



October 2, 2019

TO: Chrissy Bailey, Office of Chehalis Basin

FROM: Scott Boettcher, Staff

SUBJECT: Local Projects "Process Flow"

Attached please find the following for presentation/discussion at tomorrow's Chehalis Basin Board Meeting regarding "process flow" for local projects:

1. Process Flow -- Local Projects Solicitation, Selection, Implementation
2. Local Flood-Damage Reduction Projects -- Contract Work-Flow
3. Local Projects – Roles/Responsibilities, Sequence/Steps

Please call or email with questions (360/480-6600, scottb@sbgh-partners.com).

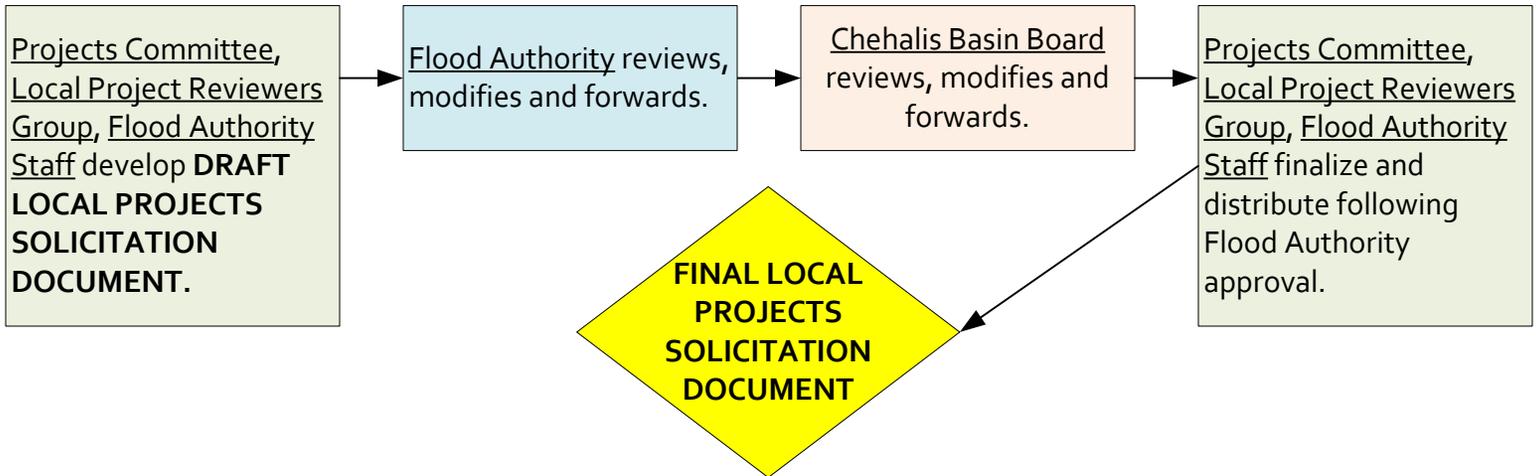
Thanks!

-- Process Flow --

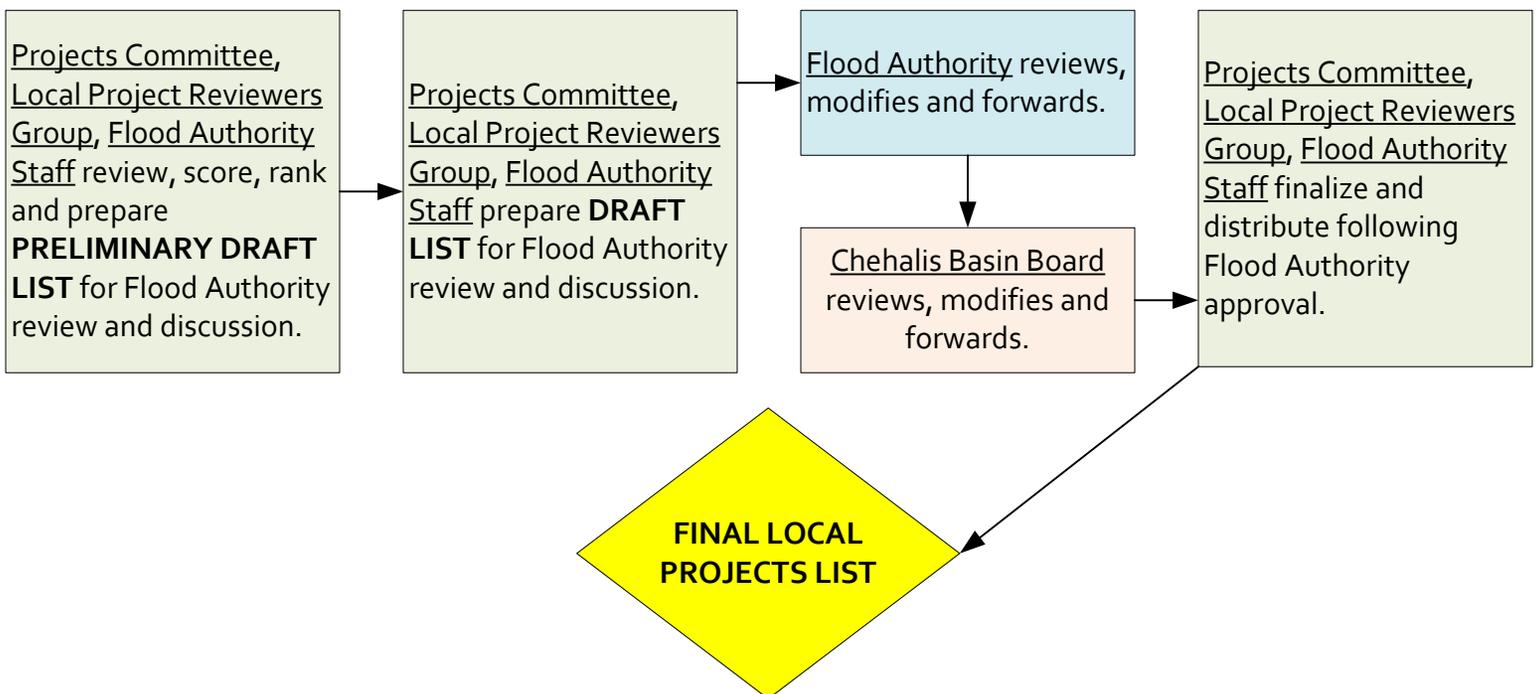
Local Projects Solicitation, Selection, Implementation

10-02-2019

A. DRAFT/FINAL Local Projects Solicitation Document



B. DRAFT/FINAL Local Projects List



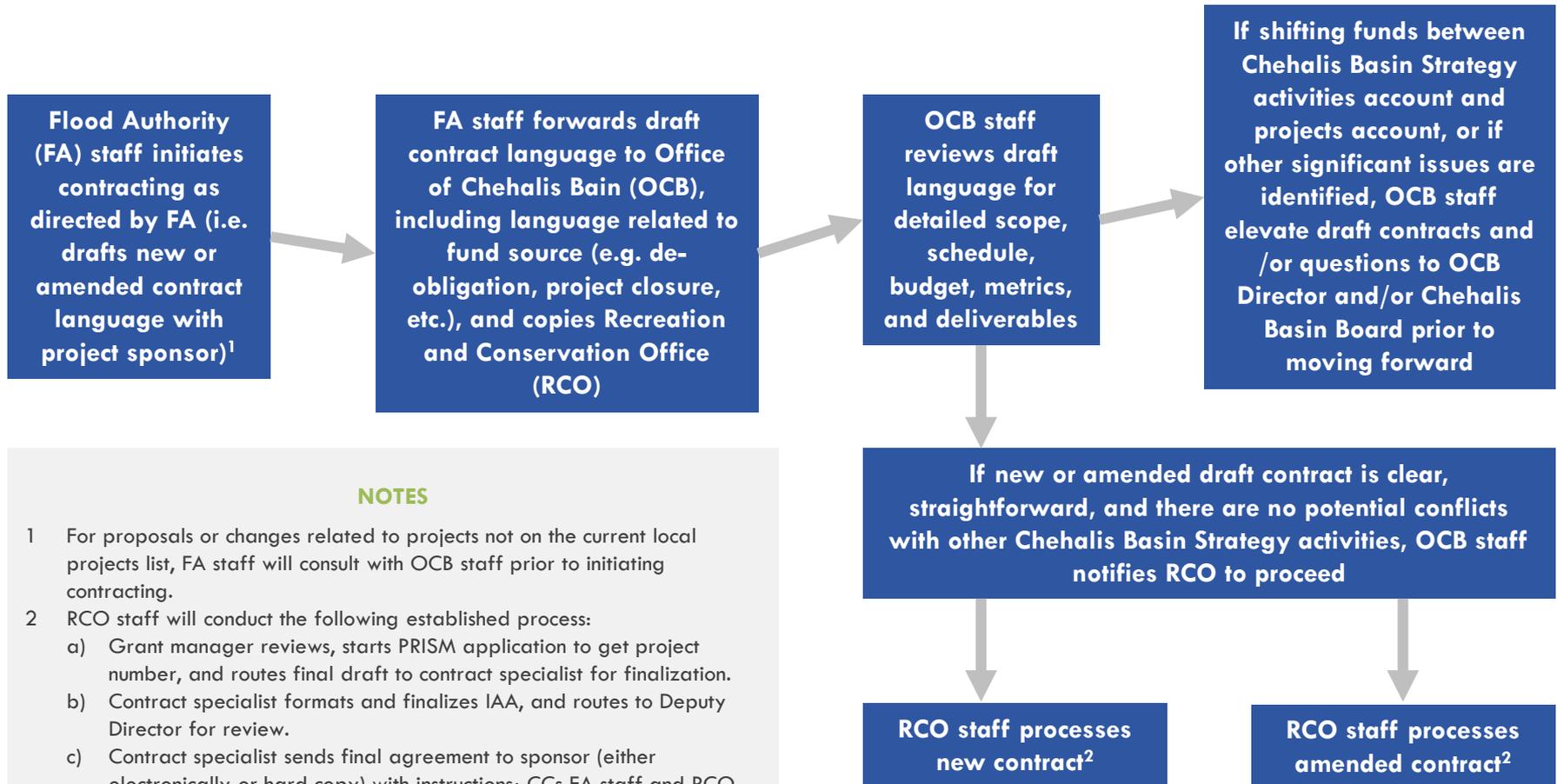
C. Governor's Budget / Legislative Budgets

Chehalis Basin Board makes budget recommendation to the Legislature and Governor for the overall Chehalis Basin Strategy, through the Office of Chehalis Basin's biennial budget development process.

D. Funding/Implementation

See attached process flow developed between Flood Authority staff, OCB staff, and RCO staff.

Local Flood-Damage Reduction Projects: Contract Work-Flow



NOTES

- 1 For proposals or changes related to projects not on the current local projects list, FA staff will consult with OCB staff prior to initiating contracting.
- 2 RCO staff will conduct the following established process:
 - a) Grant manager reviews, starts PRISM application to get project number, and routes final draft to contract specialist for finalization.
 - b) Contract specialist formats and finalizes IAA, and routes to Deputy Director for review.
 - c) Contract specialist sends final agreement to sponsor (either electronically or hard copy) with instructions; CCs FA staff and RCO grant manager.
 - d) Sponsor signs and returns IAA. Contract specialist attaches to PRISM.
 - e) Sponsor completes PRISM application and submits.
 - f) Grant manager reviews and moves to status 'application complete'.
 - g) Grant manager requests Chief Financial Officer change status to 'Director Approved'; CFO completes and notifies grant manager.
 - h) Grant manager enters milestones and processes batch edits.
 - i) Grant manager asks contract specialist or CFO to change project status to 'active'.

-- Local Projects --

Roles/Responsibilities

1. **Project Sponsor** – Propose projects that meet the purpose and criteria for local projects, assume responsibility for design, permitting, construction and maintenance.
2. **Chehalis River Basin Flood Authority Projects Committee** – Solicit proposals for local projects in each funding cycle, review/prioritize projects based on (a) coordination with Local Project Reviewers Group and (b) approved funding priorities and criteria for project selection, review status of projects as they are implemented and recommend any changes to budget and scope of the project as it is implemented.
3. **Chehalis River Basin Flood Authority** – Approve funding priorities and criteria for project selection in advance of each round of solicitations, review recommendations of Projects Committee and Local Project Reviewers Group and recommend project priority order and funding levels to the Chehalis Basin Board. Review any changes to the project list and recommend shifting funds between previously approved/funded projects as needed to meet most critical needs.
4. **Chehalis River Basin Flood Authority Staff** – Manage overall local projects selection process, review status of project implementation, support the review by regulatory agencies for project permit approval, work with Recreation and Conservation Office and Office of Chehalis Basin to prepare contract scopes/budgets, track local project deliverables and provide periodic updates to Chehalis Basin Board.
5. **Local Project Reviewers Group** – Convene to provide technical support and stakeholder representation throughout the local project solicitation, review, ranking and selection process. Composition of the Local Projects Reviewers Group is recommended by the Flood Authority and approved by the Chehalis Basin Board.
6. **Office of Chehalis Basin** – Provide input into the project selection process for consideration by the Projects Committee and Flood Authority. Provide initial guidance on the available funds for each funding cycle.
7. **Chehalis Basin Board** – Provide guidance on potentially available funding levels for each round of project solicitations, review and approve the funding priorities and criteria for project selection, approve the final ranked project list and recommend the final overall level of funding for local projects to the Governor and Legislature each biennium.
8. **Recreation and Conservation Office** – Manage contracts for each local project sponsor.

Sequence/Steps

A. DRAFT/FINAL Local Projects Solicitation Document.

1. Projects Committee, Local Project Reviewers Group and Flood Authority Staff develop DRAFT Local Projects Solicitation Document with suggested funding priorities and criteria.
2. Flood Authority reviews, modifies (as necessary) and forwards to Chehalis Basin Board.
3. Chehalis Basin Board reviews, modifies (as necessary) and sends back to Projects Committee, Local Project Reviewers Group and Flood Authority Staff with finalization recommendations.
4. Projects Committee, Local Project Reviewers Group and Flood Authority Staff make necessary modifications and distribute FINAL Local Projects Solicitation Document following approval by the Flood Authority.

B. DRAFT/FINAL Local Projects List

1. Project Sponsors submit proposals by email to Flood Authority Staff.
2. Projects Committee, Local Project Reviewers Group and Flood Authority Staff review, score, evaluate and prepare PRELIMINARY DRAFT LIST of ranked/prioritized local projects for Flood Authority review/discussion.
3. Projects Committee, Local Project Reviewers Group and Flood Authority Staff prepare DRAFT LIST of ranked/prioritized local projects after Flood Authority review, modify (as necessary) and forward to the Chehalis Basin Board.
4. Chehalis Basin Board reviews, modifies (as necessary) and sends back to the Projects Committee, Local Project Reviewers Group and Flood Authority Staff with finalization recommendations.
5. Projects Committee, Local Project Reviewers Group and Flood Authority Staff make necessary modifications, produce FINAL LIST of ranked/prioritized local projects and transmit to the Office of Chehalis Basin and Chehalis Basin Board following approval by the Flood Authority.

C. Governor's Budget

Chehalis Basin Board makes budget recommendation to the Legislature and Governor for the overall Chehalis Basin Strategy, through the Office of Chehalis Basin's biennial budget development process.

D. Funding/Implementation

Per earlier process flow developed between Flood Authority staff, OCB staff, and RCO staff.