

DRAFT - Safe, Clean Water Program – Watershed Coordinator Qualifications and Scope of Work - DRAFT

A. Work Description

The consultant(s) selected as the Watershed Coordinator(s) will be responsible for at least the following tasks:

1) Task 1 Description - Community Outreach to Diverse Communities

Develop a Strategic Outreach Plan detailing strategy and approach for reaching out to Municipalities, community groups, and other watershed Stakeholders within the designated watershed area to solicit input, connect stakeholders to technical assistance opportunities, and ensure diverse perspectives are shared with FCD and the Watershed Area Steering Committees (WASCs) to be included in development of SIPs and planning and implementation of the Regional Program.

2) Task 2 Description - Community Outreach for Watershed Planning

Provide leadership in community outreach efforts related to watershed planning. Prepare an outreach strategy plan and document efforts made to build leadership for the Watershed Area.

3) Task 3 Description - Lead Community Outreach for Watershed Planning

Provide leadership in community outreach efforts related to watershed planning. Prepare an outreach strategy plan and document efforts made to build leadership for the Watershed Area.

4) Task 4 Description - Work with Technical Assistance Teams

The Watershed Coordinator shall develop and maintain a list of potential Infrastructure Program Project Applicants within their assigned watershed area. The Watershed Coordinator shall identify resources needed for those Infrastructure Program Project Applicants and provide the summary of recommended resource needs to the Contract Manager and the WASC for review on an as-needed basis.

5) Task 5 Description – Identify and Develop Project Concepts

Work with interested project proponents to identify and develop project concepts that may be selected by Watershed Area Steering Committees (WASCs) and forwarded to Technical Assistance Teams for development of Feasibility Studies.

6) Task 6 Description - Facilitate Decision-Making for Community Priorities

Facilitate collaborative decision-making between private and public entities to develop and implement actions that best address community priorities regarding the Regional Program and project implementation.

7) Task 7 Description - Integrate Priorities Through Partnerships and Extensive Networks

Develop and maintain a plan that identifies strategies to integrate priorities for the community, Municipalities, and region through partnerships and extensive networks.

8) Task 8 Description - Cost-share Partners

Identify cost-share partners such as local water agencies, conservancies, and transportation agencies. As appropriate, connect entities interested in cost-sharing and facilitate terms of cost-sharing.

9) Task 9 Description - Leverage Funding

Identify, help leverage and secure additional funding including state bond funds, transportation funding such as Measure M, parks funding such as Measure A, Proposition O, and others.

10) Task 10 Description - Local Stakeholders Education

Educate local Stakeholders through public outreach events such as workshops, demonstrations, community forums and restoration activities. Develop and maintain a contact and email list of local Stakeholders to inform them of upcoming educational opportunities.

11) Task 11 Description - Watershed Coordinator Collaboration

FCD shall assist with development of materials for use by Watershed Coordinators, and shall facilitate information exchange through both email and by hosting regular convenings to share best practices and

report on outreach and communications activities and approaches. Facilitation of these meetings may be done by FCD or rotate between Watershed Coordinators as an opportunity to refine their facilitation skills.

B. Skills and Qualifications

- 1) Community Engagement: Highly skilled at engaging diverse communities, including low-income communities of color
- 2) Facilitation: Proven ability to facilitate community engagement and participatory decision making, and to develop strategies for integrating diverse priorities into projects and programs.
- 3) Communication: Experience developing effective education and engagement communication tools tailored to a variety of audiences.
- 4) Subject Matter Knowledge: familiarity with most or all of the following:
 - a. Watershed/integrated approaches to developing multi-benefit, stormwater and urban runoff capture projects/programs
 - b. Local and regional NGOs, public agencies, and other stakeholders
 - c. Local projects, programs, resources
 - d. Current local and regional plans and planning processes related to SCW Program (e.g. LA River Revitalization, LA and SG River Master Plans, Regional WMPs and EWMPs, etc.)
 - e. Green Infrastructure, Low Impact Development Best Management Practices, Nature-Based Solutions
- 5) Presentation: Excellent presentation skills/experience presenting at workshops, community and agency meetings.
- 6) Collaboration: Experience developing relationships and facilitating ongoing dialogue with agencies, municipalities, elected officials, and NGO stakeholders at the project, program and watershed level.
- 7) Project Development: Ability to compile information and resources needed to support project teams toward identifying pursuing project opportunities.
- 8) Funding Coordination: Experience identifying, securing and leveraging public and private funding/cost sharing. Grant writing experience desirable.

C. Maps

See attachment X. (Insert maps for each Watershed Area)

Table 1. Watershed Coordinator(s) per watershed area

| Watershed Area | Total Population* | Watershed Coordinators |
|--------------------------|--------------------------|-------------------------------|
| Central Santa Monica Bay | 1,757,708 | 2 |
| Lower Los Angeles River | 895,933 | 1 |
| Lower San Gabriel River | 903,045 | 1 |
| North Santa Monica Bay | 71,764 | 1 |
| Rio Hondo | 744,634 | 1 |
| Santa Clara River | 286,114 | 1 |
| South Santa Monica Bay | 1,003,438 | 1 |
| Upper Los Angeles River | 2,969,577 | 3 |
| Upper San Gabriel River | 1,015,552 | 1 |

*These figures are based on the 2016 US Census and will be updated periodically.

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