

Shoreline Master Programs

Periodic Review Scope of Work

2019-21 Biennium

Note: This scope of work is provided so you can become familiar with the Periodic Review tasks. Your jurisdiction is required to submit a grant application in EAGL (Ecology's online grant and loan system) and have a completed and signed grant agreement in place before it can be reimbursed for Periodic Review work.

Comments provided for the tasks offer direction for completing the grant application in EAGL. For Tasks 1 through 5, you only need to enter the Task Cost and name of your Task Coordinator. All other information such as the Task Title, Task Description, etc. are in the template and cannot be changed.

If you plan to conduct additional work beyond the scope of Tasks 1 through 5, please first consult your Ecology Project Manager before providing this information in Task 6, etc.

Project Short Description

RECIPIENT will complete a periodic review of the Shoreline Master Program (SMP) that is developed in a manner consistent with requirements of the Shoreline Management Act (SMA), RCW 90.58, and its implementing rules, WAC 173-26, including the Shoreline Master Program Guidelines (Guidelines).

Project Long Description

The purpose of the SMP periodic review is (a) To assure that the master program complies with applicable law and guidelines in effect at the time of the review, and (b) To assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter RCW 36.70A, if applicable. Local governments should also consider amendments needed to address changed circumstances, new information, or improved data.

Beyond the scope of this agreement, the Recipient will continue the SMP formal adoption process as stated in the SMA and WAC 173-26. Work related to these activities and formal adoption by the local governing body is eligible for reimbursement under this grant, provided it is completed by June 30, 2021. The adoption process includes the activities shown below.

1. Complete SEPA review and documentation

Conduct SEPA review pursuant to the State Environmental Policy Act (RCW 43.21C).

2. Provide GMA 60-day notice of intent to adopt

For local governments planning under the Growth Management Act, notify ECOLOGY and the Department of Commerce of intent to adopt the SMP amendment at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106.

3. Hold public hearing

Hold at least one public hearing prior to local adoption of the draft SMP or Findings of Adequacy, consistent with the requirements of WAC 173-26-100 or WAC 173-26-104.

4. Prepare a responsiveness summary

Prepare a summary responding to all comments received during the public hearing and the public comment period. The names and mailing addresses of all interested parties providing comment shall be compiled.

5. Adopt SMP and submit to ECOLOGY

Complete the adoption process for the SMP update under either WAC 173-26-100 or WAC 173-26-104 and submit the locally-adopted Draft SMP amendment or Findings of Adequacy and Periodic Review Checklist to ECOLOGY under WAC 173-26-110.

SCOPE OF WORK

Task Number: 1

Task 1 includes ONLY work between the Recipient and Ecology to manage the grant and work that cannot be distinguished from the other tasks. Examples are agreement negotiations, meetings between the Recipient and Ecology, and time to complete quarterly progress reports/payment requests (PRPRs) and grant close out documents.

Consultants' time spent on the scope of work tasks should not be allocated to Task 1/Project Oversight or Task 2/Secure Consultant Services, but should instead be allocated to Tasks 3-5. The task cost should reflect this.

Task Cost: \$ _____

Task Title: Project Oversight: Coordination, Management, and Administration

Task Description:

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, project management, and project administration.

A. The RECIPIENT shall coordinate with ECOLOGY throughout the SMP review process. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT shall coordinate with other applicable federal, state and local agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, the RECIPIENT will consult with other appropriate entities which may have useful information if necessary.

C. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.

D. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.

Properly maintained project documentation.

Recipient Task Coordinator: _____

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

Project Oversight: Coordination, Management, and Administration Deliverables

Number	Description	Due Date
1.1	Progress reports	Quarterly (see Agreement Special Terms and Conditions)
1.2	Recipient Close Out Report	6/30/2021

SCOPE OF WORK

Task Number: 2

In EAGL, enter the proposed Task 2 budget.

If you won't hire a consultant to carry out any of the work in Tasks 3-5, enter \$0.00.

Task Cost: \$_____

Task Title: Secure Consultant Services, If Needed

Task Description:

If applicable, the RECIPIENT will:

- A. Secure qualified consultant services: In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a sub agreement in accordance with the scope of work in this agreement.

Task Goal Statement:

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.

Task Expected Outcome:

If applicable, signed contract and sub-agreement with consultant(s).

In EAGL, please enter the name of the Recipient staff person responsible for completing this task.

Recipient Task Coordinator: _____

Secure Consultant Services Deliverables

Number	Description	Due Date
2.1	Final signed consulting contract. Upload to EAGL per the date in the Deliverable Due Dates form.	
2.2	Update in progress report.	Quarterly

SCOPE OF WORK

Task Number: 3

In EAGL, enter the proposed Task 3 budget.

Task Cost: \$_____

Task Title: Public Participation

Task Description:

The RECIPIENT will:

A. Develop Public Participation Plan

Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable local requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.

B. Conduct public participation activities

Implement the public participation plan throughout the course of the SMP periodic review process.

Task Goal Statement:

To inform and involve all stakeholders in the SMP periodic review process.

Task Expected Outcome:

Continuous public participation activities throughout the SMP periodic review process.

Recipient Task Coordinator: _____

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

Public Participation Deliverables

Number	Description	Due Date
3.1	Public Participation Plan. Upload to EAGL per the date in the Deliverable Due Dates form.	
3.2	Updates of public involvement activities in progress reports.	Quarterly

SCOPE OF WORK

Task Number: 4

In EAGL, enter the proposed Task 4 budget.

Task Cost: \$_____

Task Title: Review Shoreline Master Program and Draft Revisions, if Needed

Task Description:

The RECIPIENT will:

A. Review the SMP to determine if revisions are needed.

1. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance. Ecology will provide a checklist of legislative and rule amendments to assist local governments with this review.

A.1: These items are provided in our Periodic Review checklist. Add additional items to the checklist to reflect your review per A.2 and A.3, below.

2. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the Shoreline Master Program or Findings of Adequacy.

A.2: For example, a CAO amended since the last SMP update. Either revise SMP text with new CAO ordinance number and adoption date to incorporate the CAO by reference, or revise SMP text to sync up with the newer CAO.

3. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

A.3: For example, physical changes to jurisdiction, new flood mapping, fixing implementation challenges.

B. Draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy

1. Prepare amended goals and policies or regulations identified through the review process. Use the checklist to identify where in the SMP changes are made to address applicable statutory or regulatory changes.

2. Where the review conducted under Task 4A concludes no changes are necessary, prepare draft Findings of Adequacy.

Task Goal Statement:

To review the SMP to determine if changes are necessary, and revise the SMP if changes are deemed necessary.

Task Expected Outcome:

A completed Periodic Review Checklist documenting the initial staff review of the SMP, and either initial draft SMP amendments or draft Findings of Adequacy.

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

Recipient Task Coordinator: _____

Review Shoreline Master Program or Draft Revisions Deliverables:

Number	Description	Due Date
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL per the date in the Deliverable Due Dates form.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL per the date in the Deliverable Due Dates form.	

SCOPE OF WORK

Task Number: 5

In EAGL, enter the proposed Task 5 budget.

Task Cost: \$ _____

Task Title: Final Draft SMP or Findings of Adequacy

Task Description:

The RECIPIENT will:

A. Conduct public review process

Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.

B. Assemble final draft amendment or Findings of Adequacy

Assemble a complete SMP final draft amendment in preparation for review and approval by the local jurisdictional governing body. Where the review determines that no changes are needed, the Recipient will prepare a formal Findings of Adequacy.

Task Goal Statement:

Complete a Shoreline Master Program final draft amendment or Findings of Adequacy.

Task Expected Outcome:

A Shoreline Master Program final draft amendment or Findings of Adequacy.

In EAGL, enter the name of the Recipient staff person responsible for completing this task.

Recipient Task Coordinator: _____

Final Draft SMP or Findings of Adequacy Deliverables

Number	Description	Due Date
5.1	Updates of public review process activities in progress report.	Quarterly
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL per the date in the Deliverable Due Dates form.	

SCOPE OF WORK

Task Number: 6

Please enter information for additional tasks, if any, beyond those in Tasks 1-5, after consulting with your Ecology Project Manager.

Task Cost: \$ _____

Task Title: Additional Task

Task Description:

Task Goal Statement:

Task Expected Outcome:

Recipient Task Coordinator: _____

Deliverables

Number	Description	Due Date
6.1		