

EEP PPM Section 8.2.1.2		Document No.: PLN.PRO.01.01.02	
Procedure Title: In-Lieu-Fee (Nutrient Offset) Process		Rev. No. 0	Page: 1 of 3
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to implement sufficient nutrient offset projects in appropriate areas to offset the nutrient loading of clients.
- 1.2 Scope. This procedure applies to the decision-making process used by the EEP In-lieu-fee (ILF) Specialist in administering the Nutrient Offset program, which is delegated to EEP by the DENR Division of Water Quality (DWQ). The ILF Specialist (with the concurrence of the Strategic Planning Supervisor and the Operations Director) determines where, when, and how to implement nutrient offset projects.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP ILF Specialist
 - EEP Strategic Planning Supervisor
 - EEP Operations Director
 - EEP Implementation Supervisor.

2.0 PROCEDURE STEPS

The process for receiving payments into the ILF Nutrient Offset program is documented in procedure ACT.PRO.02.01.03.

- 2.1 Review nutrient offset commitments. The ILF Specialist runs a quarterly summary of nutrient offset payments received (commitments) that have not yet been obligated to a nutrient offset project.

It may take several quarters, or even years, to receive sufficient nutrient offset payments in a particular geographic area to fund a nutrient offset project. Once a nutrient offset project is selected and implemented, sufficient funds from that geographic area are obligated to fund that project and are no longer available to fund other projects.

- 2.2 Evaluate geographic areas. The ILF Specialist evaluates the un-obligated fund status for each river basin or county from which funds have been received.
- 2.3 Make determination to pursue a nutrient offset project. The ILF Specialist gets concurrence from the Strategic Planning Supervisor and the Operations Director to pursue a nutrient offset project in a specific geographic area.
- 2.4 Determine delivery method. The ILF Specialist determines the best delivery method to offset the nutrient loading.

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- a. The ILF Specialist considers funding a nutrient offset project proposal (PLN.PRO.01.01.03). If so, the process is complete; if not, continue to b.
- b. The ILF Specialist coordinates with the Implementation Supervisor for internal implementation of a nutrient offset project. This can include issuing a request for proposals (RFP) for a full-delivery project in the relevant geographic area.

Some local governments have developed MOAs with EEP that specify that nutrient offset projects be implemented as close as possible to the area where the approved nutrient loading is to occur.

3.0 RESPONSIBILITIES AND AUTHORITIES

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

Table 1. Responsibilities and Authorities

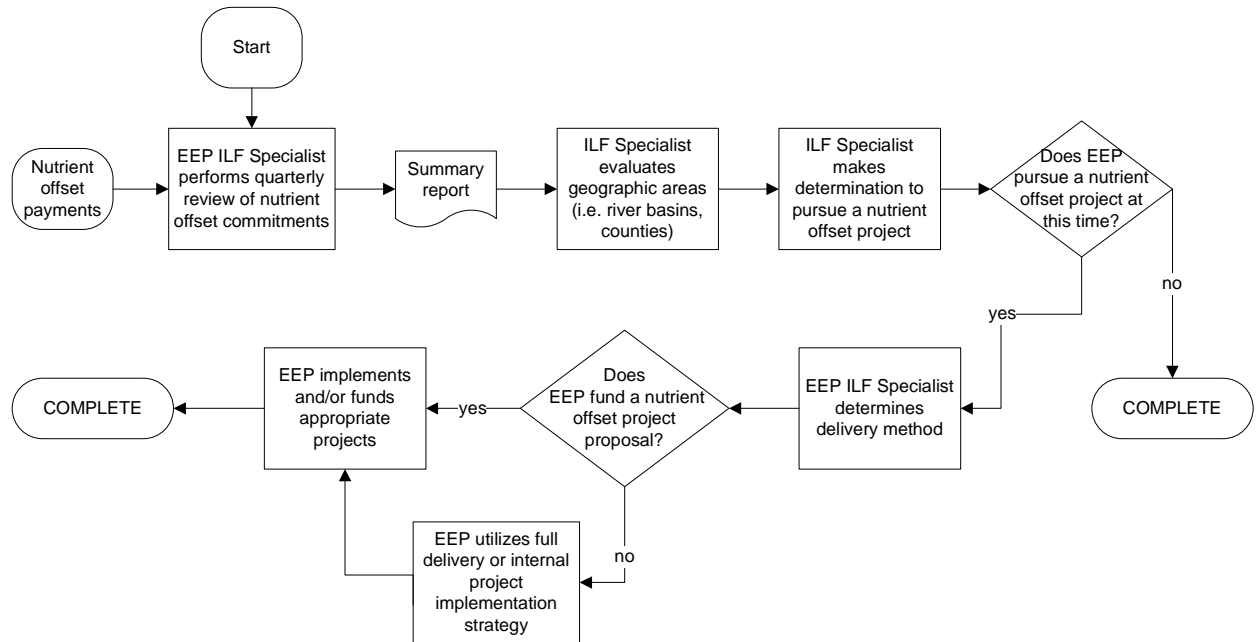
Step #	Procedure Step	EEP ILF Specialist	EEP Strategic Planning Supervisor	EEP Operations Director	EEP Implementation Supervisor
1	Review nutrient offset commitments	P			
2	Evaluate geographic areas	P			
3	Make determination to pursue a nutrient offset project	P	RA	RA	
4	Determine delivery method	P			A

Legend:

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

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4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

None.

6.0 FORMS

None.