

10.a. PROJECT LEAD RESPONSIBILITIES & APPROVAL PROCESS

Because IWRP is comprised of so many projects, it is imperative that we have a well-established process for tracking each project to ensure that we are all in concert each step of the way. The following outlines the responsibilities of each Project Lead and notes the deliverables and approval mechanisms that are required before a Project Lead can proceed to the next step. The responsibilities are in line with the work program tasks and deliverables. By signing the project contract, the Project Lead is agreeing to these terms.

IMPORTANT NOTE: Invoices will not be approved for work that has not followed this process.

Project Lead Responsibility	Deliverables required for approval	Approval required before proceeding
<u>Work program</u> : Draft work program using template in consultation with RCD. (Section 10.b)	1. Work program, including budget and schedule.	Letter approving work program. (IWRP Coord)
<u>Contract</u> : Consult with RCD on contract terms and return signed contract. (Once workplan and contract developed, assume 7-10 day turnaround back to the project lead) Appendix E.	1. Signed contract (Lead)	Signed contract (RCD)
<u>Consultant/contractor selection</u> : Discuss process for selecting consultants/ contractors, if applicable, with the RCD. Provide bid package and final selection notification, including scope of services and budget. Also provide hourly rates of all staff working on project.	1. Consultation with RCD on selection process. 2. Bid package for review if applicable. 3. Notification of final selection, including scope of services and budget. 4. Hourly rates of all staff on project.	Letter approving consultant/contractor selection and hourly rates of all staff. (IWRP Coord)
<u>Coordination with D/P Coordinator</u> : Maintain contact throughout project with the D/P Coordinator who will serve as the liaison with the permitting agencies. Provide the D/P Coordinator with status reports, alerts, benefits achieved as a result of IWRP, etc., as requested.	1. Information as requested.	N/A
<u>Monthly Status Report</u> : Prepare a monthly status report, regardless of whether or not an invoice is being submitted. Send original to RCD and a copy to D/P Coordinator. (Section 10.e – contact D/P Coord for electronic copy)	1. Monthly Status Report to RCD and D/P Coordinator.	N/A

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Project Lead Responsibility	Deliverables required for approval	Approval required before proceeding
<u>Invoicing</u> : Prepare invoices in accordance with the IWRP Invoicing Checklist and Requirements sheet (Section 10.d). Send original to RCD and a copy to D/P Coordinator.	1. Invoices to RCD and D/P Coordinator.	Disbursement of funds, less 10% withhold until project complete.
<u>Project Design & Permit Plan (PDPP), analyses, site visits</u> : Complete the PDPP including Parts 3 and 4 and preliminary design assessment, any required analyses, and participate in site visits.	1. Complete PDPP 2. Applicable analytical reports. 3. Documentation of site visit feedback.	Letter acknowledging that design work may begin. (RCD)
<u>60% complete designs and work program review</u> : Prepare designs to 60% complete. Incorporate any feedback into PDPP. Present any revisions needed to work program.	1. 60% complete designs. 2. Revised PDPP. 3. Work program change proposals, if necessary.	Letter approving 60% complete stage. (RCD) Work program amendment, if necessary. (RCD/IWRP Coord)
<u>90% complete designs and environmental review</u> : Prepare designs to 90% complete for review, including environmental review documentation. Incorporate any feedback into PDPP.	1. 90% complete designs. 2. Environmental review 3. Revised PDPP	Letter approving 90% complete stage. (RCD)
<u>100% complete designs and permit submittal</u> : Prepare designs to 100% complete, including specifications and cost estimates. Coordinate with the D/P Coordinator to prepare permit applications.	1. 100% complete designs and specifications. 2. Completed permit applications.	Approval by D/P Coordinator.
<u>Additional information</u> : Provide D/P Coordinator with additional information requested by permitting agencies.	1. Additional information to process permits.	N/A
<u>Project completion</u> : All permit approvals received. Final dollar amount of match provided (cash and/or in-kind services).	1. All permit approvals. 2. Match total.	Letter acknowledging completion of project and release of 10% withhold. (IWRP Coord)
<u>Identification of Potential Implementation Funding Sources</u> : Although not a required task included in the work program, it is highly recommended that project leads contact the RCD early in the project development to identify potential sources of funding for project implementation and grant deadlines.	N/A	N/A