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**ELECTRONIC MAIL**

Central Santa Monica Bay (CSMB), Upper Los Angeles River (ULAR), and South Santa Monica Bay (SSMB) Watershed Coordinators and Watershed Area Stakeholders

Dear Watershed Coordinators and Watershed Area Stakeholders,

**INVITATION TO COLLABORATE ON COMMUNITY-PROPOSED PROJECTS  
FUNDED BY THE SAFE, CLEAN WATER REGIONAL PROGRAM ROUND 8**

On March 30, 2023, the Measure W - Safe, Clean Water Program (SCWP) Administrative Oversight Committee (AOC) held their regularly scheduled meeting and approved Los Angeles Sanitation and Environment's (LASAN) *City of Los Angeles' Policies and Procedures for Community-Proposed Safe Clean Water Program Projects* (Policy). Furthermore, on April 6, 2023 and under Council File 18-0384-S3, LASAN submitted the Policy (Attachment 1) to the Los Angeles City Council (City Council) for their consideration. On May 16, 2023, the City Council and the Mayor's Office formally approved the *City of Los Angeles' Policies and Procedures for Community-Proposed Safe Clean Water Program Projects*. Upon approval, LASAN was instructed to distribute the Policy to stakeholders.

For a Community-Proposed project applicant to pursue SCWP funding for Regional Program Infrastructure Projects and Technical Resources Projects, the applicant must first obtain a Letter of Support or Letter of Non-Objection from the municipality in which the project is proposed. The purpose of the *City of Los Angeles' Policies and Procedures for Community-Proposed Safe Clean Water Program Projects* is to create a process for the City to consider and generate Letters of Support and Letters of Non-Objection for SCWP projects. The Policy seeks to provide a transparent, timely, and equitable process and to ensure that Community-Proposed projects are reviewed and supported by relevant City departments. The Policy will improve watershed coordination and understanding of projects being proposed within the City of Los Angeles.

*zero waste • zero wasted water*

To be considered for a Letter of Support or Non-Objection, Community-Proposed applicants must submit an intake form at least nine months prior to the Los Angeles County Flood Control District (LACFCD) annual call for projects deadline. The typical Regional Call for Projects deadline is July 31st, which means the deadline for submitting the intake form is expected to be October 31st each year. The intake form can be accessed via the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdKc6t03m9bGCoZkrNRNVGFx1zy3L6GImYOsBNOLqDv54ry7w/viewform>.

Both City Council's approval of the recommendation to provide a letter and the resulting letter itself will be issued no later than one month before the expected annual SCWP deadline, around June 30th.

The application form will request the following information, as advised by the LACFCD's mandatory requirements for SCWP support letters:

- Project scope and information;
- Operation and maintenance plans, roles, and responsibilities;
- Inclusion in a regional water quality improvement plan.

Each intake form will also include pertinent project information needed for evaluation, such as project location, proponents, drainage area, components, benefits, permit requirements, cost, and schedule. Once submitted, the intake form will be reviewed for completeness and distributed for review by various City departments to ensure the proposed projects meet the mission and objectives of the SCWP and the priorities of the City. The review process is as follows:

- LASAN receives intake forms, reviews for completeness, and distributes to other City departments and through the City's Safe Clean Water Working Group for review;
- Interested departments will review the intake forms and project materials to ensure the projects meet the mission and objectives of the SCWP and the priorities of the City without any adverse effects to the City;
- Based on review results, LASAN makes a recommendation to the SCWP AOC as to whether to issue the Letters of Support or Non-Objection (as appropriate);
- Recommendations will then be considered and potentially approved by the City's SCWP approval bodies and City Council. Approved letters are then issued to the Community-Proposed Applicant.

LASAN is hereby transmitting the *City of Los Angeles' Policies and Procedures for Community-Proposed Safe Clean Water Program Projects* for reference and use by all Watershed Coordinators and Watershed Area Stakeholders. If you have any questions, please feel free to contact Michael Scaduto at [michael.scaduto@lacity.org](mailto:michael.scaduto@lacity.org) or Susie Santilena at [susie.santilena@lacity.org](mailto:susie.santilena@lacity.org).

Sincerely,

Michael Scaduto, P.E., ENV SP  
Principal Engineer  
Safe Clean Water Implementation Division  
LA Sanitation and Environment

**Attachment 1: City of Los Angeles' Policies and Procedures for Community-Proposed Safe Clean Water Program Projects**

**CC:**

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