



**SMALL PROJECT ASSISTANCE PROGRAM PROCEDURE
FOR INCORPORATED MARICOPA COUNTY**
Calendar Year 2024

SMALL PROJECT ASSISTANCE PROGRAM PROCEDURE FOR INCORPORATED MARICOPA COUNTY

Purpose of the Procedure

In accordance with Flood Control District of Maricopa County (District) Resolution 2022R003, the District prioritizes and funds potential local flood control capital projects within incorporated Maricopa County through this Small Project Assistance Program (SPAP) Procedure (Procedure).

Through the resolution, the District Board of Directors (Board) has resolved that the District shall:

- Provide financial assistance through intergovernmental agreements (IGAs) to municipalities (Agencies*) to implement small local flood hazard mitigation capital projects based on funding availability;
- Limit contributions to 75% of project construction and design costs not to exceed \$1,000,000 per project;
- Present IGAs with Agencies to the Board for ratification and approval.

The Small Project Assistance Program has three objectives that set it apart from the District's traditional Capital Improvement Program for large projects:

- Facilitate the mitigation of building structure flood hazards that are local in nature but pose a risk to the citizens and property of Maricopa County.
- Use consistent, published criteria to objectively evaluate submitted local (small) flood control capital projects requested by Agencies.
- Allow for the rapid implementation of recommended local flood control capital projects with minimal administrative delay and negotiation of terms by utilizing standard IGAs.

The District will evaluate eligibility for the program based on these criteria:

- The proposed project solves a flooding issue.
- The proposed project does not require the District to fund more than \$1,000,000.
- The proposed project has a duration of two years or less.
- The proposed project obtains at least 40 points within the scoring matrix.

This Procedure applies only to the eligible allocation of Capital Improvement Program resources to the SPAP for incorporated Maricopa County (funding for the design and construction of small, local hazard mitigation capital projects). The District's determination of eligibility for an SPAP project **does not guarantee funding for the project**. The District's inclusion of a project in its budget requires Agency commitments to proceed, the successful entry of an IGA with the Agency, and approval by the Board.

*Agencies are state, county, city, town, and tribal governments, as well as political subdivisions and federal government agencies that may partner with the District to improve flood control within Maricopa County

Procedural Summary

The application of the Procedure results in the following actions:

- Project proposals are submitted by Agencies (continual).
- Proposals are evaluated, and a score is assigned.
- The District's budget is evaluated for funding availability.
- Agencies are notified whether their project submittal is eligible or not eligible.
- IGAs for eligible projects are drafted and presented to the Agency.
- IGAs are approved by the Board.

This procedural summary is represented graphically in Attachment A.

The eligibility determination of a project through the Procedure precedes final project approval by the Board (in the form of a resolution); however, this final approval is not inevitable. Moreover, an eligibility determination under this procedure



does not, at any level, constitute an agreement to cost share in a proposed project.

Upon eligibility determination of an SPAP project, the District will present a standard IGA to the Agency under the following terms:

- To facilitate rapid District and Agency approvals, the terms of the standard IGA are non-negotiable;
- Annual District contributions for all projects submitted under this program are based on Capital Improvement Program funding availability;
- Costs associated with rights-of-way acquisition, utility adjustments or relocations, permitting, construction management, materials testing, survey work, non-flood control features operations and maintenance are the responsibility of the Agency;
- Design costs may be cost-shared (at the discretion of the Agency);
- The Agency acts as the lead agency for all activities;
- The District will be given an opportunity to review and comment on project plans and specifications, and District comments will be incorporated where feasible;
- District contributions are limited to 75% of construction and design costs of flood control elements of the project, not to exceed \$1,000,000;
- The District may pay 50% of its cost share contribution upon award of a construction contract for approved projects and its cost share contribution for remaining construction and/or design costs incurred upon completion of construction or prior to the end of the fiscal year for which the project is approved or the following fiscal year, whichever is first to occur;
- District contributions are limited to project construction and design costs incurred during the fiscal year for which the project was submitted or the following fiscal year – subsequent and prior costs are the Agency's sole responsibility;
 - o This requirement will not be applied as described if the eligible project relies on third-party grant funding. If such funding is not available in the program fiscal year for which the project was determined eligible, such projects can be implemented in a future program fiscal year when both District and the grant funding become available; and
- The Agency is responsible for all operations and maintenance and related costs associated with a completed project. District staff will not be available to assist with these efforts.

Projects determined ineligible under the SPAP or for which the standard IGA terms are not acceptable to the Agency may alternately be submitted to the District's Capital Improvement Program, which allows for additional implementation flexibility.

Project Proposal Submission Process

1. The District's SPAP web application allows agencies to submit SPAP project proposals continuously throughout the year. Proposals must be prepared through a web application located at <https://apps.fcd.maricopa.gov/partnerapp/>.
2. Proposals that address actual structure flooding must include supporting documentation, photos, copies of flooding complaints, and a list of properties that have experienced structural flooding, including the address, parcel number, and the flooding date(s).
3. Proposals to resolve potential structure flooding must include hydraulic model evidence indicating the flood event level that could potentially cause the structure flooding and the number of potentially flooded structures.
4. Each proposal must produce an independent solution to mitigate a local drainage problem that has historically caused or potentially would cause flooding to structures. Projects shall not duplicate or have overlapping benefits of recently completed or current projects.
5. Each proposal must note which fiscal years the Agency intends to utilize District funding.
6. Proposals shall not be split into multiple submittals. District funding is meant to be applied to a single project that resolves a specific flooding issue. The District will participate in no more than five local flood control projects per Agency in the program fiscal year.
7. Each proposal must include a location map or design plans detailing project elements.

Scoring Matrix

The evaluation process is designed to be as objective as possible, with higher scores awarded to projects based on the frequency and severity of actual or potential structure flooding and those projects the proposing agency is ready to fund and implement quickly. The District will evaluate proposals in accordance with the Agency's response to questions



presented on the SPAP Scoring Matrix (Attachment B):

1. What is the smallest storm event that has flooded or could potentially flood residential or commercial structures?
2. How many residential or commercial structures have been flooded or could potentially be flooded by the smallest storm event?
3. How many storm events have been recorded that have flooded residential or commercial structures?
4. Does the project include water conservation or alternative stormwater management design elements? Will the project be grant-funded in whole or in part?
5. What is the smallest storm event that has caused roadway closures?
6. How advanced is the planning/design of the project?
7. Does the Agency own all of the project rights-of-way?
8. If more than one project is submitted by the Agency, how does this project rank compared to the others?

Depending upon the answers to the questions presented on the Scoring Matrix, a maximum of 104 points per project is possible. A minimum of 40 points must be achieved for a project to be eligible for funding. Projects scoring above 40 points are forwarded to the Director of the District for final review and eligibility.

Review of Prior Recommended Projects

Concurrent with the semi-annual solicitation for project proposals and to assist the District as it develops mid-range budget forecasts, Agencies are asked to reconfirm their intent to proceed with their project(s) that have been previously submitted and deemed eligible for inclusion in the District's SPAP but have not yet entered formal MOU or IGA negotiations. If an Agency intends to proceed with its project, it will also be asked to identify the funding mechanism and the schedule for implementing the project and to provide updates to project scope and estimated costs if applicable.

If the Agency does not intend to proceed with its project, it will be removed from the District's list of eligible SPAP projects. If an Agency has not proceeded with an eligible SPAP project within two years, the project proposal will be removed from the District's list of eligible SPAP projects, and District funding may no longer be available. SPAP projects should be completed within two years. Requests for time extensions are not guaranteed and are subject to District approval.

Points of Contact

For questions concerning the Procedure and project proposals:

Kim Belt, CPM
Capital Improvement Program Supervisor
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602-506-3639

For general questions regarding the Small Projects Assistance Program:

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Planning and Project Management Division Manager
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Attachment A: Process Flow

Small Project Assistance Program for Incorporated Maricopa County Procedure – Process Flow



Attachment B: Scoring Matrix

Small Project Assistance Program Scoring Matrix

Finite values are assigned to project evaluation questions as follows:

1. Smallest storm event that has flooded **=OR=** could "potentially" flood residential or commercial structures:

	<i>CHECK THIS BOX IF "COULD POTENTIALLY FLOOD"</i>
20	2-year
16	5-year
12	10-year
9	50-year
6	Greater than 50-year
0	No documented evidence of damage to residential or commercial structures

2. Number of residential or commercial structures that have been flooded **=OR=** could "potentially" be flooded:

	<i>CHECK THIS BOX IF "COULD POTENTIALLY BE FLOODED"</i>
20	Five or more
16	Four
12	Three
8	Two
4	One
0	Zero

3. Number of recorded storm events that have flooded residential or commercial structures:

15	Three or more
10	Two
5	One
0	Zero

4. Water Conservation; Alternative Stormwater Management; Grant Funding

2	Project includes Water Conservation opportunities
2	Project utilizes Alternative Stormwater Management techniques
2	Project in whole or in part utilizes third party Grant Funding

5. Smallest storm event that has caused roadway or access closures:

13	2-year
8	5-year
3	10-year
0	No documented evidence of roadway or access closures during a 10-year or smaller event

6. If work towards final plans and specifications is underway/completed, indicate percent complete:

15	100%
12	90%
10	60%
3	30%
0	Less than 30%

7. Does the submitting agency own all project rights-of-way or have necessary land rights in place?

10	Yes
0	No

8. Indicate agency's priority assigned to this project (1, 2, 3, etc.) compared to its other submittals:

5	One
3	Two
0	Three or more

