

**Integrated Regional Watershed Management (IRWM)  
Los Angeles – Ventura Funding Area  
Disadvantaged Community Involvement Program (DACIP)  
Task Force  
Governance Guidelines**

*Revised Draft July 2017*

An inter-regional Disadvantaged Community Involvement Program (DACIP) Task Force for the Los Angeles-Ventura Funding Area was established to coordinate the Proposition 1 2016 IRWM Disadvantaged Community Involvement Program (DACIP) proposal and grant activities among the three IRWM Regions, to coordinate with DWR, to consider input from – and report back to - each of the IRWM Region’s DAC committees, to make recommendations to LACFCD as Lead Agency and to oversee grant activities.

**I. Purpose of the DACIP Task Force**

- A. Provide a coordinated approach towards working with Disadvantaged Communities in the Los Angeles–Ventura Funding Area as identified in the Proposition 1 Integrated Regional Water Management (IRWM) statutes. The Funding Area includes three regions; the Greater Los Angeles County (GLAC) Region, Watersheds Coalition of Ventura County (WVCV) Region, and Upper Santa Clara River (USCR) Region.
- B. Provide a forum for making consensus decisions related to the Proposition 1 2016 IRWM DACIP proposal development and grant activities.
- C. Provide a forum for making consensus decisions related to DACIP grant management upon award of the grant.
- D. Comply with DWR’s DACIP grant requirements.
- E. Provide financial transparency for the DACIP expenditures.
- F. Provide public transparency and opportunity for stakeholder involvement in the DACIP grant process.

**II. Authority and Basis for DACIP Task Force Formation**

- A. The Final Request for Proposals (RFP) for the DACIP grant issued by the Department of Water Resources (DWR) requires that each IRWM Funding Area select a lead agency to apply for, receive and administer the DACIP grant on behalf of all IRWM Regions in the Funding Area. Los Angeles County Flood Control District (LACFCD) was authorized by the three IRWM Regions in the LA-Ventura Funding Area to serve as Lead Agency for the DACIP grant program.

- B. LACFCD will prepare and execute a Memorandum of Understanding (MOU) among the three entities which authorizes LACFCD to manage the DACIP grant.

**III. DACIP Task Force Membership**

- A. The membership of the DACIP Task Force will be comprised of two representatives from each of the three IRWM Regions, as designated by their respective Regional Water Management Groups.
- B. DACIP Task Force meetings are open to the public. Non-members will have the opportunity to comment during a designated public comment period.
- C. DACIP Task Force meeting agendas and summaries will be made available by each IRWM Region to their stakeholders and will be posted on each Region's website.

**IV. Roles and Responsibilities**

**A. Funding Area DACIP Task Force (TF) and Program Manager (PM) Responsibilities**

1. Meet to discuss and make decisions required to apply for and manage the DACIP Grant. Task Force responsibility to discuss and make decision to apply for the grant is completed.
2. Reach consensus on the scope of work for grant funded activities and review and approve consultant proposals. Complete preparation and development of the scope of work in the form of task orders before signing the Agreement with DWR and especially if advance payment request will be pursued.
3. Serve as an information conduit between IRWM Regions. The TF members will communicate as needed throughout to ensure all three regions receive pertinent information.
4. Provide general financial oversight and review budget /expenses as needed for the DACIP IRWM Program.
5. Review and discuss quarterly invoices and reports prior to submitting to
6. Set and evaluate criteria for grant activity ranking or selection for the DACIP Grant program.

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7. Recommend DAC consultant(s) through review of proposals for task orders and qualifications.
8. Review terms of grant amendment requests to the Grant Agreement.
9. Represent the Funding Area to stakeholders and DWR as needed.
10. Program Managers should monitor expenditures for grant activities for their Region and submit reimbursable expenses to LACFCD.
11. Provide and ensure accuracy of all deliverables, reports, documentation, notifications, notices and information related to the DACIP as required under the Grant Agreement and/or requested by LACFCD to assist and to enable LACFCD to provide information required by DWR in a prompt and timely manner, in accordance with the provisions of the Grant Agreement.

#### **B. Los Angeles County Flood Control (Lead Agency) - Responsibilities**

1. Submit proposal on behalf of the Funding Area.
2. Prepare and execute Memorandum of Understanding among the three IRWM Regions in the LA-Ventura Funding Area and West Basin to manage and work with the DAC Consultants and their subcontractors.
3. Execute Grant Agreement with DWR.
4. Provide staff to oversee grant administration, and manage grant funds, and provide program oversight as related to the grant.
5. Coordinate with the other region's program managers regarding issues related to DACIP activities within their respective regions.
6. Submit required deliverables, reports and invoices per the Grant Agreement.
7. Provide reimbursement within forty-five (45) days of receipt by LACFCD of funds from DWR.
8. Respond to DWR inquiries regarding DACIP Grant Activities.
9. Distribute Grant funds based on contracts for services and budget.
10. Administer the Grant for 3.0% of the direct allowable administration costs; and oversee contracts with consultants providing services in the GLAC region.
11. Provide final review of the DAC consultant reports and invoices before submitting to DWR.
12. Communicate important information received from DWR on management of the grant to respective IRWM Regions and stakeholders.

#### **C. Individual IRWM Region Responsibilities**

1. Provide 2 representatives to coordinate approvals and activities with their respective Regional Water Management Groups, DAC Committees and any subcommittees per their governance structure. The 2 representatives will represent their respective region's responsibilities listed below.
2. Each region should monitor DAC activities in their respective Region and direct and manage any consultants assigned to perform work in their geographic area.

3. Each region is responsible for communicating with appropriate stakeholders in their Region for the DACIP Grant activities.

5. Each region should provide a budget for tasks requested for their region to be discussed by the DACIP Task Force including their costs for administering activities.

6. Notify LACFCD and receive LACFCD's written approval as well as that of DWR in advance of implementing any proposed changes to DACIP, including proposed future changes to the Work Plan.