

EEP PPM Section 8.2.1.3		Document No.: PLN.PRO.01.01.03	
Procedure Title: Nutrient Offset Project Proposal Process		Rev. No. 0	Page: 1 of 6
		Date: August 31, 2004	

1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure to review, fund, and implement high-quality nutrient offset projects in a timely manner.
- 1.2 Scope. This procedure applies when EEP receives a nutrient offset project proposal from an applicant. The applicant may be from the private sector or a local government.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Processing Assistant
 - Applicant
 - EEP In-Lieu-Fee (ILF) Specialist
 - EEP State Property Office (SPO) Liaison
 - EEP Accounting Section
 - EEP Monitoring Section
 - EEP Implementation Supervisors.

2.0 PROCEDURE STEPS

- 2.1 Enter applicant information. The EEP Processing Assistant enters the applicant information into the EEP database.
- 2.2 Verify proposal is complete. The EEP Processing Assistant verifies whether the proposal application is complete. The application should include a proposal and scope that the Applicant is proposing to implement.
- a. If the application is complete, go to step 3; if not, continue to b.
 - b. If the application is incomplete, the Processing Assistant returns the application and asks the Applicant to resubmit it with complete information. The Processing Assistant documents this in the database and the process restarts at step 1 when the application is resubmitted.
- 2.3 Meet with applicant. The EEP In-lieu-fee (ILF) Specialist meets with the applicant to discuss the proposal.
- a. The ILF Specialist contacts the Applicant and schedules a meeting to discuss the proposal.
 - b. The ILF Specialist conducts the meeting with the Applicant.

EEP PPPM Section 8.2.1.3		Document No.: PLN.PRO.01.01.03	
Procedure Title: Nutrient Offset Project Proposal Process		Rev. No. 0	Page: 2 of 6
		Date: August 31, 2004	

- 2.4 Determine if proposal is satisfactory. The EEP ILF Specialist determines if the proposal is satisfactory.
- a. If the ILF Specialist agrees with proposal, go to step 6; if not continue to b.
 - b. The ILF Specialist determines if the proposal can be modified to make it satisfactory. If so, continue to c; if not, go to step 5.
 - c. The ILF Specialist suggests proposal modification and asks the Applicant to make them. The ILF Specialist documents this in the database. Return to step 3.
- 2.5 Send letter denying funding. The EEP Processing Assistant drafts and sends a letter to the applicant denying the project funding request and documents this in the database. Process complete.
- 2.6 Notify EEP SPO Liaison. The EEP Processing Assistant notifies the EEP State Property Office (SPO) Liaison and updates the applicant information in the database to confirm that the proposal was found satisfactory.
- 2.7 Draft contract. The EEP SPO Liaison drafts a contract.
- 2.8 Review contract. The EEP ILF Specialist reviews the contract and determines if any modifications are required.
- a. If no contract modifications are needed, go to step 9; otherwise, continue to b.
 - b. The ILF Administrator communicates any necessary contract modifications to the SPO Liaison. Continue to c.
 - c. The SPO Liaison makes the modifications and resubmits the contract to the ILF Specialist; go back to a.
- 2.9 Send contract to applicant. The EEP Processing Assistant sends the contract to the applicant for signature.
- 2.10 Receive signed contract. The EEP Processing Assistant receives the signed contract from the applicant and updates the information in the database.
- 2.11 Begin payment schedule of deliverables. Once a project proposal has been approved and a contract implemented, the EEP Accounting Section, with the ILF Specialist's approval, begins the payment schedule of deliverables.

EEP PPM Section 8.2.1.3		Document No.: PLN.PRO.01.01.03	
Procedure Title: Nutrient Offset Project Proposal Process		Rev. No. 0	Page: 3 of 6
		Date: August 31, 2004	

- 2.12 Conduct site visits. The EEP ILF Specialist conducts scheduled site visits during construction and reviews the results.
- 2.13 Receive as-built documentation. The EEP Processing Assistant receives the as-built documentation from the applicant.
- 2.14 Conduct final site inspection. The EEP ILF Specialist conducts the final site inspection for sign-off at the end of construction.
- 2.15 Review monitoring report. The EEP Monitoring Section reviews the monitoring report two years after sign-off.
- 2.16 Review maintenance reports. The EEP Monitoring Section reviews the maintenance reports every 5 years for 30 years (6 reports total).

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 Processing Assistant	Applicant	EEP ILF Specialist	EEP SPO Liaison	EEP Monitoring Section	EEP Implementation Supervisors
1	Enter applicant information	P					
2	Verify proposal is complete	P	S				
3	Meet the applicant		A	P			
4	Determine if proposal is satisfactory		N	P			
5	Send letter denying funding	P	S				
6	Notify EEP SPO Liaison	P			N		
7	Draft contract				P		
8	Review contract			P	A		
9	Send contract to applicant	P	S				
10	Receive signed contract	P					
11	Begin payment schedule of deliverables						
12	Conduct site visits			P			RI
13	Receive as-built documentation	P	A				RI
14	Conduct final site inspection			P			
15	Review monitoring report					P	
16	Review maintenance reports						

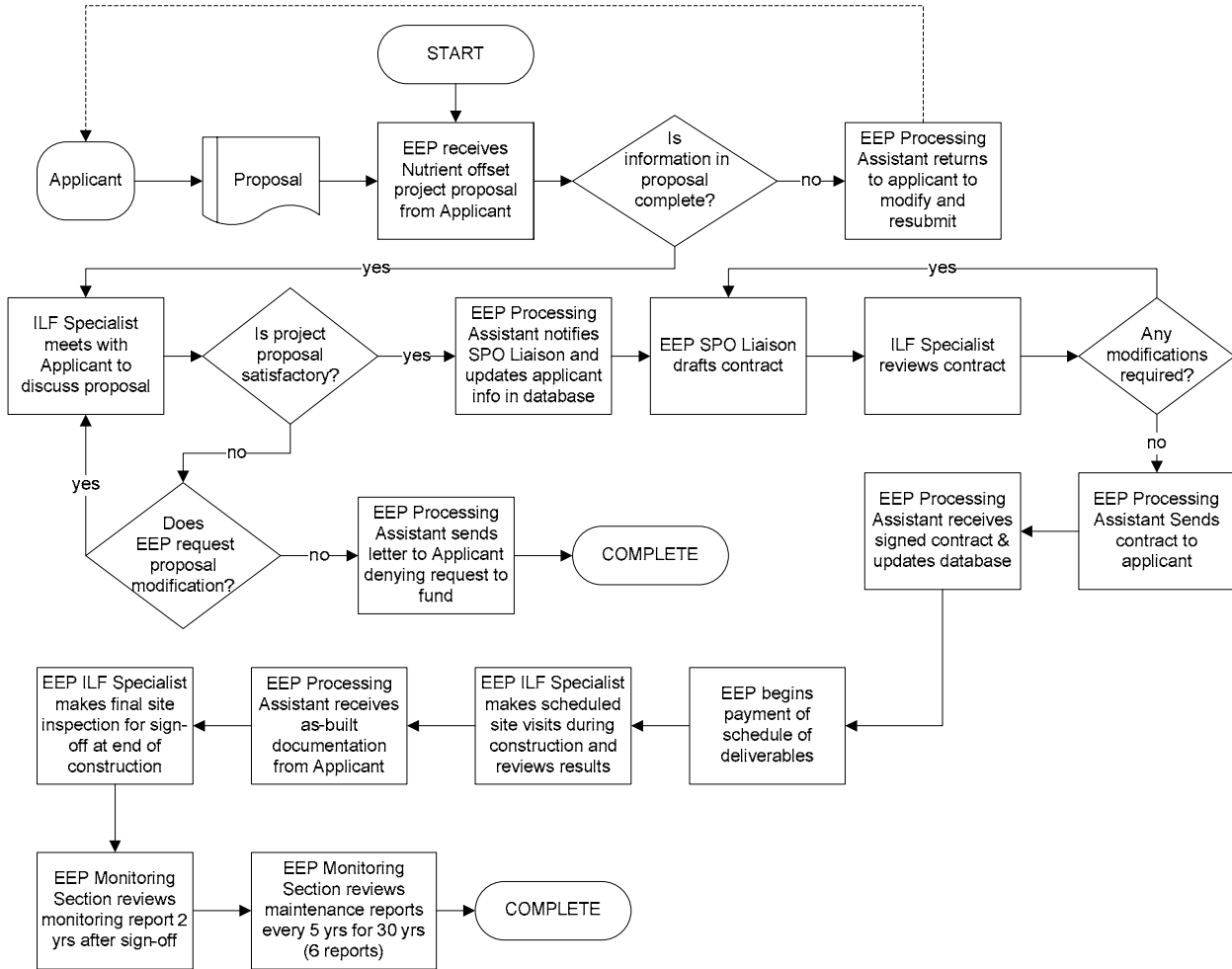
EEP PPM Section 8.2.1.3		Document No.: PLN.PRO.01.01.03	
Procedure Title: Nutrient Offset Project Proposal Process		Rev. No. 0	Page: 4 of 6
		Date: August 31, 2004	

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide **I**nput
- RA** = Review and **A**pprove
- N** = **N**otify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM



EEP PPM Section 8.2.1.3		Document No.: PLN.PRO.01.01.03	
Procedure Title: Nutrient Offset Project Proposal Process		Rev. No. 0	Page: 6 of 6
		Date: August 31, 2004	

5.0 REFERENCES

None.

6.0 FORMS

None.