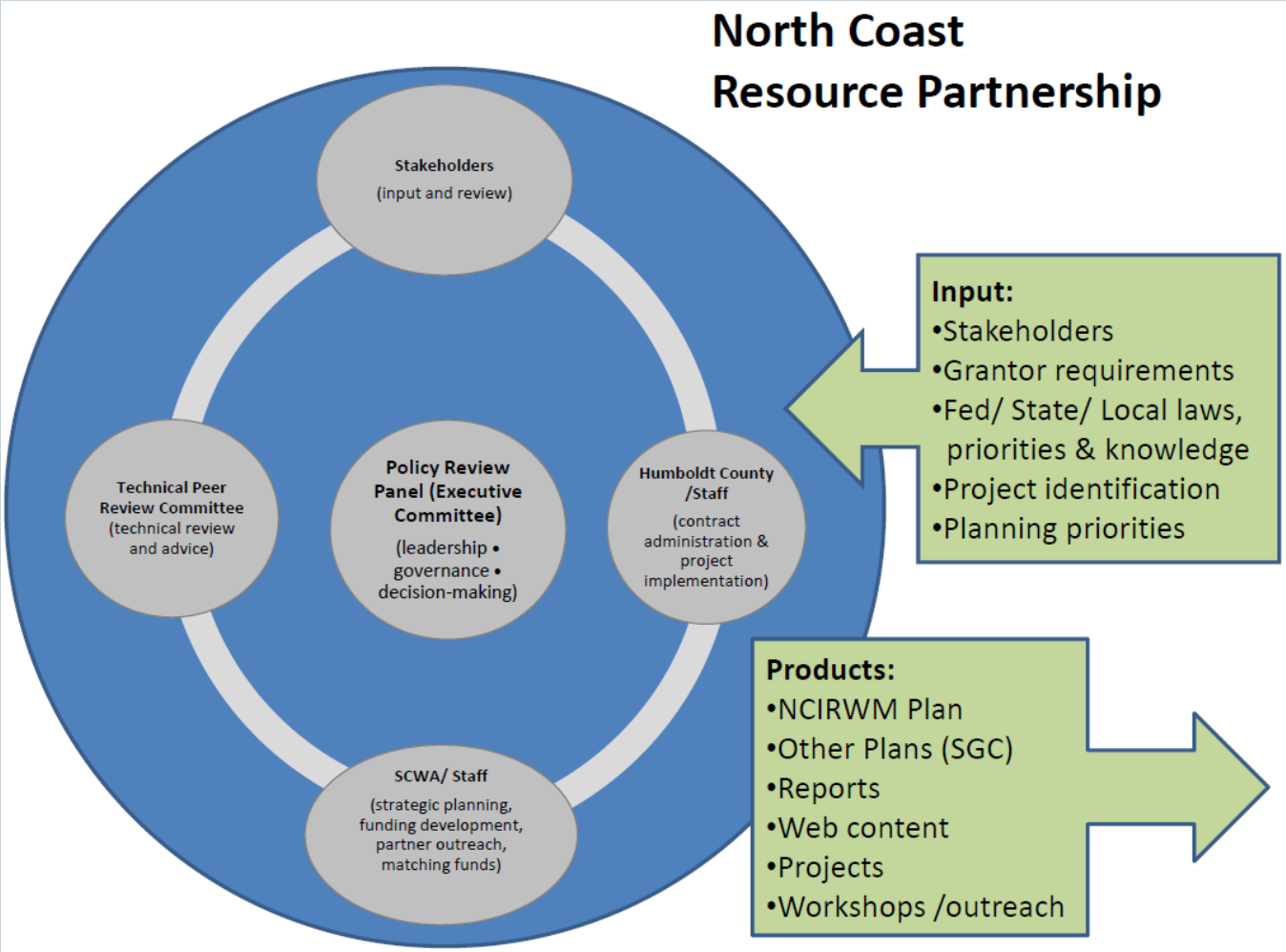
Humboldt County Contract Administration: Process Improvements and Achievements

HANK SEEMANN, PUBLIC WORKS DEPUTY-DIRECTOR
HUMBOLDT COUNTY

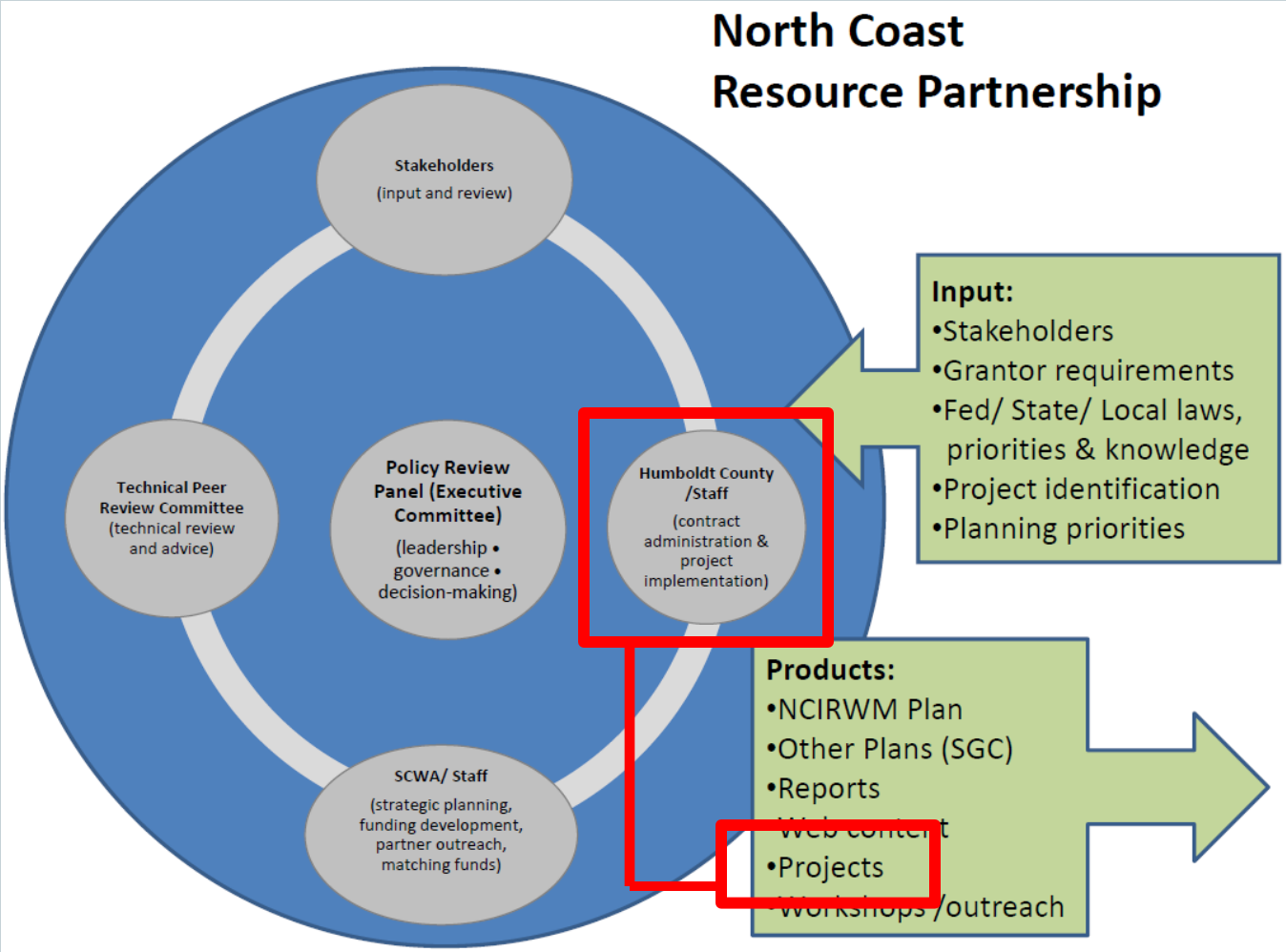
OCTOBER 15, 2015

NORTH COAST RESOURCE PARTNERSHIP

Management Structure and Roles



Management Structure and Roles



Initiating Implementation Projects

Step 1: DWR
Regional Funding Allocation
Guidelines and Proposal Solicitation Package

→

Step 2: WCW
Solicit Project Applications

→

Step 3: TPRC
Review and Score Projects

→

Step 4: PRP
Select Projects

↓

Step 5: WCW
Compile Regional Application

←

Step 6: DWR and Humboldt
Grant Agreement

←

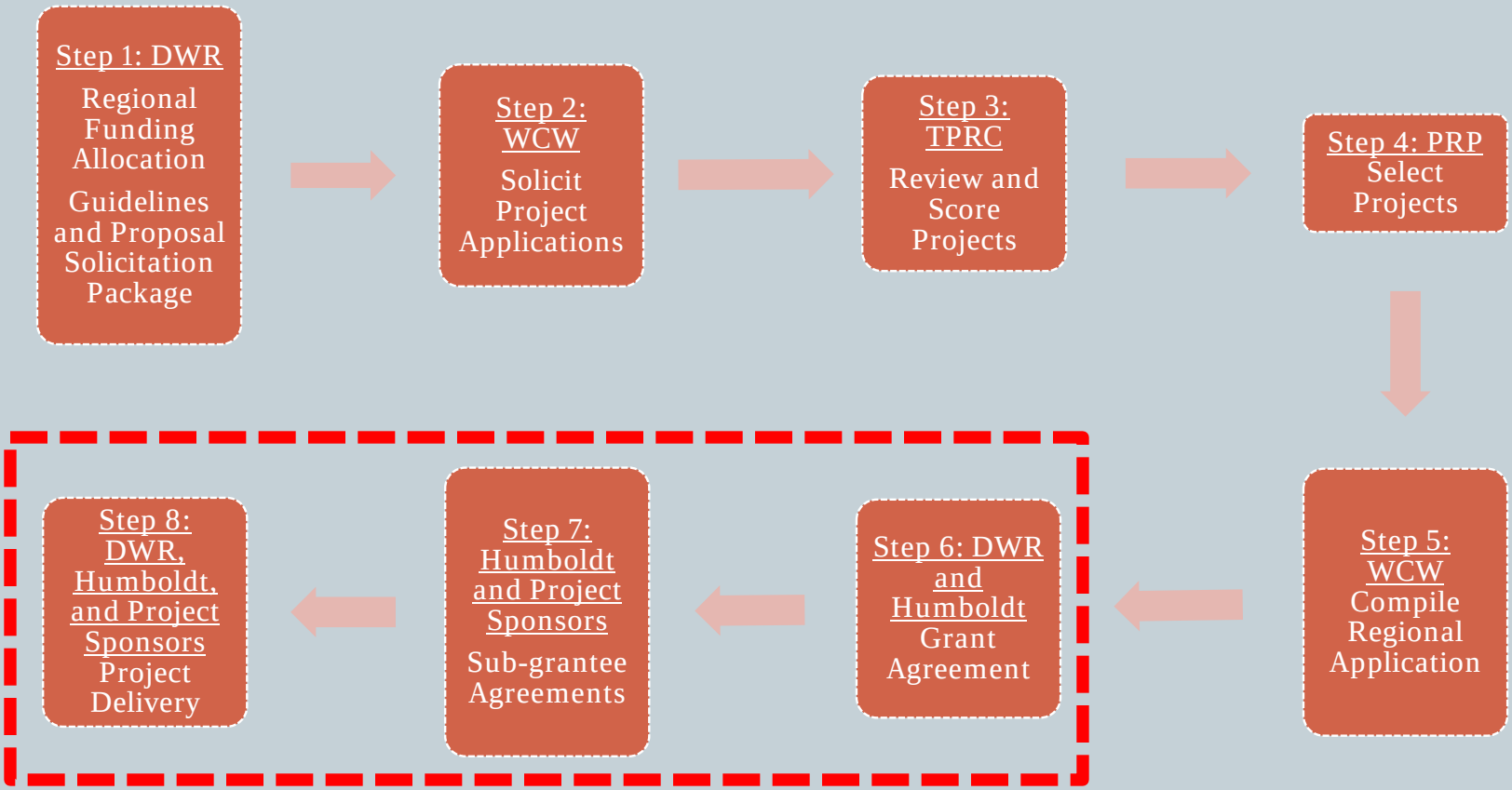
Step 7: Humboldt and Project Sponsors
Sub-grantee Agreements

←

Step 8: DWR, Humboldt, and Project Sponsors
Project Delivery

NORTH COAST RESOURCE PARTNERSHIP

Initiating Implementation Projects



NORTH COAST RESOURCE PARTNERSHIP

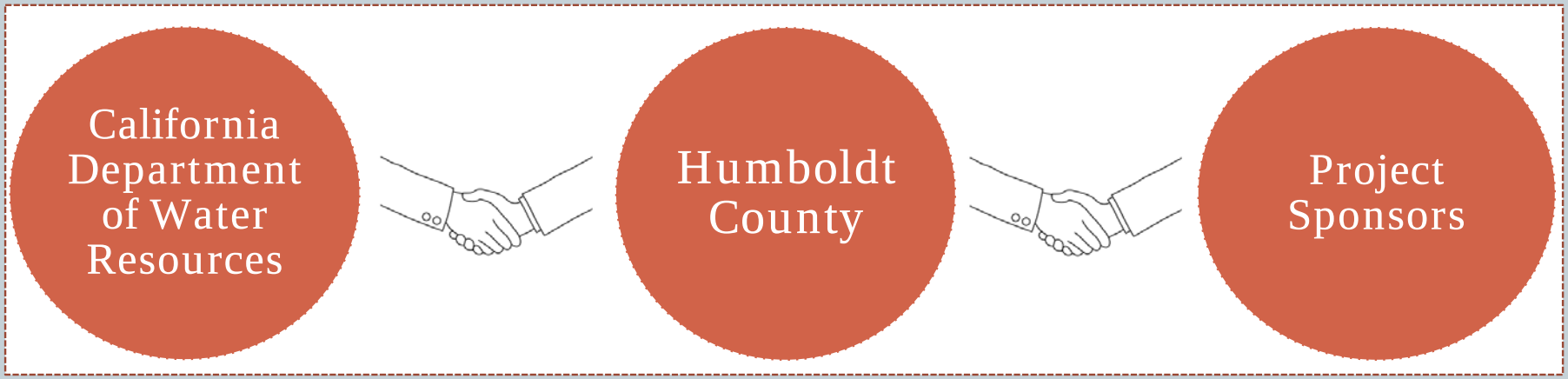
Project Implementation Team

California Department of Water Resources

Humboldt County

Project Sponsors

Project Implementation Team



Mission:

To collaborate on delivering implementation projects to achieve the goals and objectives of the North Coast Resource Partnership

Implementation Project Portfolio

NORTH COAST RESOURCE PARTNERSHIP

Implementation Project Portfolio

- Proposition 50
  - Passed by voters 2002
  - 2 funding rounds / 3 grant agreements (2008, 2010, 2011)
  - 29 projects, $29.1 million, 98% complete

- Proposition 84
  - Passed by voters 2006
  - 4 funding rounds / 4 grant agreements (2013, 2014, 2015, 2016)
  - 67 projects, $33.3 million, 12% complete

NORTH COAST RESOURCE PARTNERSHIP

Implementation Project Portfolio

- Proposition 50
  - Passed by voters 2002
  - 2 funding rounds / 3 grant agreements (2008, 2010, 2011)
  - 29 projects, $29.1 million, 98% complete

- Proposition 84
  - Passed by voters 2006
  - 4 funding rounds / 4 grant agreements (2013, 2014, 2015, 2016)
  - 67 projects, $33.3 million, 12% complete

Total: 96 projects, $62.4 million

NORTH COAST RESOURCE PARTNERSHIP

Prop. 84 Implementation Projects - Status

Prop. 84 Round	Grant Agreement	Projects	Grant Amount	Amount Invoiced	% Complete
Round 1	April 2013	18	$8.2 million	$3.1 million	38%
Round 2	Sept. 2014	13	$5.4 million	$685,000	13%
Drought	July 2015	11	$8.7 million	$233,000	3%
Final	Mid-2016	25	$11.0 million	-	-
	Total:	67	$33.3 million	$4.0 million	12%

Updated: October 7, 2015

NORTH COAST RESOURCE PARTNERSHIP

Humboldt's Contract Administrator Role

NORTH COAST RESOURCE PARTNERSHIP

Humboldt's Contract Administrator Role

- Primary responsibilities:
  - Administrative and financial oversight
  - Manage sub-grantee agreements with project sponsors
  - Reporting and invoicing to DWR
  - Payment of invoices to project sponsors
  - Process grant amendments for changes in scope, schedule, budget

NORTH COAST RESOURCE PARTNERSHIP

Humboldt's Contract Administrator Role

- Primary responsibilities:
  - Administrative and financial oversight
  - Manage sub-grantee agreements with project sponsors
  - Reporting and invoicing to DWR
  - Payment of invoices to project sponsors
  - Process grant amendments for changes in scope, schedule, budget

- Priorities:
  - Getting projects on the ground
  - Compliance with grant agreement requirements
  - Supporting project sponsors to meet contractual requirements
  - Supporting DWR to fulfill its program requirements
  - Timely payment to project sponsors
  - Cost recovery for contract administration duties

NORTH COAST RESOURCE PARTNERSHIP

Steps to Reimbursement

NORTH COAST RESOURCE PARTNERSHIP

Steps to Reimbursement

- General timeline:
  - Sponsors and their contractors perform work
  - Sponsors prepare invoices and project reports
  - 15th of each month – all project sponsor submittals received
  - Two weeks - reviews and revisions
  - End of month – Humboldt submits regional package to DWR
  - 60-90 days (typical) – DWR processing and payment
  - 5-10 days – Humboldt issues checks to sponsors
- Turnaround time between sponsor submittal and payment
  - Historical range: 2 to 9 months
  - Typical: 3 to 4 months

NORTH COAST RESOURCE PARTNERSHIP

Who We Are

Devin Theobald	administrative analyst II	100%	program administration, implementation projects
Lauren Rowan	environmental analyst	100%	implementation projects
Denise Monday	environmental analyst (PT)	100%	implementation projects
Cybelle Immitt	senior planner	50%	program administration, planning projects
Hank Seemann	deputy-director	15%	management

Public Works business office
Auditor-controller
County counsel
County administrative office
Board of Supervisors

COUNTY OF HUMBOLDT
The Home of the Redwoods

NORTH COAST RESOURCE PARTNERSHIP

Transitions & Continuous Improvement

NORTH COAST RESOURCE PARTNERSHIP

Transitions & Continuous Improvement

- Staffing, departmental organization, integration
- Management systems
- Grant compliance manual, orientation calls
- Maintain working relationships (service oriented)
- Tracking payment times and status
- Weekly calls with DWR

NORTH COAST RESOURCE PARTNERSHIP