to develop and submit by project proponents.
5. Summary report of each workshop conducted (no more than two workshops for the entire region). Report shall describe issues, solutions and next steps.
6. Templates and guidance material.
7. Draft implementation grant application.
8. Final draft implementation grant application.
9. Final implementation grant application.

### **Task 7. Highlights Document**

The objectives of this task are:

- Develop and provide a color, graphic-rich “leave-behind” document that provides a succinct synopsis of the Greater Los Angeles County Region IRWM planning and implementation effort. The target audience of this document is elected officials, as well as potential granting agencies. This document will serve to inform and educate decision makers regarding the Greater Los Angeles County IRWMP and to gain support for the Greater Los Angeles County regional efforts, including upcoming grant applications.

## **Tasks**

### 1. Develop Layout

- Consultant will submit examples of layouts from up to three other documents as examples.
- Consultant will prepare a final sample layout and outline of the document.

#### Scope Assumptions:

- Sample layouts and cost will be reviewed by the Leadership Committee.
- Sample layouts will come from existing documents.
- Format for final sample layout will be consistent with the graphic style of existing IRWMP document, and be adaptable to other media (e.g., web).

### 2. Draft IRWMP Highlights Document

- Consultant will prepare a draft IRWMP highlights document.

#### Scope Assumptions:

- The draft document will be made available for review via the Consultant's FTP site.

### 3. Final Draft IRWMP Highlights Document

- Consultant will prepare a final draft IRWMP highlights document.

#### Scope Assumptions:

- The final draft document will be made available for review via the Consultant's FTP site.

### 4. Final IRWMP Highlights Document

- Consultant will prepare a final IRWMP highlights document.

#### Scope Assumptions:

- The final draft document will be made available for review via the Consultant's FTP site.
- Consultant will produce 250 copies of the Final Highlights document.

## **Deliverables:**

1. Sample layouts, final layout and document outline.
2. First draft of the document.
3. Final draft of the document (that incorporates comments received).

4. Final version of the document for the Leadership Committee (including 20 copies and an electronic copy).
5. The electronic document will be done in a PC version of one or more of the Adobe Software products (such as In Design, Illustrator and Acrobat) and be easily convertible to same software in Macintosh Computers so that it can be updated by the interested parties over time.