



and Associates

PLANNING, LAND USE  
AND DEVELOPMENT SERVICES

## Memorandum

**Date:** September 11, 2013  
**To:** Regional Shoreline Master Program Project Management Team  
**From:** Bill Stalzer, Project Team Leader  
**Re:** New Ecology Grant Format and Revised Consultant Contract

### Background

On September 4<sup>th</sup> and again on September 10<sup>th</sup> the Ecology grant manager emailed me drafts of a revised scope of work for Shoreline Master Program grants. Substantial changes had been made to the format, but not the content, of the scope of work to coincide with Ecology's transition to a computer-based reporting and financial reimbursement system which will go into effect next year for our grant. However, to aid in the transition, the Department is requiring that this year's grantees follow the new format for paper reporting and reimbursement with the goal of implementing the computer-based system sometime in 2014.

The changes are beneficial to us in two significant ways:

1. As I mentioned in our August meeting as a matter of policy Ecology has limited budget adjustments to 10% of the budget for a task. The "old" format had 25 tasks; the new format has 10 tasks. Essentially, the old phases have been replaced by tasks and the old tasks replaced by subheadings of the new tasks. Work items remain unchanged. The result is that the budget for each task is much larger, which means the 10% is much larger, which means more financial flexibility in making budget adjustments as the project proceeds.
2. The second change is that the grant is specifically for two years and each jurisdiction has flexibility for which tasks they will complete in the first two years as long as they can show they will complete the update within 3 years and within the 3-year grant funding. This eliminates the ambiguity about whether or not we would have to complete the update within two years or with less than the full amount of the grant.

The changes by Ecology required that I revise the scope of work in The Watershed Company's contract to coincide with the new grant scope of work format. This required substantial revisions over the past week and discussions with The Watershed Company regarding due dates and budgets for the new tasks. Since I had already sent the "old" scope of work to the prosecuting attorney's office for consideration at the Board of County Commissioners' meeting next Monday, I also had to postpone consideration of the contract until September 23<sup>rd</sup>.

Attached is a "track changes" version of the current scope of work and budget converting it to the new format and a "clean" version in the revised format. Fortunately, the work items, due dates, and project budget remain unchanged from the "old" format. I also have attached a table comparing the old format and new format budgets by task. Since there are no substantive changes to The Watershed Company's scope of work and budget, I am planning to email the revised scope of work to the prosecuting attorney's office after answering any questions about the new format at our meeting on September 17th.

### Attachments:

1. "Track Changes" version of the old Ecology scope of work and budget for The Watershed Company contract
2. "Clean" version of the new Ecology scope of work and budget for The Watershed Company contract.
3. Table comparing the budget breakdown for each task and overall contract in the old and new Ecology grant formats.