



Lake Berryessa Watershed Improvement Program
Napa County Project Grant Application Guide
FY 2017 - 2019



A Tradition of Stewardship
A Commitment to Service



Napa County Flood Protection and
Watershed Improvement Authority

Table of Contents

A - Program Overview	
1. Background	1
2. Purpose	1
3. Award Limits	1
B - Eligibility	
1. Applicants	2
2. Types of Projects	2
3. Reimbursable Costs	2
C - Schedule & Milestones	3
D - Project Application	
1. Form	4
2. Application and Filing Instructions	8
E - Submittal Evaluations	
1. Advisory Committee	9
2. Measure A Conformance	9
3. Hydrologic Benefits / Flood Reduction	9
4. Work Plan	9
5. Prior Experience and Execution	9
6. Project Scoring & Award	10
F - Notices / Agreements / Administration	
1. Unsuccessful Applications	10
2. Successful Applications	10
3. Disbursements / Progress Reports	10
4. Notice of Completion	11
5. Program Expiration	11

PROGRAM INFO

Agency: Napa County Flood Protection and Watershed Improvement Authority

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Coordinator: Chris Silke

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www.napawatersheds.org

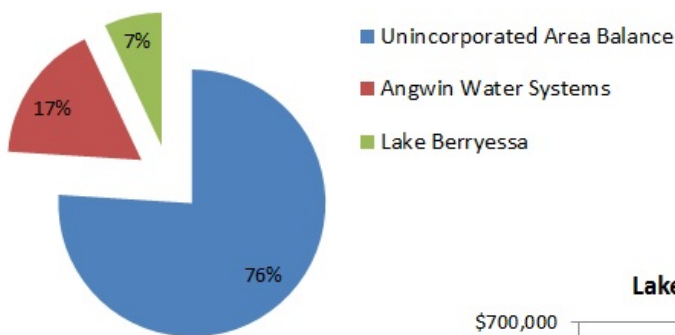
Napa County is seeking environmental stewards to fund beneficial projects in the Lake Berryessa Watershed.

1 A. Program Overview

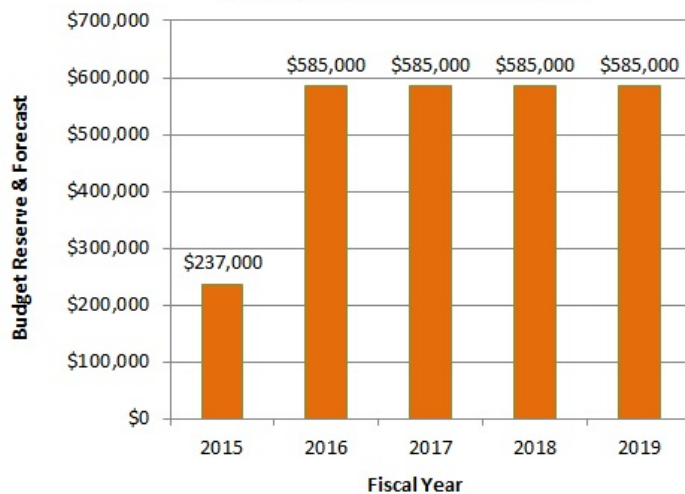
1. Background

In August 1999, Napa County Flood Protection and Watershed Improvement Authority and County Public Works Department entered into an Agreement to disburse the revenue collected by Napa Flood Protection Sales Tax more commonly known as Measure A Ordinance for approved flood control and watershed improvement projects that would benefit developed urban regions and rural unincorporated areas of Napa County. Measure A allocation along with forecasted Lake Berryessa watershed grant funds available in accordance with the Ordinance through FY 2019 are presented in the chart below.

Countywide Measure A Revenue Breakdown



Lake Berryessa Grant Program



2. Purpose

Passage of Measure A Ordinance was to create a project funding mechanism that would protect Napa County citizens and property from damaging flood inundation up to and including the 100-year hydrologic storm event coupled with watershed improvement and water supply reliability.

3. Award Limits and Funding Round Appropriation

There is no minimum amount to which a selected project can be awarded. Generally, applications with a proposed budget greater than \$5,000 are preferred. Budget appropriations for the annualized project solicitation will likely be \$550,000 to \$600,000. Majority or all of a funding round can be committed into a single project only if the implementation scope satisfies Measure A Ordinance eligibility and watershed benefits are extraordinary.

B. Eligibility

1. Applicants

Entities qualified to apply for a Lake Berryessa Watershed Grant include Public Agencies, Non-Profit Organizations, Consultants, Contractors registered with CA Department of Industrial relations (DIR), Academic Centers and federally acknowledged Tribes.

2. Types of Projects

Eligible projects must be capable of offering one or more watershed improvement benefit(s) to Lake Berryessa and/or tributaries within the Putah Creek / Suisun Creek watershed boundaries. Watershed improvement benefit examples include:

- Agricultural watershed improvements,
- Storm water runoff management,
- Invasive species control,
(agriculture and storm water runoff betterments)
- Natural wetland buffer creation,
- Water quality restoration, and
- Watershed protection activities.

Proponents may opt to demonstrate physical benefits not listed above provided the project conforms with the objectives set forth by Measure A Ordinance for the Lake Berryessa area. Proposed projects cannot support or contribute to future development. All projects must be planned jointly with the agricultural industry, California Department of Fish & Wildlife and Napa County Resource Conservation District.

3. Reimbursable Costs

Direct and incidental project costs incurred after the effective date of a Grant Agreement are reimbursable. Direct costs are those paid for engineering, permitting, construction, temporary facilities necessary to the project, environmental restoration and implementation, legal fees, easements, land acquisition and other applicable expenses to the project execution. Incidental expenses are customarily overhead charges attributable to project administration. No more than three (3) percent of the project budget can be reimbursed under this category. Grant recipients shall adhere to general accounting practices, comply with California State Labor Laws and file an IRS W-9 Form to register as a vendor with Napa County. Performance monitoring costs after the project has been fully completed are not eligible for reimbursement.

C. Schedule



- Applications Due - December 2016
- Project Review and Selection - January 2017
- Grant Agreements - February 2017
- Project Execution - March 2017 - May 2020
- Reimbursements - April 2017 - June 2020



- Applications Due - November 2017
- Project Review and Selection - December 2017
- Grant Agreements - January 2018
- Project Execution - February 2018 - May 2020
- Reimbursements - March 2018 - June 2020



- Applications Due - November 2018
- Project Review and Selection - December 2018
- Grant Agreements - January 2019
- Project Execution - February 2019 - May 2020
- Reimbursements - March 2019 - June 2020

D. Project Application

1. Form

Date of Application:

Applicant Information

Name of Organization

Address *City* *State* *Zip*

Phone *Fax*

Name of Contact Person *Title* *Phone* *E-mail*

Project Introduction

Title

Overview (550 characters or less)

Measure A Category

Flood Reduction *Watershed Protection* *Water Quality*

Completed Status (Check all that apply)

Planning *Feasibility* *Design* *Permitting*

RFP Solicitation / Bid *Contract Award* *Implementation / Construction*

CEQA Documentation

Has the Project undergone CEQA review, filings and determination?

Yes *No* *Not Applicable*

Please list all permits you must obtain to complete the project (attach additional pages as necessary).

Type of Permit

Local, County, State, Federal Agency

Project Work Plan & Benefits

Work Plan Narrative (1,750 characters or less)

Goals and Objectives (Maximum of four entries)

- 1)
- 2)
- 3)
- 4)

Task Description (Attach supplemental sheet, if more than eight)

- A)
- B)
- C)
- D)
- E)
- F)
- G)
- H)

Hydrologic Benefits / Flood Reduction (Describe the measurable improvements linked to project)

Labor Compliance

Is the Project subject to Prevailing Wage Rates per CA Department of Industrial Relations regulations?

Yes No

If Yes, Certified Payroll Agent Name:

Enter the Contractor DIR Registration Number, if applicable:

Project Schedule

Table I

Estimated Start Date:

Estimated Completion Date:

Applicant Name:

Project Title:

<i>Task</i>	<i>Brief Description</i>	<i>Start Date</i>	<i>Completion Date</i>
<i>A</i>			
<i>B</i>			
<i>C</i>			
<i>D</i>			
<i>E</i>			
<i>F</i>			
<i>G</i>			
<i>H</i>			

Project Budget

Table II

Measure A Funds Request:

Matching Funds:

Fiscal Year:

Source:

Applicant Name:

Project Title:

<i>Task</i>	<i>Brief Description</i>	<i>Measure A</i>	<i>Cost Share</i>	<i>Total</i>
<i>A</i>				
<i>B</i>				
<i>C</i>				
<i>D</i>				
<i>E</i>				
<i>F</i>				
<i>G</i>				
<i>H</i>				

Budget Summary (Explain the direct and incidental costs to be reimbursed in each of tasks listed above)

Applicant Certification

I hereby certify the information provided in the Lake Berryessa Watershed Improvement Program funding application is accurate. Any false or misleading statements discovered within the Applicant's submittal package are grounds for immediate disqualification, revocation of award and restitution of disbursements by Napa County.

Printed Name of Authorized Representative:

Title:

Wet Signature:

Date:

2.. Application Procedures and Filing Instructions

The Application Form contained within the Grant Guide is downloadable from the Napa County Watershed Information Center and Conservancy (WICC) website (<http://www.napawatersheds.org/>). Enter the content requested in respective blank fields. Each field limits the number of characters to not overrun the space provided. When the Application Form is fully populated with entries, print one (1) original set Pages 4 thru 8 (Form) and sign the Certification sheet. Attach any supplements the Applicant wishes to have considered in the evaluation of their submittal. Examples of supporting documentation might include maps, photos, pledge letters, executive summaries of technical reports, spreadsheets, agreements, easements, laboratory results and other project pertinent records. Make a copy of the entire application package prior to filing with Napa County.

Paper copies of the Measure A Lake Berryessa Watershed Improvements Grant Guide are available upon request by contacting the Coordinator at (707) 299 - 1755.

Grant Program applications are accepted by Napa County Flood Protection and Watershed Improvement Authority during the periods cited for each Funding Round. Mailed or hand delivered submittals must be received no later than 5:00 pm (PST) coinciding with the December 30, 2016 deadline. Faxed applications are not acceptable. Incomplete applications and those received after the deadline will not be evaluated for funding obligation.

US Postal Service Mailing or Hand Delivery Address:

Napa County Flood Protection and Watershed Improvement Authority
804 First Street
Napa, California 94559-2623

E. Submittal Evaluations

1. Advisory Committee

Delegates representing the Measure A Financial Oversight Committee, Measure A Technical Advisory Panel, County Public Works and Flood Authority staff, possibly environmental organizations and a resident from Lake Berryessa will comprise the Grant Program Advisory Committee.

Regular meetings of the Advisory Committee are not subject to the Brown Act, Govt. Code §§ 54950-54960.5. Grant award recommendations will be agendaized and brought before a public quorum of the Napa Flood Protection and Watershed Improvement Authority. The final decision on what constitutes an approved project rests with the Authority's Board.

2. Measure A Conformance

Section 1 of Napa County Measure A Ordinance established a Napa County Flood Protection and Watershed Improvement Expenditure Plan. The original Plan was composed by a coalition of citizens, water resource professionals, engineers, architects, business leaders, government officials and special interest groups. Inception and future projects eligible for Measure A funds are those demonstrating enhancements to flood protection, promoting groundwater sustainability, lowering sediment into the Napa River watershed and strengthening water supply reliability for Napa County residents. The Ordinance excludes projects that lead to population growth.

3. Hydrologic Benefits

Applicants should refer to Sections 2, 3 and 8 of Napa County Flood Protection and Watershed Improvement Authority Ordinance No. 1 (known as "Measure A") when describing applicable Hydrologic Benefits. Section 8.E of the Ordinance states "Unincorporated Areas of Napa County: 1) County unincorporated area flood damage reduction projects including elevating / relocating structures, including bridges, in the floodway and floodplain; and 2) Agricultural watershed and stormwater runoff management improvements planned jointly by the agricultural industry, the County, the Napa County Resource Conservation District and the Department of Fish and Game, including projects which will reduce the amount of sediment in the Napa River System from agricultural lands; and increase flood storage of the River system by the setback of active land uses from river and tributary banks.

4. Work Plan

A complete Work Plan consists of clearly defined task descriptions, goals and objectives for the project, a schedule with milestones, budget breakdown and detail of the reimbursable costs.

5. Prior Experience & Execution

External to the electronic application form, please submit credentials of the individual(s), organization, company, academic center or other entity that will be participants on the Project Team. Discuss their role in the project and level of effort. List prior environmental projects with their respective budget and reference contact information.

6. Project Scoring & Award

- 1) Measure A Ordinance Eligibility - Prerequisite
- 2) Hydrologic Benefits - Adequate / Inadequate
- 3) Work Plan - Adequate / Inadequate
- 4) Team Organization, Experience & References - Adequate / Inadequate

Proposed projects selected to enter into Grant Agreements must satisfy all four criteria listed above. Advisory Committee majority (3/5 or greater) of the qualitative criteria (2 thru 4) shall determine if each rating is Adequate or Inadequate. If the total funds sought by project Applicants exceeds the fiscal year appropriation, award priority is given to the application(s) that have more measurable benefits to the Lake Berryessa watershed and lowering floodplain impacts.

F. Notices / Agreements / Administration

1. Unsuccessful Applications

Projects that do not fulfill the criteria necessary for Grant Award recommendation will be notified via letter upon completion of Advisory Committee evaluations. All decisions are final. Applicants may request the Project be reconsidered in subsequent funding rounds by filing a new submittal package which highlights the substantive changes made since a prior inadequacy cited by the Committee.

2. Successful Applications

Intent to obligate Measure A Funds - Lake Berryessa letters will be issued to Project Proponents ruled to be eligible and adequate by the Advisory Committee. A draft Funding Agreement may accompany the correspondence or be released soon thereafter under separate cover. Provisions in the Agreement will call for the Grantee to furnish certificates of insurance coverage for General Liability, Automobile, Worker's Compensation and Professional Liability, where applicable. Other provisions to include competitive procurement of products / construction contracts / professional services and indemnification. Grantee shall sign and return three (3) copies of final Agreement at least one (1) week prior to the Board action. To expedite project kick-off and accounting, Grantors are encouraged to complete their IRS W-9 Form necessary for vendor account setup with Napa County and mail to the Program Coordinator after receipt of a Board signed Agreement.

3. Disbursements / Progress Reports

Napa County Department of Public Works policy is to accept Disbursement Applications every month a Grantee incurs project related expenses. Authentic receipts, institutional transaction stamps on checks, certified payrolls, Engineer's Application and Certificate for Payment and bank statements are valid proof of paid out costs attributable to the project. Grantee is required to attach hard back-up documents with each Disbursement Request. Disbursement intervals greater than one year are discouraged unless unforeseen events cause the project to remain idle for several months. Disbursement Forms will be electronically sent to Grantee prior to project initiation. A Report discussing progress of tasks within the Project Work Plan shall accompany each Disbursement Application.

4. Notice of Completion

Grantee shall prepare, sign and submit a letter declaring the project to be final having satisfied all contractual work, tasks within the Work Plan are 100% complete or reasons given for less, professional services fully rendered, no product warranty claims, any stored materials are spare parts and parties thereto have been paid in full. Unconditional Waiver Release Forms may be required depending on the contractual arrangements and cost of the funded project. Disbursements will cease upon acceptance of final project completion.

5. Program Expiration

Measure A Sales Tax Revenue Collections will end June 30, 2018 in accordance with the Ordinance last effective date. Last round of project funding is expected to commence in September 2018 continuing through June 30, 2020 at which time final Disbursement Applications are due.