



# Small Project Assistance Program Procedure for Unincorporated Maricopa County

For Flood Control Capital Projects

Fiscal Year 2024

*Administrative edits to this document may be authorized by the Director or Chief Engineer and General Manager of the Flood Control District of Maricopa County under the authority granted by Resolution FCD 2009R003A.*

---

Flood Control District of Maricopa County, 2801 West Durango Street, Phoenix, Arizona 85009 (602) 506-1501

# Small Project Assistance Program Procedure for Unincorporated Maricopa County (SPAPUMC)

## Purpose of the Procedure

In accordance with Flood Control District of Maricopa County (District) Resolution 2009R003B and 2009R003C, the District prioritizes and funds potential local flood control capital projects in Unincorporated Maricopa County through this Small Project Assistance Program for Unincorporated Maricopa County (SPAPUMC) Procedure (Procedure). Resolution 2009R003 authorizes the program.

Through these resolutions, the District Board of Directors (Board) has resolved that the District shall:

- Provide financial assistance through agreements to Non-municipalities (Agencies\*) to implement small local flood hazard mitigation capital projects based on funding availability;
- Limit contributions to design, ROW, utilities, and construction not to exceed \$500,000 per project;
- Total project cost (design, ROW, utilities, and construction) between \$500,000 and not to exceed \$1,000,000; only if outside grant funding can be obtained;
- Present Agreements with Agencies to the Board for ratification and approval.

The Small Project Assistance Program has three objectives that set it apart from the District's traditional Capital Improvement Program for large projects:

- Facilitate the mitigation of building structure flood hazards that are local in nature but pose a risk to the citizens and property of Unincorporated Maricopa County;
- Use consistent, published criteria to objectively evaluate submitted local (small) flood control capital projects requested by Agencies; and
- Allow for the rapid implementation of recommended local flood control capital projects with minimal administrative delay and negotiation of terms by utilizing standard Agreements.

This Procedure applies only to the recommended allocation of Capital Improvement Program resources to the SPAP for Unincorporated Maricopa County (funding for design and construction of small, local hazard mitigation capital projects). The District's approval of a SPAP project *does not guarantee funding of the project*. The District's inclusion of a project in its budget requires Agency commitments to proceed, the successful entry of an Agreement with the Agency and approval by the Board.

Structure flooding issues that occur in the unincorporated county generally will be identified by District staff. Such issues could be identified through the ADMS process as we interact with residents in the study area who might mention such a structure flooding issue that could be addressed with a smaller project rather than a more costly regional project.

\*Agencies = Non-municipalities, Home Owner Associations, incorporated governing boards, or other such entities that can legally enter into binding agreements.

## Procedural Summary

The annual application of the Procedure results in the following actions:

- District solicits project proposals from Agencies (August)
- Project proposals are submitted by Agencies (October)
- Proposals are evaluated and a score is assigned (October)
- District budget evaluated for funding availability (October)
- Agencies are notified whether their project is approved or not approved (November)
- Agreements for approved projects are drafted and presented to the Agency (November)

Note: Reimbursements for projects approved under this Procedure must be made not later than June 30, 2025.

The District's approval of a project through the Procedure precedes final project approval by the Board (in the form of an Agreement); however, this final approval is not inevitable. Moreover, project approval under this Procedure does not, at any level, constitute agreement to cost share in a proposed project.

Upon approval of an SPAP project, the District will present a standard Agreement to the Agency under the following terms:

- To facilitate rapid District and Agency approvals, the terms of the standard Agreement are non-negotiable;
- Annual District contributions for all projects submitted under this program is based on Capital Improvement Program funding availability;
- The District will be given an opportunity to review and comment on project plans and specifications, and District comments will be incorporated where feasible;
- The District may pay 50% of its cost share contribution upon award of a construction contract for approved projects and its cost share contribution for remaining construction and/or design costs incurred upon completion of construction or prior to the end of the fiscal year for which the project is approved or the following fiscal year, whichever is first to occur;
- District contributions are limited to design, ROW, utilities, and construction incurred during the fiscal year for which the project was submitted or the following fiscal year – subsequent and prior costs are the sole responsibility of the Agency;
  - This requirement will not be applied as described if the approved project relies on third-party grant funding. If such funding is not available in the program fiscal year for which the project was approved, such projects can be implemented in a future program fiscal year when both District and the grant funding becomes available; and,
- The Agency is responsible for all operations and maintenance and related costs associated with a completed project. District staff will not be available to assist with these efforts.

Projects not approved under the SPAP or for which the standard Agreement terms are not acceptable to the Agency may alternately be submitted to the District's Capital Improvement Program that allows for additional implementation flexibility.

## **Project Proposal Submission Process**

1. The District typically solicits SPAP project proposals from Agencies in August of each year, with Agency SPAP project proposals due in October. Proposals must be prepared through a web application located at [www.maricopa.gov/SPAP2024](http://www.maricopa.gov/SPAP2024).
2. Proposals that address actual structure flooding must include supporting documentation including photos, copies of flooding complaints and a list of properties that have experienced structural flooding including the address, parcel number and the date(s) of flooding.
3. Proposals to resolve “potential” structure flooding must include hydraulic model evidence indicating the flood event level that could “potentially” cause the structure flooding as well as the number of “potentially” flooded structures.
4. Each proposal must produce an independent solution to mitigate a local drainage problem that has historically caused or “potentially” would cause flooding to structures. Projects shall not duplicate or have overlapping benefits of recently completed or current projects.
5. Proposals shall not be split into multiple submittals. District funding is meant to be applied to a single project that resolves a specific flooding issue. The District will participate in no more than five local flood control projects per Agency in the program fiscal year.
6. Each proposal must include a location map or design plans detailing project elements.

## **Scoring Matrix**

The evaluation process is designed to be as objective as possible with higher scores awarded to projects based on the frequency and severity of actual or potential structure flooding and to those projects for which the proposing Agency is ready to quickly fund and implement. Proposals will be evaluated by the District in accordance with the Agency response to questions presented on the SPAP Scoring Matrix (Attachment A):

1. What is the smallest storm event that has flooded or could potentially flood residential or commercial structures?
2. How many residential or commercial structures have been flooded or could potentially be flooded by the smallest storm event?
3. How many storm events have been recorded that have flooded residential or commercial structures?
4. Does the project include water conservation or alternative storm water management design elements? Will the project be grant funded in whole or in part?
5. What is the smallest storm event that has caused roadway closures?
6. How advanced is the planning/design of the project?
7. Does the Agency own all of the project rights-of-way?
8. If more than one project is submitted by the Agency, how does this project rank compared to the others?

Depending upon the answers to the questions presented on the Scoring Matrix, a maximum of 104 points per project is possible. A minimum of 40 points must be achieved for a project to be recommended for

approval. Projects scoring above 40 points are forwarded to the District's Director for final review and approval.

**Points of Contact**

For general questions regarding the Capital Improvement Program:

Don Rerick, P.E.  
Planning and Project Management Division Manager  
Don.Rerick@Maricopa.Gov  
602-506-4878

For questions concerning the SPAP Program Procedure and project proposals:

Kim Belt, CPM  
Capital Improvement Program Supervisor  
Kim.Belt@Maricopa.Gov  
602-506-3639

Attachment A: Scoring Matrix

## Small Project Assistance Program Scoring Matrix

Finite values are assigned to project evaluation questions as follows:

1. Smallest storm event that has flooded **=OR=** could "potentially" flood residential or commercial structures:

|    |  |
|----|--|
|    | <b>CHECK THIS BOX IF "COULD POTENTIALLY FLOOD"</b>                       |
| 20 | 2-year   |
| 16 | 5-year   |
| 12 | 10-year  |
| 9  | 50-year  |
| 6  | Greater than 50-year   |
| 0  | No documented evidence of damage to residential or commercial structures |

2. Number of residential or commercial structures that have been flooded **=OR=** could "potentially" be flooded:

|    |   |
|----|---|
|    | <b>CHECK THIS BOX IF "COULD POTENTIALLY BE FLOODED"</b> |
| 20 | Five or more  |
| 16 | Four  |
| 12 | Three   |
| 8  | Two   |
| 4  | One   |
| 0  | Zero  |

3. Number of recorded storm events that have flooded residential or commercial structures:

|    |               |
|----|---------------|
| 15 | Three or more |
| 10 | Two           |
| 5  | One           |
| 0  | Zero          |

4. Water Conservation; Alternative Stormwater Management; Grant Funding

|   |  |
|---|--|
| 2 | Project includes Water Conservation opportunities              |
| 2 | Project utilizes Alternative Stormwater Management techniques  |
| 2 | Project in whole or in part utilizes third party Grant Funding |

5. Smallest storm event that has caused roadway or access closures:

|    |  |
|----|--|
| 13 | 2-year   |
| 8  | 5-year   |
| 3  | 10-year  |
| 0  | No documented evidence of roadway or access closures during a 10-year or smaller event |

6. If work towards final plans and specifications is underway/completed, indicate percent complete:

|    |               |
|----|---------------|
| 15 | 100%          |
| 12 | 90%           |
| 10 | 60%           |
| 3  | 30%           |
| 0  | Less than 30% |

7. Does the submitting agency own all project rights-of-way or have necessary land rights in place?

|    |     |
|----|-----|
| 10 | Yes |
| 0  | No  |

8. Indicate agency's priority assigned to this project (1, 2, 3, etc.) compared to its other submittals:

|   |               |
|---|---------------|
| 5 | One           |
| 3 | Two           |
| 0 | Three or more |