



August 19, 2014

TO: Flood Authority Members
FROM: Scott Boettcher, Staff
SUBJECT: 2015-17 Local Projects Recruitment Form and Criteria.

The purpose of this memo is to provide you with a proposed information gathering template to collect potential projects for the 2015-17 State Capital Budget (see attached). We will discuss and approve this template (subject to modification as necessary) on our Flood Authority conference call this Thursday the 21st. Please feel free to call or email if you have any questions (i.e., 360/480-6600, scottb@sbgh-partners.com).

Few Process Notes:

1. Completed project request forms will be due to Scott Boettcher (scottb@sbgh-partners.com) no later than 5:00 p.m. September 10, 2014.
2. Chehalis River Basin Flood Authority's Chehalis Basin Projects Committee will review and evaluate all projects and develop recommendations for the Flood Authority's consideration at their September 18, 2014 meeting.
3. The Projects Committee will evaluate and rank projects between 9/10/2014 and 9/18/2014 based on:
 - a. Numerical scores (tabulated via an evaluation and scoring instrument).
 - b. Distribution throughout the Basin.
 - c. Funds requested versus funds historically available.
4. The Flood Authority will make a formal recommendation to the Governor's Workgroup in October 2014 on small project funding for the 2015-17 biennium.



PROPOSED

2015-17 Small Projects Recruitment Form

Chehalis River Basin Flood Relief

What are small projects? -- In general, small projects are those projects that provide predominantly localized benefit, are capable of being completed within the funding cycle, are supported by the jurisdiction within which the project is proposed, and are vetted and advanced through the Chehalis River Basin Flood Authority's Chehalis Basin Projects Committee.

Instructions:

- a. Please submit project requests (via this form) to Scott Boettcher (scottb@sbgh-partners.com) no later than 5:00 p.m. September 10, 2014.
- b. Please submit individual project request forms for each project in your jurisdiction, even those projects previously or partially funded in the past.
- c. Note: Parts III and IV below [marked by "(**)"] will be scored as part of the Chehalis Basin Projects Committee's review and evaluation. Part I and II will not be scored.

Part I General	
1. Date:	
2. Project Name:	
3. Project Location -- Please identify the location of the project as precisely as possible, preferable with latitude/longitude coordinates.	
4. Project Contact -- Please identify who will be responsible for overseeing and managing the project (i.e., name, email, telephone number, etc.).	
5. Lead Organization -- Please identify the lead organization, agency, entity, etc. responsible for this project.	



Part II Description, Timing and Cost	
6. Project Description -- Please describe the project, what it is intended to accomplish, and the benefits that will accrue and to whom.	
7. Project Timeline -- Please describe the overall timeline for completion of the project as well any interim stages or phases.	
8. Project Cost and Funding -- What is the cost of this project? What are the on-going maintenance and operation requirements? Is it clear who will be responsible for on-going maintenance and operations costs?	
9. Other Funding -- Please explain the extent to which other funding sources or funding partners are available.	
Part III (**) Completion and Doability by June 30, 2017	
10. Project Completion -- Does the funding requested complete (or substantially complete) a project that has already been started? If so, please explain.	
11. Project Doable -- Can this project or the stage/phase for which funding is sought be completed by June 30, 2017?	
12. Project Impacts -- Please identify how any project impacts will be mitigated and if that mitigation will be accomplished by June 30, 2017?	
Part IV (**) Benefits Stated and Quantified	
13. Emergency Response -- Please explain how this project enhances our ability to respond in a flood emergency (e.g., does it keep critical access roads, transportation facilities, etc. open and functional.)	



<p>14. Essential Infrastructure Protection -- Please explain how this project protects essential infrastructure (as well the risks or consequences of not acting this funding cycle).</p>	
<p>15. Public Health, Safety and Welfare -- Please explain how this project protects public health, safety and welfare.</p>	
<p>16. Residential, Commercial and/or Agricultural Protection -- Please explain how this project protects residential, commercial and/or agricultural interests and communities and the benefits of acting (or consequences of not acting) this funding cycle. Consider factors like number of structures at risk, number of people at risk, historic frequency of flood damage, magnitude of benefit to be gained for the cost, etc.).</p>	
<p>17. Other Project Impacts -- Please explain how this project impacts or is potentially impacted by another project.</p>	
<p>18. Anything Else -- Please feel free to offer any additional information (e.g., photos, maps, drawings, etc.) that would be helpful to better understand the scope, timeline and benefits of this project.</p>	