

REGIONAL CAPACITY BUILDING GRANT PROGRAM

SOLICITATION FOR GRANT APPLICATIONS



APPLICANT BRIEFING
10 a.m. - 2 p.m. Sept. 16, 2019
Griffon Room, First Floor
LaSalle Building
617 N. Third St.
Baton Rouge, LA 70802

MANDATORY EMAIL PHASE I LETTER OF INTEREST DUE BY
3 p.m. Oct. 1, 2019
Watershed@la.gov

ALL PHASE II APPLICATIONS DUE BY
3 p.m. Dec. 13, 2019
(Late submissions will not be accepted.)

Phase II applications must be submitted online via watershed.la.gov

For further information
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I. DEFINITIONS

Drainage basin: A drainage basin is an area or region of land that catches precipitation and funnels it into creeks, streams, rivers and smaller bodies of water until the water drains into an ocean, gulf or sea. Drainage basins come in all shapes and sizes with some covering a few acres while others are thousands of square miles across. Artificial boundaries, such as county/parish, state and international borders do not affect drainage basins. Watershed is another term for drainage basin.¹

Drainage divide: A drainage divide is the division between adjacent drainage basins. Just as a creek or stream drains into a larger river, a drainage basin is nearly always part of a larger drainage basin.²

Floodplain: Any area of land within a watershed that is susceptible to inundation by floodwaters from any source.

Hydraulics: Hydraulics refers to the science of the flow of water in a channel or man-made conveyance structure.³

Hydrologic unit code: Hydrologic unit codes, or HUCs, identify all the drainage basins in the United States in a nested arrangement, ranging from the largest (regions) to the smallest (cataloging units).⁴ According to the U.S. Geological Survey, “The United States is divided and sub-divided into successively smaller hydrologic units, which are classified into four levels: regions, sub-regions, accounting units and cataloging units. Each hydrologic unit is identified by a unique hydrologic unit code (HUC) consisting of two to eight digits based on the four levels of classification in the hydrologic unit system⁵.”

Hydrology: Hydrology is the science of the occurrence, distribution, movement and properties of the waters of the Earth and their relationship to the environment during each phase of the hydrologic cycle. The water cycle, or hydrologic cycle, purifies water by a continuous process of evaporation and transportation from the Earth’s surface, including the oceans, to the atmosphere, and back to the land and oceans. Hydrologists are interested in the physical, chemical and biological processes involving water as it travels through the atmosphere, over and beneath the Earth’s surface, and through growing plants.⁶

¹ U.S. Department of the Interior, U.S. Geological Survey. General United States HUC Information adapted from Seaber, P.R., Kapinos, F.P., and Knapp, G.L., 1987, Hydrologic Unit Maps: U.S. Geological Survey Water-Supply Paper 2294, 63 p. Retrieved on 8/11/19 from: <https://water.usgs.gov/GIS/huc.html>.

² Ibid.

³ County of Marin Department of Public Works. *Resources: Projects*. Retrieved on 8/12/19 from: www.marinwatersheds.org.

⁴ U.S. Department of the Interior, U.S. Geological Survey. General United States HUC Information adapted from Seaber, P.R., Kapinos, F.P., and Knapp, G.L., 1987, Hydrologic Unit Maps: U.S. Geological Survey Water-Supply Paper 2294, 63 p. Retrieved on 8/11/19 from: <https://water.usgs.gov/GIS/huc.html>.

⁵ United States Geological Survey, 2019. “Hydrologic Unit Maps.” <https://water.usgs.gov/GIS/huc.html> accessed on 18 July, 2019.

⁶ USGS. *Hydrology: The Study of Water and Water Problems A Challenge for Today and Tomorrow*, a publication of the Universities Council on Water Resources. Retrieved on 8/11/19 from: www.usgs.gov.



Hydrology and hydraulic modeling: Hydrology and hydraulic modeling, or H&H, refers to the combination of hydrology and hydraulics to provide a simulation of rainfall and runoff patterns to anticipate the movement of water⁷ and flood risk within a watershed.⁸

Louisiana Watershed Initiative, or LWI: Gov. John Bel Edwards established the Council on Watershed Management, which serves as the coordinated, interagency structure at the state level for watershed-based flood risk reduction. In August 2018, the Council launched the LWI to serve as the programmatic arm under which all related efforts operate.

Metropolitan planning organization: A metropolitan planning organization, or MPO, is an organization created to carry out the metropolitan transportation planning process in urbanized area with populations of more than 50,000. MPOs are federally mandated and federally funded. There are 10 MPOs in Louisiana, with a listing and contact information available [here](#).

Planning and development district, or PDD: In 1977, Louisiana passed legislation that directed PDDs to develop plans related to land use, transportation, policy, capital outlay projects, economic development and other related activities. A PDD is a multi-service entity with state-defined boundaries that delivers a variety of federal, state and local programs, and offers technical assistance and planning services. The powers and duties of a regional planning commission are contained in Louisiana Revised Statute 33:135. There are eight PDDs in Louisiana with a list available [here](#). The LaPDD is a statewide association of the eight districts.

Precipitation: Precipitation is water released from clouds in the form of rain, freezing rain, sleet, snow or hail. Most precipitation falls as rain and is the primary aspect of the water cycle that delivers atmospheric water to the Earth. For example, water vapor evaporates from oceans, lakes, forests, fields, animals and plants then condenses and returns to Earth as precipitation, thus replenishing reservoirs, lakes, rivers, underground aquifers and other sources of water that provide moisture needed by plants and animals.⁹

Provisional watershed regions: The LWI has established provisional watershed regions throughout the state (see *Figure 2* and *Attachment E*). These regions aggregate HUC8-level watersheds into eight watershed regions for LWI management purposes.

U.S. Department of Housing and Urban Development, or HUD: HUD is the agency that administers the Community Development Block Grant-Disaster Recovery, or CDBG-DR, funds

⁷ FEMA. Hydrologic and Hydraulic (H&H) Study Quick Guide. Retrieved on 8/12/19 from www.sog.unc.edu

⁸ County of Marin Department of Public Works. *Resources: Projects*. Retrieved on 8/12/19 from: www.marinwatersheds.org.

⁹ USGS. Rain: A Water Resource, USGS General Interest Publication. Retrieved on 8/11/19 from <https://www.usgs.gov/special-topic/water-science-school/science/precipitation-and-water-cycle> and adapted from Lull, H.W., 1959, Soil Compaction on Forest and Range Lands, U.S. Dept. of Agriculture, Forestry Service, Misc. Publication No.768.



available to Louisiana from a congressional appropriation. HUD's allocation of this appropriation provides funding for this solicitation and program.

Watershed: A watershed is a geographic area within the boundary of a drainage divide. The USGS defines a watershed as follows: "A watershed is an area of land that drains all the streams and rainfall to a common outlet such as the outflow of a reservoir, mouth of a bay, or any point along a stream channel. The word 'watershed' is sometimes used interchangeably with 'drainage basin' or 'catchment.'"

Watershed coalition: A watershed coalition is a formalized entity based on a provisional watershed region's boundaries. As part of this program and the LWI design process, coalitions will assume different governance structures for developing watershed management plans, aiding in the implementation of projects, programs and policies emanating from those plans, and improving the lives of residents and the success of businesses. Watershed coalitions are an expected outcome of the LWI. These entities do not currently exist.

II. PROGRAM PURPOSE

THE LOUISIANA WATERSHED INITIATIVE

In March and August 2016, Louisiana experienced two historic rain events that produced trillions of gallons of rainwater that flooded more than 145,000 homes, left behind an estimated \$10 billion in damage and resulted in recovery efforts that will take years to complete. These devastating events exposed key weaknesses in Louisiana's approach to floodplain management and risk-reduction planning in all levels of government.

In response to these Great Floods of 2016, and recognizing the emergence of watershed management as a preferred model to integrate physical, biological, ecological, socioeconomic and policy concerns with a thorough understanding of an area's hydrologic processes, Gov. John Bel Edwards in May 2018 charged state agencies with coordinating statewide flood risk management efforts through a watershed approach.

This charge is the genesis of the Louisiana Watershed Initiative. The LWI coordinates enhanced technology, planning, policy and engagement with local communities to build support for an improved, long-term, state and watershed region management framework that can more effectively address mounting flood risks statewide. The goal is to enhance regions' abilities to participate in collective watershed decision-making that raises development standards and mitigates unforeseen negative impacts of potential flood control interventions on neighboring regions.

There is no regional water management framework in place with adequate resources to fully understand and solve mounting water risks statewide. In addition, the LWI has noted that local and regional leaders, as well as stakeholders, lack the support or resources necessary to participate in



such a framework if it were to exist.¹⁰ As a result, Louisiana has historically managed flood risk through a silo approach, often without the mechanisms in place to consider the effects of planning and projects on neighboring communities.

PROGRAM SOLUTION

The Council on Watershed Management allocates resources for the following purposes.

1. Support and enhance regional technical capacity in order to allow for meaningful participation in the LWI.
2. Identify or establish a stable, long-term regional entity (“watershed coalition”) that will outlast specific event-related funding allocations to better coordinate watershed region management activities.
3. Provide a sustainable, institutional basis to increase continuity, improve flood resilience in an ongoing effort and enable more effective flood prevention.

To this end, the LWI has set eight provisional watershed regions, referred to herein individually as a region, or collectively as regions, and detailed in *Attachment E*, each of which contains numerous parishes and municipalities. As part of this approach, the LWI has designed the Regional Capacity Building Grant Program, referred to hereinafter as the program.

The **primary goal** of this program is to enable a stable, long-term entity, or watershed coalition, that is capable of performing watershed region management activities aligned with the mission of the LWI. Over the term of the grant period, the grantee’s duties will include facilitation of the following:

1. Formation and execution of a one-year regional steering committee work plan. Regional steering committees will provide input in the development and ultimate implementation of longer-term, formalized coalitions with the ability to adopt different levels of a governance structure for project coordination and prioritization. Committees will dissolve after one year upon determination of an appropriate watershed coalition framework. All accepted applications must address the guidance issued by the LWI regarding steering committee membership, referenced in *Attachment C*.
2. Adoption and implementation of a watershed management board or coalition within each region. Watershed coalitions will coordinate the development of watershed management plans for each region and will aid in administering the implementation of projects, programs and policies emanating from those planning efforts.
3. The use of H&H modeling for project planning and development decisions.

¹⁰ During the LWT’s fall 2018 Statewide Listening Tour, local elected officials, planners, policymakers, engineers and data professionals noted that local governmental staff are at full capacity in their current jobs. They identified a need for technical assistance associated with floodplain and land use management, project planning and organizing mitigation activities around watershed boundaries.



4. The adoption of higher development standards on a regional basis, both during and upon conclusion of this program, as appropriate.
5. Development, maintenance and use of a project list for each watershed region.
6. Establishment of long-term capacity and funding to continue watershed coordination activities beyond the term of this grant program.

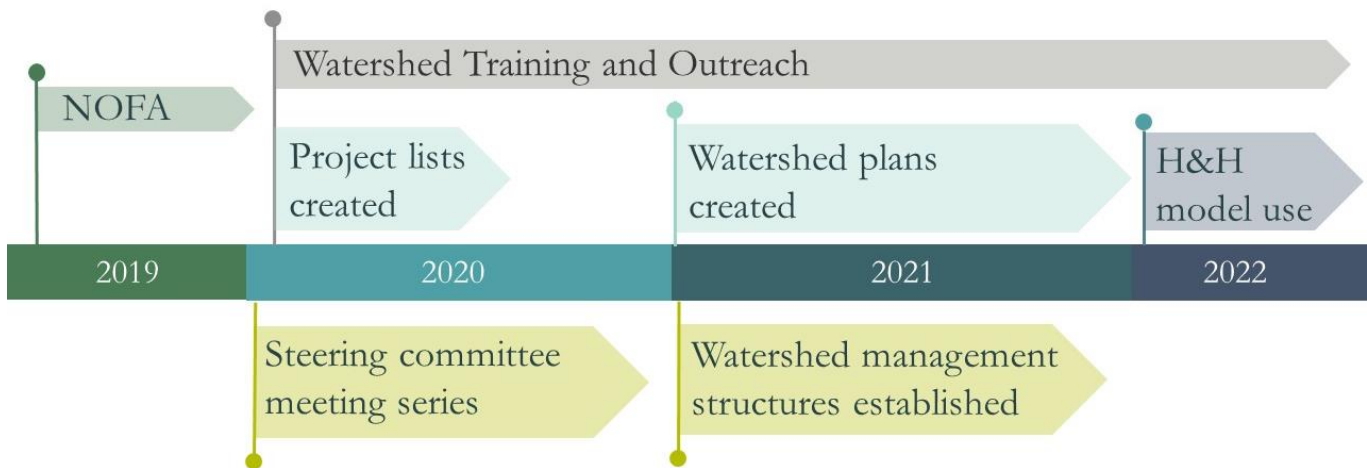
The **secondary goal** of this program is to support and cultivate staff capacity building within watershed regions to amplify the outcomes of outreach and floodplain management activities.

III. PROGRAM TIMELINE

The program starts in early 2020 and ends in 2022. Grantees must meet the following critical milestones to adequately administer this funding:

- *March 20, 2020*: Deadline to hold the first meeting of the regional steering committee.
- *July 31, 2020*: Deadline to produce a regional watershed project list.
- *Jan. 15, 2021*: Deadline to hold the first watershed coalition meeting.
- *Oct. 31, 2022*: Deadline to expend all funds provided by this program.

Figure 1. LWI and program activity timeline.



IV. AVAILABILITY OF FUNDS

Recovery funding from the U.S. Department of Housing and Urban Development will fund this program to help enable proactive approaches to water management statewide. This program provides Planning as an eligible activity under HCDA Section 105 (a)(12) and is consistent with the State of Louisiana Substantial Action Plan Amendment No. 11 for the Utilization of Community Development Block Grant Funds in Response to the Great Floods of 2016, approved by HUD on June 3, 2019.



All awards under this solicitation are subject to availability of funding. Awards are subject to compliance with all applicable federal, state and local laws, regulations and policies governing the funds.

ANTICIPATED FUTURE CDBG FUNDING

Following the Great Floods of 2016, Congress allocated approximately \$1.2 billion to Louisiana for the purpose of mitigating current and future flood risk. This funding, which HUD has yet to issue at the time of this solicitation, is anticipated to be largely used to support LWI activities, including flood control projects and flood risk reduction programs¹¹. This program is not funded through this allocation but aims to support the LWI by enabling the establishment of watershed region coalitions.

In order to be eligible for future rounds of LWI funding, existing entities engaged in watershed management must organize and be prepared to work across jurisdictional lines as part of this program. The formation of regional steering committees is a mandatory aspect of this program that must be completed within year one. These regional steering committees will precede the formation of regional watershed coalitions. The state may reduce or cancel funding in subsequent years if program efficacy metrics are not met within year one (see *Attachment A*).

V. MAXIMUM AWARD

Each region will be eligible for a maximum award of \$400,000 over a three-year period. OCD reserves the right to increase or decrease both the award and program timeframe, based on circumstances and the availability of future funds. The grant application must detail anticipated expenditures over the grant period. However, each grantee will be reviewed for performance annually, and awards may be prorated or reduced based on program demand, feasibility, projected outcomes and region-specific deliverables. Disbursements to grantees for eligible expenses incurred must comply with CDBG-DR requirements and in accordance with 2 CFR 200 as well as the DOA Grant Administration Grantee Administrative Manual, located at <https://www.doa.la.gov/Pages/ocd-dru/DRAdminManual.aspx>. Advance disbursements are not allowed. No indirect costs will be funded under this grant. All program funding will be provided via reimbursement to the grantee. The grantee will be responsible for all procurement activities and hiring staff with oversight provided by OCD to verify that all parties are appropriately qualified.

Note: Capacity building within each region is an important program outcome. Grantees should use third-party contractors on a limited basis, subject to the procurement requirements of 2 CFR 200, as well as the conflict of interest rules applicable to CDBG-DR funds and the Louisiana Government Code of Ethics. Third-party contractors retained by the state that performed or are performing work in support of the LWI are prohibited from conducting work to be reimbursed by a parish, municipality or region using this grant funding.

¹¹ Guidance regarding the expenditure of these funds has not yet been issued by the Department of Housing and Urban Development. All preparations for the use of such funds are contingent upon this guidance and are subject to change.



Although there is no required local or regional match for this program, the entity applying for the grant should budget practicable matching funds or in-kind resources to support the success of the program. The grantee may leverage the grant award with other available funds. Compliance with CDBG-DR grant requirements is required for any activity funded by grant proceeds.

VI. ALLOWABLE ACTIVITIES/USE OF FUNDS

In order to achieve program goals, metrics and key tasks (see *Attachment A*), the program includes eligible expenses such as the hiring of staff and other support services. Grant funds must be used to support watershed coordination activities and establishment of a regional steering committee. Grant funds may be used in support of additional program areas including outreach, public engagement and floodplain management¹².

Specifically, grant funds may be used for paying staff or contractors conducting the following eligible activities:

1. Logistical and technical support for steering committee and coalition meetings, such as scheduling, securing venues and taking minutes.
2. Coalition-building activities.
3. Developing and implementing watershed management policies.
4. Staff training, including professional certifications and memberships, and continuing education and travel. Travel expenses are limited to reimbursement for 99 miles traveled and subject to the Louisiana Division of Administration Travel Guide, PPM49, with more information available [here](#).
5. Program development.
6. Floodplain management technical support, including land use review or drainage review duties, or administering participation in the community rating system program if grant funds do not supplant existing efforts.
7. Developing project grant applications and preparing for long-term funding mechanisms.
8. Watershed planning and plan alignment.
9. Community outreach and education.

Ineligible uses of funds include:

1. Construction or construction-related activities, including capital improvements to existing facilities.
2. Immovable equipment purchases, leases or maintenance.
3. Land and building purchases.
4. Political or religious activities.
5. Entertainment, including amusement, diversion and social activities, food and beverages associated with training and other work activities.

¹² Additional program areas may be added in subsequent years of the program.



6. Costs associated with preparing this grant application.
7. Donations and contributions, including cash, services or property.
8. Fundraising activities.
9. Investing in instruments or investments for the sole purpose of generating a return on investment.
10. Expenses for which private philanthropy, the National Flood Insurance Program, private flood insurance, other insurance, or state or federal benefits have been or will be paid, or financial assistance that has been approved or provided by federal, state or other sources considered to be duplicative of CDBG-DR funds.
11. Any activities not compliant with Louisiana Code of Ethics.

Grants will be limited to the following expense categories:

1. Salaries and approved benefits.
2. Third-party contractors to support program activities; such activities must be procured in accordance with 2 CFR 200.318 General Procurement Requirements and any additional applicable federal, state or local requirements.
3. Purchasing or leasing movable equipment.
4. Costs associated with training staff. Eligible training costs are limited to salaries and benefits, workshop, seminar and other types of conference fees, professional certification and membership fees, compliantly procured third-party contractors, materials and supplies, and travel, subject to PPM49.
5. Operational costs.

Payment of eligible costs will be governed by an agreement executed by OCD and the grantee. Support documentation will be required for all eligible expenses incurred, according to federal, state and program requirements.

VII. PROGRAM SOLICITATION

OCD is soliciting applications from eligible entities described in section VIII of this notice of funding availability, or NOFA. This solicitation seeks information regarding applicants' current operations, existing capacity, proposed methodology and expansion efforts needed to implement the goals of the LWI in each region. OCD will work with each participating grantee to incorporate components of its application into an agreement but reserves the right to require the submission of modifications, or additions to applications, before any such agreement is finalized. Only one application will be accepted, and only one grant award will be issued per region (see *Figure 2* or *Attachment E*). Each application must represent the majority of political jurisdictions within their provisional watershed region.



VIII. ELIGIBILITY

ELIGIBLE APPLICANTS

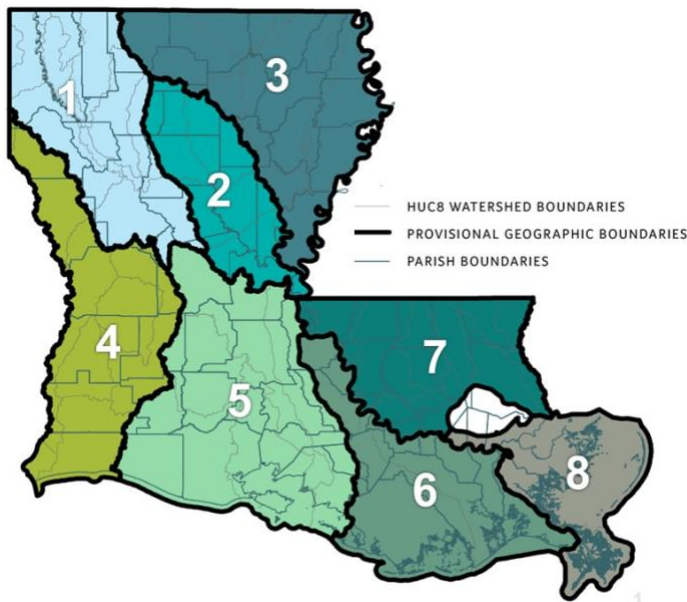
An applicant must be a public entity¹³ located within the region in which it will be conducting program activities. Eligible applicants must have the capability to provide – or be in a position to coordinate – technical services, including capital improvement planning, project planning, public outreach, floodplain management duties, development and adoption of watershed-based plans and implementation of such plans.

Applicants must coordinate with all parishes within the watershed region. For the purposes of this application and administration of this program, agreements to cooperate among parishes and municipalities in each watershed region should be documented. Program applications should include agreements among the applicant and a minimum of 51 percent of the parishes in the watershed region. However, the applicant will be allowed until March 31, 2020 to compile agreements with all the parishes in its watershed region. A sample resolution is provided in *Attachment D*.

GEOGRAPHIC ELIGIBILITY

Applicants must align within one of the watershed regions as presented in *Figure 2*.

Figure 2. Louisiana's Provisional Watershed Regions



¹³ Applicants must be a political subdivision. Please contact OCD with any questions about applicant eligibility.



IX. PHASED APPLICATION PROCESS

Program applications will be collected and reviewed in three phases. A *Phase I Letter of Interest* will assist with identifying a single fiscal agent and program applicant for each region, as well as delineating roles and responsibilities assigned to accomplish program goals, metrics and key tasks. OCD will contact applicants following the submittal of a *Phase I Letter of Interest* to advise applicants to proceed with an application for Phase II. If multiple applicants submit a Phase I Letter of Interest for a single watershed region, OCD will inform applicants of their requirement to execute an agreement among the entities as specified in Section XI below. Once such agreement is executed, OCD will advise the applicant to submit an application for Phase II. Each of the regional applicants, totaling eight statewide, may then proceed with submitting a *Phase II application* that includes a detailed description of activities and associated documentation. Once Phase II applications are approved, OCD will require applicants to submit a list of proposed steering committee members as part of Phase III that are representative of the region, including a description of how membership conforms to guidance provided in *Attachment C*.

X. APPLICATION TIMELINE

The LWI will evaluate applications and OCD will determine program funding allocations. Applications will be reviewed to ensure that all required elements are submitted. OCD anticipates entering agreements with approved grantees at the completion of the evaluation period.

Event	Date
Solicitation advertised	8/15/19
Webinar and Q&A session	8/22/19
Applicant briefing	9/16/19
Phase I Letter of Interest deadline	10/1/19
Webinar and Q&A session	10/30/19
Phase II Application deadline	12/13/19
Award announcement	1/10/20

XI. PHASE I – LETTER OF INTEREST

Entities interested in acting as the grantee and fiscal agent for a region must submit a Phase I Letter of Interest **by email no later than Oct. 1, 2019**.

Note: The applicant submitting this letter must have received informal or formal agreements from a majority of parishes within the watershed region authorizing the applicant to submit a single application on behalf of the region. Individual parishes that are not representing all parishes within the watershed region should not submit a Phase I Letter of Interest. Regions should consider familiarity with CDBG-DR grants when selecting the fiscal agent.

The letter of interest will enable OCD to identify the applicants for Phase II and may require further coordination among applicants. If multiple entities submit letters of interest that originate from the same watershed region, OCD will require that such entities convene prior to the Phase II



application deadline and execute an agreement clarifying the roles that each entity will play in subsequent application phases and grant administration. The agreement among such parties must specify one entity to act as fiscal agent and applicant for this program. If said entities cannot come to an agreement, the region shall not be eligible for funding under the program, and the application(s) will not proceed to Phase II of the program.

This Phase I Letter of Interest is mandatory in order to remain eligible for a grant award through this program.

Interested applicants must fill out the following form, which is also available at watershed.la.gov, and submit via email to watershed@la.gov by Oct. 1, 2019.

**Community Development Block Grant-Disaster Recovery (CDBG-DR)
Regional Capacity Building Grant Program
Solicitation for Grant Applications**

Phase I Letter of Interest

The entity below is interested in applying for the Regional Capacity Building Grant Program.

Name of entity: _____

Watershed region: _____

Political jurisdictions represented in application: _____

Point of contact: _____

Email: _____ Phone: _____

Brief statement of interest:



XII. PHASE II - APPLICATION REQUIREMENTS

The state will accept only one application per watershed region in Phase II. Upon receiving notice from OCD to proceed with Phase II, the applicant identified in Phase I will be required to submit a detailed description of activities and associated documentation. To apply for Phase II, applicants must electronically submit all the components listed below. The application must be concise, organized in the order listed, paginated, no more than 20 pages, excluding appendices, and include a table of contents.

1. Cover page with the program title.
2. Table of contents.
3. General description of the applicant with contact information, including a division of duties if multiple agencies will administer the grant.
4. Description of need.
5. Description of proposed activities.
6. Proposed implementation approach that includes a description of how the grantee will accomplish the duties associated with watershed coordination and meet all applicable metrics and key tasks of the program (see *Attachment A* for further detail). While the program is flexible and allows for a tailored approach to best meet the needs of each region, a responsible method must be outlined and compliant with the applicable CDBG-DR and state of Louisiana requirements. For more information, please see *Attachment B*.
7. Program timeline.
8. Cost estimate for each element of the scope and documentation of cost-reasonableness for each element.
9. Approved resolutions or agreements from all parties included in the application, which must represent all political jurisdictions within the watershed region. If agreements cannot be provided by all parishes within the watershed region by the grant application deadline, the applicant must submit agreements from a minimum of 51 percent of the parishes in the region by the Phase II application deadline and with the understanding that any additional agreements must be provided by March 31, 2020.
10. Applicant disclosure report, providing details on other government assistance provided relative to the activities described in the proposal.
11. A copy of the applicant's proposed program budget, organized by quarter, which includes all sources and uses of funding, including in-kind resources and the CDBG-DR funding being requested. It must include planning for revenue and expenditures at the project and program levels over the grant period. Grantees' requests for payment will not be processed unless two conditions are met: First, there must be budget authority for the intended expense type. Second, there must be sufficient funds remaining in the line item budget to cover all current and projected expenditures and encumbrances. Budget amendments may be facilitated in coordination with OCD upon a determination that financial flows have been effectively managed by the grantee to-date.

OCD will announce Phase II awards following the application period. Upon receiving a grant award



notice, the grant recipient will be required to enter into an agreement with OCD, which will provide in greater detail the grantee's obligations relative to the receipt of the award. Once Phase II applications are approved, OCD will require applicants to submit a list of proposed steering committee members that are representative of the region, including a description of how membership conforms to guidance provided in *Attachment C*.

Establishing regional steering committees in the first year will provide a meaningful and influential role for local and regional stakeholders to guide how the LWI's watershed approach is applied within their region. The level of coordination and support described herein aims to result in smarter regional investments, improved use of existing resources and a sustainable, holistic, long-term approach to flood risk management.

XIII. PHASE II – APPLICATION SUBMITTAL

Phase II applications must be submitted online via watershed.la.gov by 3 p.m. Dec. 13, 2019.

Late applications may be disqualified from consideration.

All application materials, including this solicitation, are available on the LWI's website at watershed.la.gov.

XIV. PHASE III – APPLICATION EVALUATION, APPROVAL AND AGREEMENT PROCESS

Phase III awards will allow for steering committee “stand up” activities to occur concurrently. OCD will determine the completeness of Phase II applications and issue subsequent awards for Phase III upon reviewing the required documentation outlined in section VI and upon consideration of the following criteria:

- A clear and achievable strategy for collaboration across different entities and steering committee members is present.
- Applicants have addressed additional activities and outcomes relevant to the region that help achieve program goals, metrics and key tasks (see *Attachment A* for further detail).
- Cost justification to execute proposed scope is reasonable and appropriate.
- Conformance of the application with the program purpose and requirements.
- Applicants have achieved the terms and conditions of this solicitation.

OCD reserves the right to require amendments or adjustments to all applications, policies and procedures, administrative operations, budgets and regional steering committee membership.

XV. WEBINARS

The LWI will host webinars on **Aug. 22, 2019** and **Oct. 30, 2019** to provide additional information on the program. The link for each webinar will be accessible via watershed.la.gov. The webinars will allow prospective applicants to ask questions and provide input on the program. The materials



discussed during each webinar will be accessible on the LWI website.

Attendance at these webinars is not a requirement.

For more information about these webinars, email watershed@la.gov.

XVI. APPLICANT BRIEFING

The LWI will host an in-person briefing for all potential applicants for this program from 10 a.m. - 2 p.m. Monday, Sept. 16 in the Griffon Room on the first floor of the LaSalle Building at 617 N. Third St., Baton Rouge, LA 70802. This briefing will also allow potential applicants to ask questions and provide input on the program prior to the Phase I letters of interest submission deadline.

Attendance at this briefing is strongly encouraged but not required.

For more information, email watershed@la.gov by the date of the briefing.

XVII. PROGRAM MANAGEMENT, REPORTING AND MONITORING

1. The grant recipient will be responsible for compliance with all laws, regulations, and requirements applicable to CDBG-DR funds, as well as the DOA Grant Administration Grantee Administrative Manual, located at <https://www.doa.la.gov/Pages/ocd-dru/DRAdminManual.aspx>, and the state's action plan and program policies and procedures under which the grant is awarded.
2. Grant recipients will be required to submit a quarterly report to OCD in electronic format. OCD will establish the report format and submittal process.
3. OCD will monitor grant recipients for compliance with all applicable federal and state regulations. In addition to reviewing data reported, OCD will conduct monitoring visits to ensure compliance and quality of the program.
4. Grant recipients will maintain accurate records concerning the program, including:
 - Financial records (e.g. budget, general ledger, bank statements, cancelled checks, supporting invoices, financial statements and procurement activity).
 - Uses of funds documentation.
 - Any other documents that grant recipients consider material to a potential audit.
 - Grant recipients will be required to maintain all books and records for five years following the final close-out of the grant from HUD to OCD. However, if any litigation, claim, negotiation audit or other action involving the records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular five-year period, whichever is later.
 - Grant recipients shall provide access to all books, accounts, records, reports, files and other papers pertaining to the administration, receipt and use of federal funds and necessary to facilitate such reviews and audits.



If the applicant's partner or contractor provides services through the program, it is the applicant's responsibility to ensure that all partners or contractors are in full compliance with the agreement and program rules, including the submission of any and all requirements listed above, required reports and OCD established program policies, procedures and timeframes. Grant recipients will ensure any partner or contractor is compliant with the Louisiana Code of Ethics.

The agreement will contain further information on program reporting and monitoring.

XVIII. ADDITIONAL CONSIDERATIONS

1. By submitting an application, each applicant authorizes OCD to contact any and all other persons identified in its application or in any inquiry conducted by or on behalf of OCD or the state, and to obtain the release of pertinent financial and other information, as well as to obtain verification of the information provided by each applicant.
2. The program funds and any remuneration for eligible costs will be funded in whole by federal funds made available through CDBG-DR funds. Agreements will therefore be subject to all applicable provisions required by CDBG-DR. State assets will not be used for payment of activities under this program.
3. OCD will not be held liable for any costs incurred by any applicant for work performed in the preparation and production of the application in response to this solicitation, including any requests for additional information, interviews or negotiations, or for any work performed prior to written authorization from OCD to proceed. All applications submitted will become the property of OCD.
4. OCD reserves the right to:
 - Reject any or all ineligible applications received.
 - Allocate and or reallocate funds in any amount, depending upon the number and quality of applications received.
 - Negotiate any element of an application and require the submission of modifications or additions to applications as a condition of further participation in the selection process.
 - Amend or cancel this notice of funding availability.
 - Amend the program policies and procedures as necessary during the life of the program.
5. To be eligible to receive program funds from OCD, an applicant organization must:
 - Be legally able to receive and use the proceeds as herein stated.
 - Meet any other requirements herein stated for the specific purpose of the program.
 - Meet CDBG-DR requirements, including the gathering and reporting to OCD of all required information, and the maintenance of all records pertaining to the making of eligible grants.
 - Not be debarred, suspended or excluded from or ineligible for participation in federal assistance programs.
 - Not have any open findings or audits associated with the use of HUD funds provided directly or indirectly through OCD or be a defendant in proceedings brought by the U.S. Department of Justice relating to the use of HUD funds or obligations associated with the receipt and use of HUD funds, including the Fair Housing Act or civil rights. OCD may



waive this requirement if, in OCD's sole determination, the applicant is compliant with a plan of action agreed to by OCD and the applicant relative to any such findings, audits, or judicial proceedings.

XIX. ATTACHMENTS

- A. Program Metrics and Key Tasks
- B. Optional Application Resources
- C. Regional Steering Committee Composition Guidance
- D. Sample Resolution
- E. Provisional Watershed Boundaries Recognized on Aug. 8, 2019
- F. Steering Committee Guidance Worksheets



ATTACHMENT A: PROGRAM METRICS AND KEY TASKS

KEY DUTIES AND METRICS

These should be considered in program design and will be applicable after completion of Phase III.

REQUIRED PROGRAM AREA: WATERSHED COORDINATION

Program Metrics

Maximize steering committee and coalition meetings attendance, measured by the following:

1. Attendance per meeting.
2. Diversity of disciplines/interests represented.

Key Duties

1. Manage notice procedures for all public meetings.
2. Administer the approved steering committee work plan.
3. Manage the timeline for steering committee formation, meetings and coalition formation.
4. Provide preparatory materials, research and training for meetings.
5. Facilitate creation of a watershed project list and regional risk-reduction strategies.
6. Identify and seek a long-term funding source for the continuation of watershed coordination duties beyond the term of the grant program.
7. Guide long-term resiliency planning efforts in coordination with the Louisiana Long-Term Recovery Subcommittee, where applicable.

Deliverables

1. Review and implementation of steering committee work plan.
2. Decision tracking document for the regional steering committee.
3. Watershed project list.
4. Long-term resiliency plan consistent with or as a sub-part of the watershed plan for the region; note, the regional project list can be a sub-part of this plan.
5. Enabling agreements, resolutions and/or legislation for coalition formation.
6. Coalition work plan.
7. Decision tracking document for watershed coalition.
8. Long-term funding plan documents for watershed coordinator position and regional revenue needs.
9. The region's projected budget for FY20-FY23. This budget should include anticipated funding and revenue streams from all member jurisdictions to be pooled and used for watershed



management purposes. It must include planning for both revenue and expenditures at the project and program levels over the grant period.

OPTIONAL PROGRAM AREA: PUBLIC OUTREACH

Program Metric

Maximize public and professional engagement, either directly or indirectly, as measured by the following:

1. Total number of citizen interactions.
2. Number of continuing education hours or certifications awarded to parish, municipal or regional staff.
3. Number of continuing education hours or certifications awarded to local professionals.
4. Number of attendees at events.
5. Number of community-oriented events.

Key Duties

Operate the public information office for watershed region management activities and for LWI activities within the region.

OPTIONAL PROGRAM AREA: FLOODPLAIN MANAGEMENT

Program Metric

Maximize CRS and NFIP participation and enable watershed-based development review as measured by:

1. CRS score and/or the number of participating communities.
2. Number of permits or developments reviewed using available watershed-based models.
3. Total number of NFIP policies in the region.
4. Developed and adopted ordinances that reduce flood risk.



ATTACHMENT B: OPTIONAL APPLICATION RESOURCES

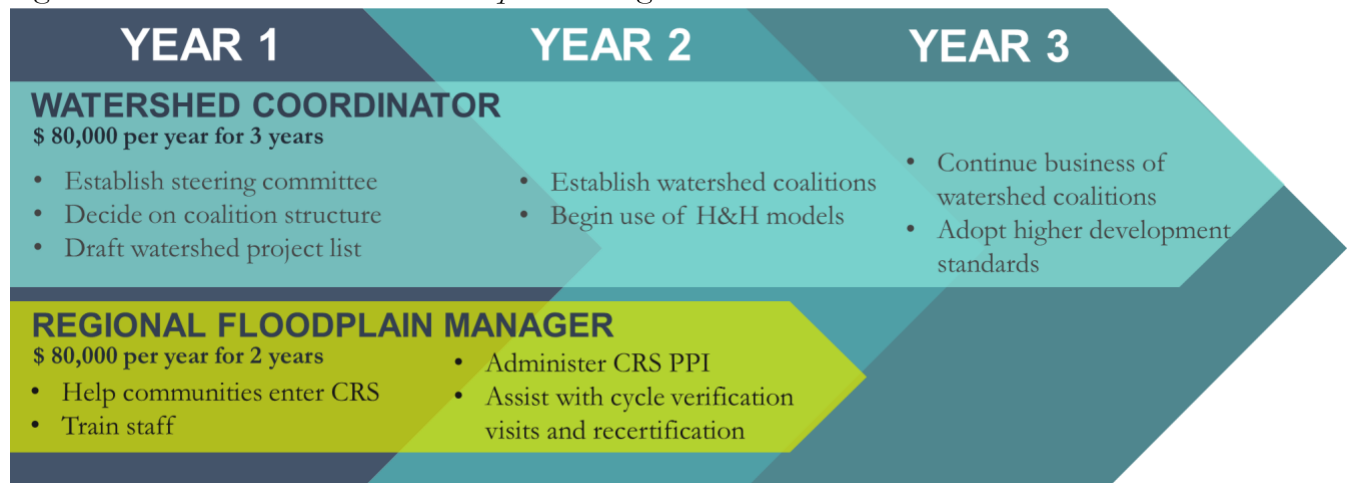
The following materials may be used or modified by applicants to this program. These materials are optional, do not represent the contents of a complete Phase II application, and are provided as examples only. OCD reserves the right to require program amendments beyond those indicated in these examples.

EXAMPLE IMPLEMENTATION APPROACH

WATERSHED COORDINATOR + FLOODPLAIN MANAGEMENT MODEL

[GRANTEE] will hire one full-time Watershed Coordinator for three years and one Regional Floodplain Manager for two years. Such personnel will serve within the office of [GRANTEE] in coordination with the region's parish and municipal staff.

Figure 3: Watershed Coordinator + Floodplain Management Model



The Watershed Coordinator will be *tasked* with the following duties:

1. Manage notice procedures for all public meetings.
2. Administer the approved regional steering committee work plan.
3. Manage the timeline for regional steering committee formation, meetings and coalition formation.
4. Provide preparatory materials, research and training for meetings.
5. Facilitate creation of a watershed project list and regional risk-reduction strategies.
6. Identify and seek a long-term funding source for the continuation of watershed coordination duties beyond the term of the grant program.



7. Guide long-term resiliency planning efforts in coordination with the Louisiana Long-Term Recovery Subcommittee, where applicable.

The Watershed Coordinator will *produce* deliverables including the following:

1. Decision tracking document for steering committee.
2. Project list for the regional watershed.
3. Long-term resiliency plan consistent with or as a sub-part of the watershed plan for the region; note, the regional project list can be a sub-part of this plan.
4. Enabling agreements, resolutions and/or legislation for coalition formation.
5. Regional watershed coalition work plan.
6. Decision tracking document for watershed coalition.
7. Long-term funding plan documents for watershed coordinator position and regional needs.

Example Watershed Coordinator Job Description

The Watershed Coordinator is primarily responsible for facilitating the establishment and activities of watershed region steering committees in year one and formalized watershed coalitions in year two. Beyond these objectives, the Watershed Coordinator is expected to:

1. Assist parishes and municipalities within the watershed region with technical needs, including the compilation of a watershed project list, which will serve as a capital improvement program for flood control and flood risk reduction projects and programs in the region.
2. Attain a long-term funding source for the continuation of watershed coordination duties beyond year term of the grant program. The Watershed Coordinator will be employed and supervised by a governmental or quasi-public organization and will work in furtherance of the programs, goals, and objectives of the Louisiana Watershed Initiative. Please see the *Regional Capacity Building Grant – Program Metrics* document for further detail on critical milestones and responsibilities of this position.

Watershed Coordinator tasks during the administration of the program include the following:

- Inventory existing flood risk/water management projects and programs (in design or proposed) within the watershed.
- Work in close coordination with the LWI program administration team to evaluate watershed region projects using LWI criteria and identify opportunities to enhance project impacts or design.
- Communicate with and coordinate local and regional stakeholders.
- Assist with long-term planning for project implementation and program funding.
- Work in coordination with LWI program administration to draft a watershed project list using regional steering committee input and prioritization.
- Conduct onboarding and training for committee and coalition members.
- Identify local partners and leverage multiple watershed funding sources and opportunities.



- Assist with grant and project applications.

Watershed Coordinator qualifications include the following:

- Highly skilled communicator with technical flood risk mitigation, planning and public facilitation expertise.
- Strong background in resilient and sustainable project development.
- Experience facilitating, engaging and collaborating among large stakeholder groups with a variety of competing interests.
- Demonstrated ability to independently address and track how broad program goals and detailed tasks are progressing in real time.
- Experience in developing and administering capital improvement plans.

Watershed Coordinator preferred educational and professional requirements include the following:

- Baccalaureate degree in planning, public administration, environmental science, engineering or a related discipline.
- Five years of professional experience conducting duties related to these key tasks.
- Note: a master's degree in these disciplines or an AICP, CFM, or PMP accreditation may be substituted for two years of professional experience.

The Watershed Coordinator's work environment and anticipated travel will include the following.

- Work in an office environment, within a group or presentation venue, and to accommodate meeting locations in various regions within the state and meeting scheduling including evenings and weekends.
- Travel regularly to parishes and municipalities throughout the state and comfortable with a self-directed, highly active work pace.

The Regional Floodplain Manager's duties will include the following:

1. Establish a Regional CRS Program.
2. Assist communities with entering and/or advancing in the CRS Program.
3. Facilitate the preparation of a Program for Public Information within the region.
4. Leverage existing efforts and funding sources to continue to improve CRS standing for parishes and municipalities within the region.
5. Manage recordkeeping for CRS compliance purposes as needed for parishes or municipalities in the region.
6. Train staff and implement best practices within existing floodplain management procedures.
7. Assist parish and municipal staff with floodplain permitting as needed.
8. Facilitate community engagement as needed for CRS and risk communication purposes.
9. Identify and/or secure long-term funding and staff capacity to provide CRS services in the region.



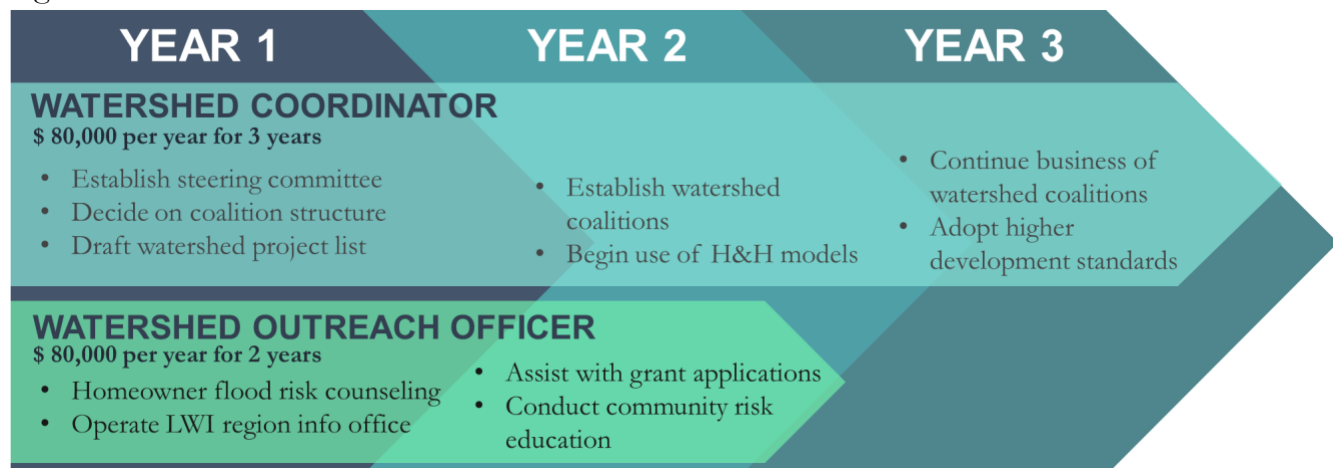
Program outcomes during the grant administration period must include establishing regional steering committees and coalitions, enabling long-term funding and the sustainability of watershed coordination and regional floodplain management activities and measurable enhancements in the CRS standing of a plurality of communities within the watershed.

EXAMPLE IMPLEMENTATION APPROACH:

WATERSHED COORDINATOR + OUTREACH MODEL

[GRANTEE] will hire one full-time Watershed Coordinator for three years and one Watershed Outreach Officer for two years. Such personnel will serve within the office of [GRANTEE] in coordination with regional parish and municipal staff.

Figure 4: Watershed Coordinator + Outreach Model



The Watershed Coordinator will be *tasked* with the following duties:

1. Manage notice procedures for all public meetings.
2. Administer the approved regional steering committee work plan.
3. Manage the timeline for regional steering committee formation, meetings and coalition formation.
4. Provide preparatory materials, research and training for meetings.
5. Facilitate creation of a watershed project list and regional risk-reduction strategies.
6. Identify and seek a long-term funding source for the continuation of watershed coordination duties beyond the term of the grant program.
7. Guide long-term resiliency planning efforts in coordination with the Louisiana Long-Term Recovery Subcommittee, where applicable.

The Watershed Coordinator will *produce* deliverables including the following:



1. Decision tracking document for regional steering committee.
2. Project list for the watershed region.
3. Long-term resiliency plan consistent with or as a sub-part of the watershed plan for the region; note, the regional project list can be a sub-part of this plan.
4. Enabling agreements, resolutions and/or legislation for coalition formation.
5. Regional watershed coalition work plan.
6. Decision tracking document for watershed coalition.
7. Long-term funding plan documents for watershed coordinator position and regional needs.

For more information on the Watershed Coordinator's duties, reference the job description included in the program example for Watershed Coordinator + Floodplain Management model.

The Watershed Outreach Officer will be tasked with the following duties:

1. Operate a public information office serving the region and notifying stakeholders of LWI activities and opportunities.
2. Conduct homeowner flood risk counseling on an individual and group basis.
3. Counsel regional residents about potential mitigation opportunities and assist residents in applying for mitigation funding through FEMA, GOHSEP, CPRA and OCD programs or processes.
4. Draft and facilitate regional grant applications for flood control interventions and mitigation projects.
5. Conduct community flood risk education.
6. Identify and/or secure long-term funding and staff capacity to conduct watershed outreach in the region.

Outcomes accomplished by this program over the grant administration period must include the establishment of regional steering committees and coalitions, the enabling of long-term funding and sustainability of watershed coordination and regional floodplain management activities, and measurable enhancements in the CRS standing of a plurality of communities within the watershed.

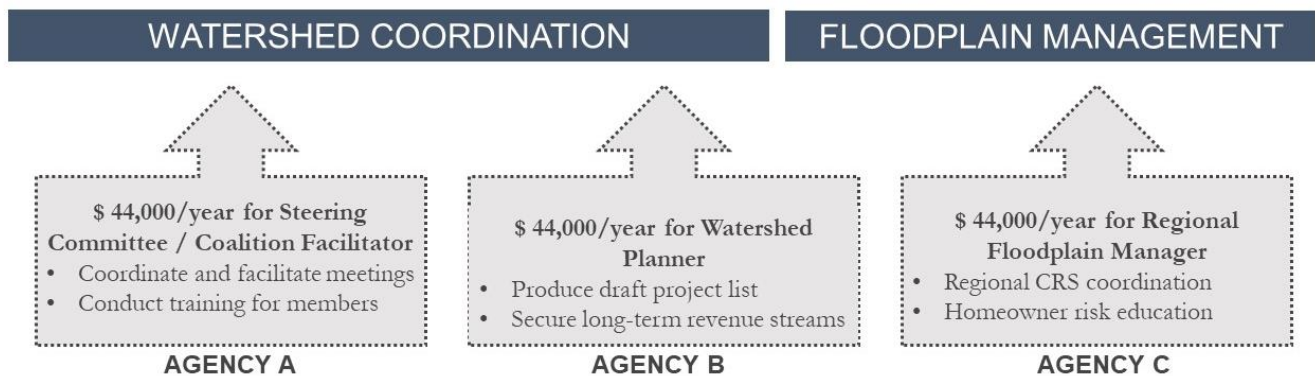


EXAMPLE IMPLEMENTATION APPROACH: MULTI-AGENCY MANAGEMENT MODEL

IMPLEMENTATION APPROACH

[GRANTEE] will coordinate administration of this program to be completed by [AGENCIES A, B, and C]. As such, [AGENCY A] will hire one part-time Steering Committee/Coalition Facilitator for three years, [AGENCY B] will hire one part-time Watershed Planner for three years and [AGENCY C] will hire one part-time Regional Floodplain Manager for three years. Such personnel will report to their respective agencies, and [AGENCIES A, B, and C] will be responsible for providing regular updates and coordinating with [GRANTEE] to ensure that all program goals, metrics and key duties are accomplished. See *Figure 5* below.

Figure 5: Multi-Agency Management Model



The Steering Committee/Coalition Facilitator will be *tasked* with the following duties:

1. Manage notice procedures for all public meetings.
2. Drafting and administering steering committee and coalition work plans.
3. Managing the timeline for steering committee formation, meetings and coalition formation.
4. Providing preparatory materials, research and training for meetings.

The Steering Committee/Coalition Facilitator will *produce* the following deliverables:

1. Steering committee work plan.
2. Decision tracking document for steering committee.
3. Coalition work plan.
4. Decision tracking document for watershed coalition.

The Watershed Planner will be *tasked* with the following duties:

1. Coordinating with the steering committee or coalition facilitator to provide input into the creation of steering committee and coalition work plans.



2. Facilitating the creation of a watershed project list and regional risk-reduction strategies.
3. Identifying and seeking a long-term funding source for the continuation of watershed coordination duties beyond the term of the grant program.
4. Guide long-term resiliency planning efforts in coordination with the Louisiana Long-Term Recovery Subcommittee, where applicable.

The Watershed Planner will *produce* deliverables including:

1. Project list for the watershed region.
2. Long-term resiliency plan consistent with or as a sub-part of the watershed plan for the region; note, the regional project list can be a sub-part of this plan.
3. Enabling agreements, resolutions and/or legislation for coalition formation.
4. Long-term funding plan documents for watershed coordinator position and regional needs.

The Regional Floodplain Manager will be *tasked* with the following duties:

1. Establishing a Regional CRS Program.
2. Assisting communities with entering and/or advancing in the CRS program.
3. Facilitating the preparation of a public information program for the region.
4. Leveraging existing efforts and funding sources to continue to improve CRS standing for the region's parishes and municipalities.
5. Managing recordkeeping for CRS compliance purposes, as needed, for the region's parishes and municipalities.
6. Training staff and implement best practices within existing floodplain management procedures.
7. Assisting parish and municipal staff with floodplain permitting, as needed.
8. Facilitating community engagement, as needed, for CRS and risk communication purposes.
9. Identifying and/or securing long-term funding and staff capacity to provide CRS services in the region.

Outcomes accomplished by this program over the grant administration period must include the establishment of regional steering committees and coalitions, the enabling of long-term funding and sustainability of watershed coordination and regional floodplain management activities, and measurable enhancements in the CRS standing of a plurality of communities within the watershed.



ATTACHMENT C:

STEERING COMMITTEE GUIDANCE

INTENDED USERS: PROGRAM APPLICANTS

PURPOSE

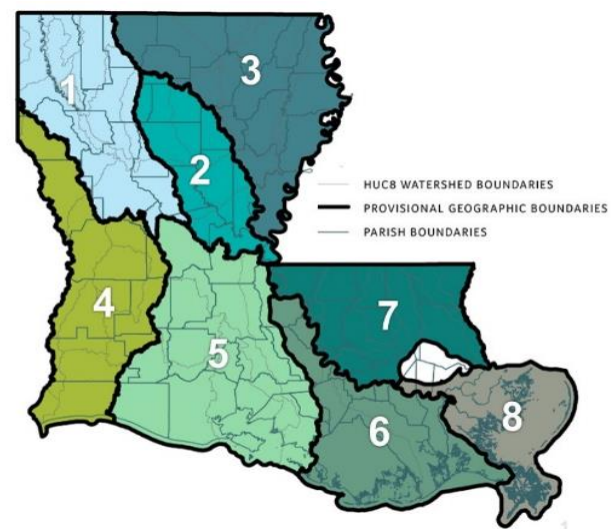
In the interest of establishing a long-term, enhanced statewide floodplain management program aligned with watershed regions, the LWI will form temporary regional steering committees, or RSCs. During committee members' one-year term, they will provide input and recommendations on establishing fixed, watershed region boundaries and organizational structures near the end of 2020.

CONTEXT

On Aug. 8, 2019, the Council on Watershed Management recognized the provisional delineation of watershed region boundaries, illustrated in the accompanying map, as a point of beginning for addressing the geographic scale and boundaries for watershed-based planning, modeling and floodplain management in Louisiana.

Next steps include the formation of RSCs organized around these boundaries tasked with the following:

1. Reviewing existing research and providing input on the provisional geographic scale and boundaries.
2. Reaching consensus on the authority, membership and purpose of long-term watershed organizations and structures.
3. Compiling watershed region project lists in support of LWI fund distribution, planning and evaluation processes.



KEY CONSIDERATIONS

RSCs are designed to represent the interests of the people throughout each watershed region. Factors considered include the number of parishes in the watershed region, the size of the watershed region's population, and the demographic profile of the watershed region. Occupational



diversity of each watershed region was also considered in order to enhance the cooperative, cross-training and creative problem-solving process. Multiple studies show a correlation between inclusiveness, innovation and performance and the ability to make better decisions. Considering the long-term effects of each RSC's decisions, the LWI recommends that these groups be both diverse and representative – to the maximum practical extent – of each watershed region recognized on Aug. 8, 2019. Finally, the LWI will require that each RSC have an odd number of members.

PARISH REPRESENTATION

When scaling future floodplain management efforts to the watershed region level, it is essential to acknowledge existing political boundaries in the decision-making process. For this reason, the LWI is requiring at least one representative from each parish within the watershed region. Where a parish is included in multiple watershed regions, the parish must have a representative on each RSC.

POPULATION

When determining the appropriate number of members for each RSC, the LWI also considered the combined population¹⁴ represented by each RSC. Consider, for example, Region A includes 15 parishes and has a combined population of approximately 700,000, while Region B includes five parishes and has a combined population of approximately 1,100,000. In order to ensure RSC representation reflects total population, the LWI allocated one RSC position per 100,000 residents in each region. When comparing number of parishes to total population, the LWI uses the greater of the two to calculate the number of members for each RSC. In this instance, Region A's RSC would be represented by 15 members, based on the number of parishes in the region, while Region B would be represented by 11 members, based on total population of the region.

DIVERSITY

Demographic Diversity: Race, Gender, Age

Diversity among stakeholders must be considered when determining RSC membership. This is critical for adopting and implementing RSC recommendations that reflect the level of racial, gender and age diversity within each region.¹⁵ The LWI has provided demographic information for each watershed region.

¹⁴ Population data obtained from the U.S. Census American Community Survey 2013-2017 American Community Survey 5-Year Estimates were used to determine population totals for each watershed region.

¹⁵ Brody, S. D. (2003). Measuring the Effects of Stakeholder Participation on the Quality of Local Plans Based on the Principles of Collaborative Ecosystem Management. *Journal of Planning Education and Research*, 22(4), 407–419. <https://doi.org/10.1177/0739456X03022004007>; and

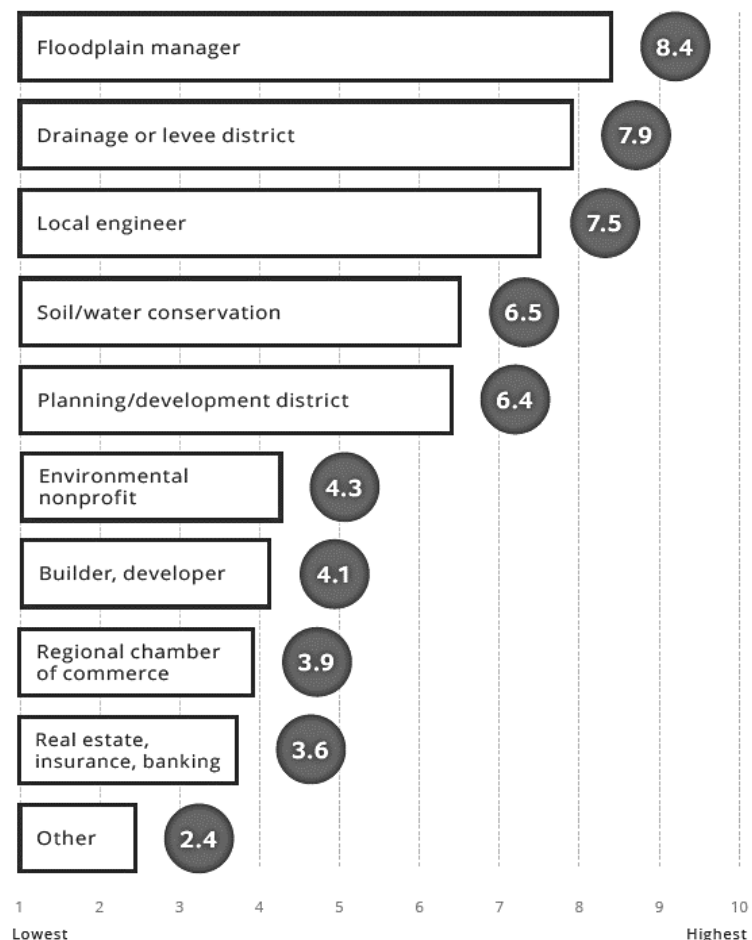
Wilson, Barbara Brown. (2018). *Resilience for All: Striving for Equity through Community-Driven Design*. Washington, DC: Island Press.



Occupational Diversity

From April to July 2019, the LWI hosted 34 meetings with representatives from all 64 parishes. More than 350 parish presidents, mayors, police jurors, council members and administrative staff took part, gaining timely updates and discussing next steps toward watershed region management. Additionally, more than 120 participants responded to a comprehensive exit survey that sought, among other things, their recommendations on the composition of their regional steering committees, including their rankings for types of individuals who should serve.

This chart, right, shows parish representatives prioritized the inclusion of floodplain managers, representatives from local drainage or levee districts, local engineers, and soil/water conservation representatives. As a result of this survey and further input by the LWI Planning Technical Advisory Group and Working Group, a floodplain manager, drainage or levee district representative, local engineer and natural resources professional are **required** to be included for each RSC. Respondents also prioritized expertise from academics in the field(s) of ecosystem function, landscape conservation, and ecology, as well as planning and development district professionals, representatives of environmental nonprofits, builders and developers and representatives from the business community. As such, additional technical representatives are **highly encouraged** for inclusion on the RSC.



On May 24, the LWI hosted an International Best Practices Summit with Henk Ovink, the Netherlands' special envoy for international water affairs, to discuss Louisiana's next steps and gather valuable feedback on the state's short- and long-term challenges. He specifically encouraged professional diversity among the RSCs, noting that there is substantial value in including individuals with nontraditional water management experience or community-oriented experience. The inclusion of teachers, social workers, faith-based leaders or artists, for example, could create a more holistic, creative and inclusive framework that may produce more forward-thinking solutions for the state.



and its partners.¹⁶ The LWI shares this vision for the RSC structure, with each RSC receiving a 20 percent increase in its base number of positions to ensure such representation is present. This 20 percent increase equals two to three additional community representatives for each RSC.

GUIDANCE WORKSHEETS

Guidance worksheets are included in *Attachment F* to assist with coordinating representative memberships for each RSC. The information contained within these worksheets includes the following:

- The number of representatives allocated to each RSC based on total parishes in the region or population for the region divided by 100,000, whichever is greater.
- The total number of additional positions, equating to 20 percent of the base total.
- For those regions where the total number of RSC members is an even number, using the above formula, an additional member is added to the total to ensure that each RSC has an odd number of members.
- Demographic data for the region to assist with achieving diversity goals.
- Delineation of required and suggested expertise for each RSC.

SUMMARY

At a minimum, each RSC must include the following:

- One member for each parish.
- One floodplain manager.
- One representative of a levee or drainage district.
- One local engineer.
- One natural resources professional.
- Two or three community representatives selected from any parishes of a watershed region (details located in the attached worksheet).

The remaining members should represent other technical representatives or community representatives and, to the maximum practical extent, each watershed region's demographic profile. The RSC's total membership should not include more members than what is allocated based on the criteria outlined in this guidance. Under limited circumstances OCD may consider requests for variances to this process provided the request supports the long-term mission of the LWI.

¹⁶ Eisenman, D. P., Cordasco, K. M., Asch, S., Golden, J. F., & Glik, D. (2007). Disaster planning and risk communication with vulnerable communities: lessons from Hurricane Katrina. *American Journal of Public Health*, 97 Suppl 1(Suppl 1), S109–S115. doi:10.2105/AJPH.2005.084335



ATTACHMENT D: SAMPLE RESOLUTION

On motion of **M.**, seconded by **M.**, the following resolution was offered:

RESOLUTION NO.

A resolution approving an agreement with **[co-applicants]** for the purpose of applying for grant funding and acting in support of watershed region management activities and in conjunction with the State of Louisiana Watershed Initiative.

WHEREAS, the Louisiana Watershed Initiative was formed in order to coordinate statewide floodplain management efforts through a watershed management approach in response to the 2016 Great Floods and in preparation for future storm and flood events. This coordination includes outreach with local communities to build support for watershed region management approaches that can more effectively address mounting water risks statewide; and

WHEREAS, coordination among **[subject parish or organization]** and its regional partners is critical to reducing flood risk and preserving the health, safety, and welfare of the residents of **[subject parish or organization]**; and

WHEREAS, the Louisiana Watershed Initiative has requested applications for participation in a Regional Capacity Building Grant Program, which may enable the provision of technical assistance to **[subject parish or organization]** and its regional partners if awarded, thereby furthering immediate watershed management and flood risk reduction goals.

NOW THEREFORE, BE IT RESOLVED that the agreement between **[subject parish or organization]** and **[co-applicants]** for the purpose of applying for grant funding and acting in support of watershed region management activities and in conjunction with the State of Louisiana Watershed Initiative is hereby approved.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

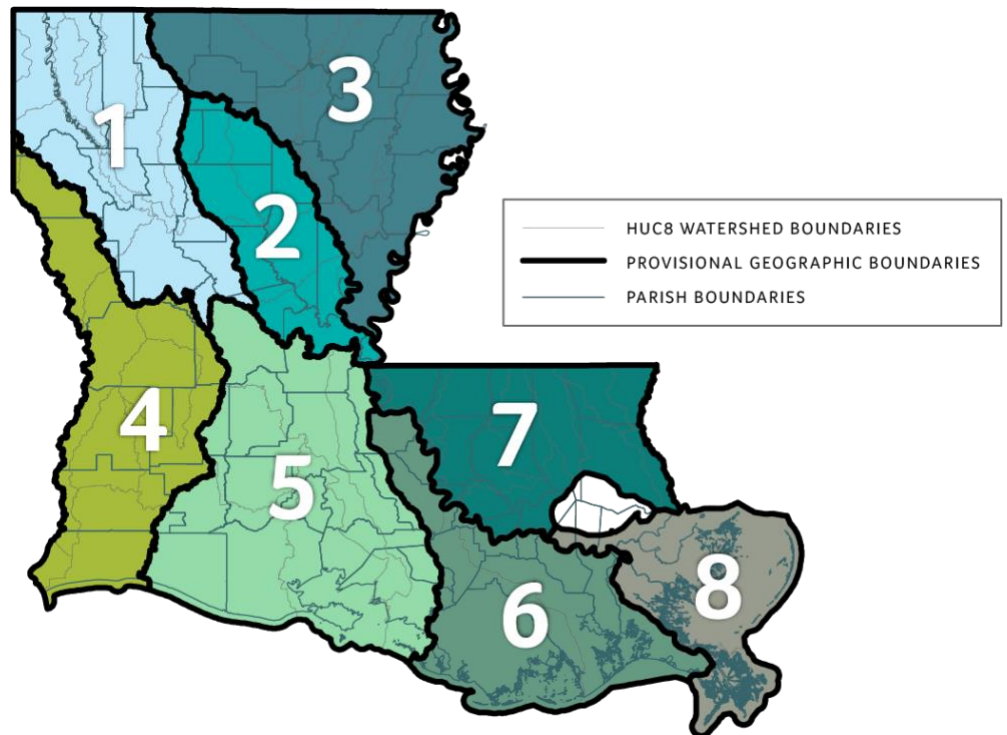
The resolution was declared to be adopted on this the **[DATE]**.



ATTACHMENT E: PROVISIONAL WATERSHED REGIONS COUNCIL ON WATERSHED MANAGEMENT

Accepted Aug. 8, 2019

Louisiana Watershed Initiative state agencies, assembled in response to Gov. John Bel Edwards' executive order, recognize the depicted delineation of provisional watershed regions to enable successful implementation and coordination of Louisiana Watershed Initiative program activities. These provisional watershed regions will immediately provide the following:




1. A **'point of beginning'** to address the geographic scale and boundary for watershed-based planning, modeling and management in Louisiana
2. A **framework for regional and local stakeholder input** (regional steering committees) to determine more fixed, long-term watershed regional boundaries and organizational structures (coalitions) throughout 2020
3. **Regional and local support and resources** for short- and long-term watershed management in the form of the LWI Regional Capacity Building Grant Program
4. Watershed boundaries to **facilitate distribution of program funds**

Further, regional steering committees will review existing research and provide meaningful input into the provisional geographic scale and boundaries, as well as associated decision-making processes. The LWI will design a **living watershed boundary** that can be amended through the coordinated support of both regional and state watershed entities. These boundaries will acknowledge the changing environment each is designed to manage and may be amended to reflect changing risk profiles clarified by the LWI modeling effort and resulting from project impacts, climate change, land development standards and more.



ATTACHMENT F: STEERING COMMITTEE GUIDANCE WORKSHEETS


INTENDED USERS: PROGRAM APPLICANTS

 LOUISIANA WATERSHED INITIATIVE	REGION 1 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith- based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	2	9							15
PARISH														
Bienville	1													
Bossier	1													
Caddo	1													
Claiborne	1													
De Soto	1													
Grant	1													
Natchitoches	1													
Rapides	1													
Red River	1													
Sabine	1													
Webster	1													
Winn	1													
Total Parishes	12													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS*											
	Race/Ethnicity		Gender		Age				Home Location		
Region 1	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# of RSC Members	9	6	7	8	4	3	4	4	9	6	0
Percent	57.0%	43.0%	49.0%	51.0%	26.6%	20.6%	24.6%	28.2%	63.0%	37.0%	1.5%

Required
Considerations

**Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*
***The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*


 LOUISIANA WATERSHED INITIATIVE	REGION 2 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith- based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	2	7							13
PARISH														
Avoyelles	1													
Bienville	1													
Caldwell	1													
Catahoula	1													
Grant	1													
Jackson	1													
LaSalle	1													
Lincoln	1													
Rapides	1													
Winn	1													
Total Parishes	10													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS**											
	Race/Ethnicity		Gender		Age				Home Location		
Region 2	White Alone (Not Hispanic) Percent	Hispanic or Not White*	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	***English as a Second Language
# of RSC Members	8	5	7	6	3	3	3	4	6	7	0
Percent	63.6%	36.4%	50.0%	50.0%	26.2%	21.7%	24.4%	27.7%	44.3%	55.7%	1.9%

Required
Considerations

***Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*


****The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*

 LOUISIANA WATERSHED INITIATIVE	REGION 3 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith-based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	3	10							17
PARISH														
Caldwell	1													
Catahoula	1													
Claiborne	1													
Concordia	1													
East Carroll	1													
Franklin	1													
Lincoln	1													
Madison	1													
Morehouse	1													
Ouachita	1													
Richland	1													
Tensas	1													
Union	1													
West Carroll	1													
Total Parishes	14													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS*											
	Race/Ethnicity		Gender		Age				Home Location		
Region 3	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# of RSC Members	10	7	8	9	4	4	4	5	9	8	0
Percent	57.4%	42.6%	49.4%	50.6%	26.8%	22.0%	23.7%	27.6%	53.1%	46.9%	0.8%
Required											
Considerations											

**Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*

***The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*


<div> LOUISIANA WATERSHED INITIATIVE</div>	REGION 4 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith- based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	2	5							11

PARISH														
Allen	1													
Beauregard	1													
Calcasieu	1													
Cameron	1													
De Soto	1													
Jefferson Davis	1													
Rapides	1													
Sabine	1													
Vernon	1													
Total Parishes	9													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS**											
	Race/Ethnicity		Gender		Age				Home Location		
Region 4	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# of RSC Members	7	4	5	6	3	2	3	3	6	5	0
Percent	68.0%	32.0%	49.7%	50.3%	27.3%	21.0%	24.7%	27.0%	57.5%	42.5%	2.0%

Required
Considerations


**Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*
***The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*

 LOUISIANA WATERSHED INITIATIVE	REGION 5 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith-based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	3	12							19
PARISH														
Acadia	1													
Allen	1													
Avoyelles	1													
Calcasieu	1													
Cameron	1													
Evangeline	1													
Iberia	1													
Iberville	1													
Jefferson Davis	1													
Lafayette	1													
Pointe Coupee	1													
Rapides	1													
St. Landry	1													
St. Martin	1													
St. Mary	1													
Vermilion	1													
Total Parishes	16													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS*												
Region 5	Race/Ethnicity		Gender		Age				Home Location			
	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language	
	12	7	9	10	5	4	5	5	14	5	1	
Percent	65.3%	34.7%	49.1%	50.9%	27.1%	21.2%	24.8%	26.2%	73.2%	26.8%	2.8%	


Required
Considerations

*Source: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.
*The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"

 LOUISIANA WATERSHED INITIATIVE	REGION 6 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith-based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	3	12							19
PARISH														
Ascension	1													
Assumption	1													
Iberia	1													
Iberville	1													
Jefferson	1													
Plaquemines	1													
Lafourche	1													
Pointe Coupee	1													
St. Charles	1													
St. James	1													
St. John the Baptist	1													
St. Martin	1													
St. Mary	1													
Terrebonne	1													
West Baton Rouge	1													
Total Parishes	15													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS*											
	Race/Ethnicity		Gender		Age				Home Location		
Region 6	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# of RSC Members	11	8	9	10	5	4	5	5	16	3	1
Percent	59.4%	40.6%	49.0%	51.0%	26.1%	20.4%	26.1%	27.2%	83.7%	16.3%	4.9%
Required											
Considerations											


****Sources:** U.S. Census Bureau, *American Community Survey 5-Year Estimates*, DP 02, DP03 and DP05 and U.S. Census Bureau, *2010 Decennial Census*, P2.
*******The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"

 LOUISIANA WATERSHED INITIATIVE	REGION 7 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith- based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	3	10							17
PARISH														
Ascension	1													
East Baton Rouge	1													
East Feliciana	1													
Iberville	1													
Livingston	1													
St. Helena	1													
St. James	1													
St. John the Baptist	1													
St. Tammany	1													
Tangipahoa	1													
Washington	1													
West Feliciana	1													
Total Parishes	12													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS*											
	Race/Ethnicity		Gender		Age				Home Location		
Region 7	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# of RSC Members	10	7	8	9	5	4	4	4	13	4	0
Percent	61.0%	39.0%	49.0%	51.0%	27.0%	21.7%	25.4%	26.0%	75.0%	25.0%	2.4%

Required
Considerations

**Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*
***The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*

 LOUISIANA WATERSHED INITIATIVE	REGION 8 - REGIONAL STEERING COMMITTEE COMPOSITION WORKSHEET													
		Floodplain Manager	Local Drainage or Levee District	Local Engineer	Natural Resources Professional	Community Representative (e.g., teacher, faith-based leader, social worker, other)	Academic in a Related Field (e.g., ecosystem function, landscape conservation, ecology, other)	Soil/Water Conservation or Agricultural Community	Regional Planning & Development District or MPO	Builder, Developer or Local HBA	Environmental Nonprofit	Chamber of Commerce	Real Estate, Insurance or Banking Industry	Maximum Total
	# of RSC Members	1	1	1	1	1	6							11
PARISH														
Jefferson	1													
Orleans	1													
Plaquemines	1													
St. Bernard	1													
St. Charles	1													
Total Parishes	5													

FOR YOUR REFERENCE: WATERSHED DEMOGRAPHICS**											
	Race/Ethnicity		Gender		Age				Home Location		
Region 8	White Alone (Not Hispanic) Percent	Hispanic or Not White	Percent Male	Percent Female	Persons Age 19 and Under (Percent)	Persons Age 20-34 (Percent)	Persons Age 35-54 (Percent)	Persons Age 55 and Over (Percent)	Urban	Rural	**English as a Second Language
# RSC Members	5	6	5	6	3	2	3	3	11	0	1
Percent	45.5%	54.5%	48.3%	51.7%	24.0%	22.9%	25.8%	27.3%	97.9%	2.1%	5.8%

Required
Considerations

**Sources: U.S. Census Bureau, American Community Survey, 2013-2017 American Community Survey 5-Year Estimates, DP 02, DP03 and DP05 and U.S. Census Bureau, 2010 Decennial Census, P2.*

***The U.S. Census dataset defines this category as, "Percent Who Speak English Less Than Very Well"*