Save Our Indian River Lagoon Program Project Process Timeline

Identify project type Find best location for project type/nutrient reduction Calculate estimate of nutrient reduction for project depending on location and type Figure out what potential funding sources are available Fill out SOIRL Submission form, and submit project for Citizen Oversight Committee (COC) review: Due in November SOIRL Staff reviews submissions, and prepares them for COC review: 3-4 weeks COC reviews and recommends projects that will go to the Board of County Commissioners (BOCC): December Meeting Projects are brought to the BOCC in Updated Plan for their approval/disapproval: January or February Meeting Clerk to the Board creates memo providing board direction: up to 2 weeks County gives notice to entities of projects approved for funding and provides documents city must fill out to begin contract process: 1 week after BOCC approval Entity provides the County with a scope of work and cost-share breakdown: will depend on estimated start date of project and can range from 1-12+ months County creates a contract and submits it to Risk Management and County Attorney for Review: typically 1-2 weeks but depending on how many contracts are already queued the review time may be longer Submitted to signature authority (Natural Resources Management Department (NRMD) Director, County Manager, and/or Board Chair depending on project cost): 1-2 weeks Submitted to Clerk to the Board for signature: 1-2 weeks Submitted to Entity for signature and returned to county: 3-4 weeks though possibly longer if it has to go through city council meeting for approval Project begins on estimated start date in scope of work. 1-12+ months; many city projects are not slated to start until October to fall in line with fiscal year, others may be longer due to awarding of grant funding from outside entities After a project has begun, a quarterly report is submitted to County each quarter showing the progress of the project:

Reimbursement requests are submitted to the County: either quarterly or upon project completion (see Financial Process Workflow for additional details)

every 3 months

Save Our Indian River Lagoon Program Financial Process Timeline

Receive memo from The Clerk to the Board stating approval of BOCC for projects: up to 2 weeks from BOCC Meeting
Budget Change Request submitted and loaded into finance program: 2 weeks
Project funding held in budget waiting for contract submission from entity: 1-12+ months
7
Contract Management Data Sheet created once executed contract received: 1-2 days
7 7
Project entered into Contract Management: 1-2 days
7
Purchasing order created to allocate funds to project for later reimbursement: 1-2 weeks
7
Funding is held until reimbursement request received: requests can be submitted for completed task quarterly
7
Reimbursement requests submitted by entity are timestamped upon arrival and given to Fiscal Analyst to prepare: 1-3 days
7 7
Invoice given to Project Manager to verify project has been completed (may require site visit to project): 1-5 days
Invoice given to Support Services Manager for approval: 1-2 days
If over \$1000 invoice goes to NRMD Director for approval: 1-2 days
7
Invoice entered into County Finance System and submitted to finance: Must be completed within 14 business days of timestamped receipt
County Finance processes payment and sends reimbursement to Entity: Must be completed within 14 business days of receipt from department

Save Our Indian River Lagoon Program Project Timeline by Project Type Once Contracts Completed <u>Stormwater Projects</u> <u>Septic to Sewer</u>

