

Letter of Support and Conceptual Approval Requirements for Non-Municipal (non-City) Applicants to the Safe Clean Water (SCW) Infrastructure Program (IP)

Feasibility Study

A Feasibility Study is required before a Project can be submitted for consideration, scoring, and potential recommendation for inclusion in a Stormwater Investment Plan (i.e., selected to receive funding).

See [Feasibility Study Guidelines \(FSG\)](#).

Non-Municipal Project applicants who will seek SCW IP funds to develop their project(s) must include a completed Feasibility Study in their application, which must contain the following:

- **Letter of Support** from the Municipality where the Project is proposed (see Section 2.10 of the FSG), **and**;
- **Conceptual Approval** from the LA County Flood Control District (LACFCD) if the Project involves LACFCD infrastructure, facilities, or right-of-way (see Section 2.16 of the FSG).

Non-Municipal Project applicants, such as community-based organizations (CBOs); non-governmental organizations (NGOs); or others, are those that do not represent Cities (also known as Municipalities), the LACFCD, or other government agencies.

Obtaining the Letter of Support and Conceptual Approval (if required) may take several months so it is recommended that the appropriate Municipality and LACFCD representatives be contacted in advance.

Municipal Letter of Support

A Municipality is a city or other governmental agency within the boundaries of the LACFCD. The County of Los Angeles is also a Municipality that represents the Unincorporated Communities within the LACFCD. Municipalities can participate in the SCW Regional Program as project applicants and developers, supporters or coordinating partners with other project applicants, or as the entities responsible for the operations and maintenance of the implemented projects.

During the development of the Feasibility Study, it is important for applicants to inform representatives from the Municipality where the proposed project is located to make them aware of the project and to request a Letter of Support. The letter should confirm agreement with the overall project, including the proposed operation and maintenance plan, and the responsible party who will perform the maintenance and operations of the project.

Please be advised that Municipalities may have their own distinct procedures and timelines for reviewing projects and issuing Letters of Support to applicants. Therefore, effective communication at an early stage is crucial to avoid delays in the project schedule. Future applicants are advised to reach out to the appropriate Municipal representative several months before the IP application deadline (typically July 31st of each year).

Conceptual Approval from LACFCD

The Los Angeles County Flood Control District (LACFCD) is tasked with providing flood protection, conserving stormwater, and recreational and aesthetic enhancements within its boundaries. LACFCD does this through the management of stormwater infrastructure such as storm drains, open channels and other infrastructure, as well as the management of other facilities and associated rights-of-way. LACFCD managed drainage infrastructure is located within the 86 incorporated cities and the Los Angeles County Unincorporated Areas.

If a proposed project involves a connection to LACFCD infrastructure (ex. conveyance of stormwater from a storm drain to an underground reservoir or above ground surface enhancement) or will be located within LACFCD right-of way or another managed facility (ex. open channel access road) confirmation of Conceptual Approval from LACFCD will be required and should be included as part of the Feasibility Study when applying for funding. At a minimum, LACFCD representatives should be notified of the project 3 months before the application deadline and will require submission of relevant Feasibility Study documents that clearly identify the LACFCD infrastructure, facility, or right of way that will be affected by the proposed project. LACFCD will review submitted documents to ensure the proposed project will not interfere with their operations and maintenance. Not all projects will require Conceptual Approval, just those that effect infrastructure, facilities, and/or right of way that is owned, managed, or operated by LACFCD.

Municipalities and LACFCD Contact List

The resource linked below contains contact information for Municipal and LACFCD representatives in LA County. These representatives are recommended as the first point of contact for discussing the proposed project and potentially obtaining a Letter of Support and/or Conceptual Approval. The contact list will be updated periodically. If there are no contacts listed for a specific Municipality, it is advised to contact the Municipality's Public Works Department.

- [Municipality and LACFCD Contact List](#)