Local Flood-Damage Reduction Projects: Contract Work-Flow

Flood Authority
(FA) staff initiates
contracting as
directed by FA (i.e.
drafts new or
amended contract
language with
project sponsor)¹

FA staff forwards draft contract language to Office of Chehalis Bain (OCB), including language related to fund source (e.g. deobligation, project closure, etc.), and copies Recreation and Conservation Office (RCO)

OCB staff reviews draft language for detailed scope, schedule, budget, metrics, and deliverables If shifting funds between
Chehalis Basin Strategy
activities account and
projects account, or if
other significant issues are
identified, OCB staff
elevate draft contracts and
/or questions to OCB
Director and/or Chehalis
Basin Board prior to
moving forward

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.
 - 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.
 - Grant manager asks contract specialist or CFO to change project status to 'active'.

If new or amended draft contract is clear, straightforward, and there are no potential conflicts with other Chehalis Basin Strategy activities, OCB staff notifies RCO to proceed

RCO staff processes new contract²

RCO staff processes amended contract²