

EEP PPPM Section 8.3.2.1.5		Document No.: IMP.PRO.02.01.05	
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how the Project Review Committee assesses potential restoration projects based on the findings from the Project Manager's initial site assessment. It is a sub-process of IMP.PRO.02.01.01, Identify and Approach Landowners.
- 1.2 Scope. This procedure applies to all projects identified via the Local Watershed Planning Process or projects that are brought to EEP's attention by Landowners or other stakeholders.
- 1.3 Participants. This procedure applies to the following personnel:
- Project Managers (PMs)
 - Implementation Supervisors
 - Project Review Committee Coordinator (one of the PMs)
 - Planning
 - Landowners

2.0 PROCEDURE STEPS

- 2.1 Notify Project Review Committee Coordinator. After the Project Manager (PM) conducts the initial site assessment, the PM asks the Project Review Committee Coordinator (PRCC) to schedule a Project Review Committee meeting and submits a completed Project Review Committee Presentation Form.
- 2.2 Schedule Project Review Committee meeting. The PRCC solicits attendance of at least three PMs, invites a Planning Section representative, schedules a meeting time and location, and prepares a brief agenda.
- 2.3 Prepare presentation. The responsible PM presenter prepares a presentation of the project under consideration with relevant project information as outlined on the Project Review Committee Presentation Form, including site conditions, restoration opportunities, needs in the Cataloguing Unit (CU), site photographs, aerial photography, relevant information collected by GIS search, etc. (See related Project Review Committee Presentation Form under Forms section.)
- 2.4 Conduct presentation. The responsible PM presents the project to the Project Review Committee. The PM is responsible for presenting a compelling argument whether to proceed or not to proceed with the project. Presentations are about 10-15 minutes long, with no interruptions. A 10-15 minute discussion period follows the presentation to allow for questions and answers.
- 2.5 Assess project and recommend whether to proceed. Committee members advise the PM on how to proceed with the project (e.g., feasibility study, collect

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- additional information) or recommend that the site be rejected. The PRCC records the information supporting the recommendation on the Project Review Committee Presentation Form.
- 2.6 Document decision. The PRCC collects Project Review Committee Presentation Forms, with the recommendation section completed from the three voting members.
 - 2.7 Submit forms to the Implementation Supervisor. The PRCC gives the forms and recommendation to the Implementation Supervisor.
 - 2.8 Ratify decision. The PM discusses the recommendation with the Implementation Supervisor. The Supervisor ratifies the decision. If the decision is to move ahead, go to Step 9. If not, go to Step 11.
 - 2.9 Notify the Landowner of the decision to move ahead. The PM contacts the Landowner and informs them of the decision.
 - 2.10 Record information. The PM records the information in the Project Tracking System. (Return to IMP.PRO.02.01.01, Identify and Approach Landowners.)
 - 2.11 Send the Landowner a letter. The PM writes the Landowner a letter informing them of the decision and advising them of the likelihood of EEP's future interest in their site, if any.
 - 2.12 Record decision and file forms. The PM records the decision in the Project Tracking System and files the forms for documentation.
 - 2.13 Process complete. (If the land is owned by the State of North Carolina or a local government entity, proceed to the Memorandum of Agreement process, CTR.PRO.01.01.02.)

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

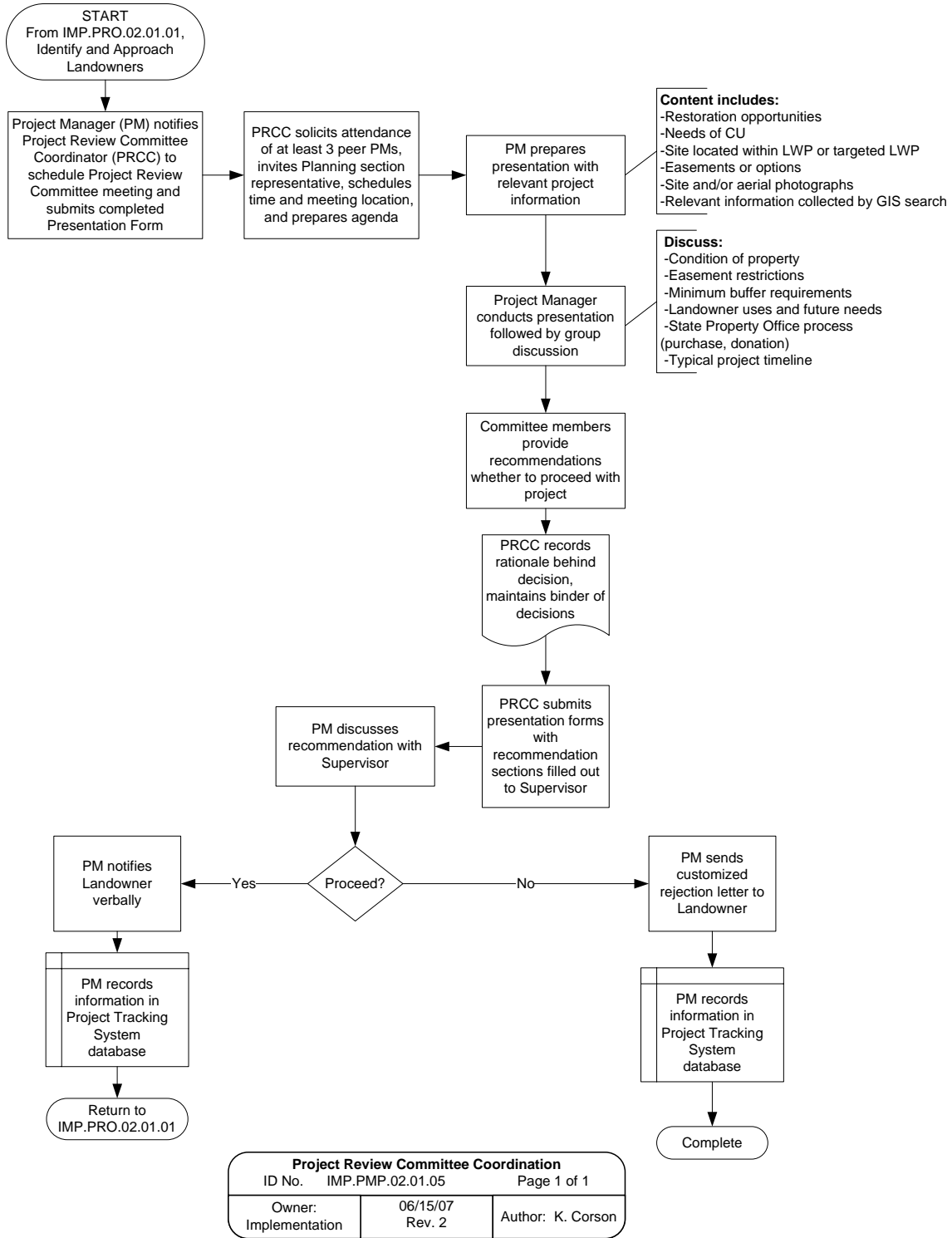
Table 1. Responsibilities and Authorities

Step #	Procedure Step	Project Manager	Implementation Supervisor	Project Review Committee Coordinator (PRCC)	Planning	Landowner	PM Committee Members
1	Notify Project Review Committee Coordinator	P		N			
2	Schedule Project Review Committee meeting	N		P	N		
3	Prepare presentation	P					
4	Conduct presentation	P					
5	Assess project and recommend whether to proceed	S		A			P
6	Document decision	N	N	P			
7	Submit forms to the Imp. Supervisor		S	P			
8	Ratify decision	A	P	A			
9	Notify Landowner of the decision to move ahead	P				S	
10	Record information	P					
11	Send the Landowner a letter	P		A		S	
12	Record decision and file forms	P					
13	Process complete						

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

None

6.0 FORMS

- [Project Review Committee Presentation Form](#)
- [Sample Landowner Rejection Letter](#)