



Safe, Clean Water
and Natural Flood Protection

**Safe, Clean Water and Natural Flood Protection Program
Proposed Change Control Processes
April 26, 2016**





Agenda

▶ **Change Control Processes**

- ▶ Adjustments v. Modifications
- ▶ Processes for Adjustments
- ▶ Process for Modifications/Non-implementation
 - ▶ Annual Public Hearing Process

▶ **Next Steps**

- ▶ Stakeholder Review 
 - ▶ Safe, Clean Water (SCW) Program Chiefs, Deputies and Project Managers
 - ▶ Independent Monitoring Committee (IMC)
- ▶ CEO Approval 
- ▶ Board Approval of Recommendations

Adjustments v. Modifications

Types of Changes	Adjustments	Modifications
Text	Edits to text for correction of grammatical errors, information/data updates, and overall readability	Changes to a project's KPIs
Schedule	Adjustments to project schedules provided in the original SCW Program	
Funding	Fiscal Year budget adjustments and increases to project funding allocations that do not impact any project deliverables in the SCW Program	Increases to project funding allocations that will impact any project's KPIs in the SCW Program

Processes for Adjustments

Adjustments	Process
Text Edits to text for correction of grammatical errors, information/ data updates, and overall readability	<ol style="list-style-type: none"> Board approval will be sought at the time the Draft SCW Annual Report is presented for approval Board approved adjustments to text will be updated in the current 5-Year Implementation Plan and included in future SCW Annual Reports, which will both be posted to the website
Schedule Adjustments to project schedules provided in the original SCW Program	<ol style="list-style-type: none"> Capital project schedules will be approved by the Board through the annual capital project status report Schedule comparison of the original SCW Program project schedule to the project's current schedule will be included in the SCW Annual Report This information will be posted to the Program's web page and updated in the current 5-Year Implementation Plan
Funding Fiscal Year budget adjustments and increases to project funding allocations that do not impact any project deliverables in the SCW Program	<ol style="list-style-type: none"> Comply with District processes for budget adjustments Approval for increases to project appropriations per the SCW Program Report, Appendix G, will follow the District's annual budget process, with analysis provided as to the impact on the overall SCW fund to ensure that any project KPIs in the Program will not be impacted Annual and Cumulative Financial Summary information will be included in the SCW Annual Report This information will be posted to the Program's web page and updated in the current 5-Year Implementation Plan

Processes for Modifications and Non-Implementation

Modifications	Process
Text Changes to a project's KPIs	<ol style="list-style-type: none">1. Public hearing2. Approved modifications will be included in the SCW Annual Report, posted to the Program's web page and updated in the current 5-Year Implementation Plan
Funding Increases to project funding allocations that will impact other project's deliverables in the SCW Program	<ol style="list-style-type: none">1. Public hearing2. Approved modifications will be included in the SCW Annual Report, posted to the Program's web page and updated in the current 5-Year Implementation Plan

Non-implementation	Process
Decision to not implement a project	<ol style="list-style-type: none">1. Public hearing2. Approved non-implementation of a project will be included in the SCW Annual Report, posted to the Program's web page and updated in the current 5-Year Implementation Plan

SCW Public Hearing Process

- ▶ Establish a point-in-time for a public hearing during each fiscal year (no later than April)
 - ▶ Should the need for project modifications or non-implementation arise for multiple projects, the following can be accomplished:
 1. Reduced costs for public notice placements by holding one public hearing for multiple projects;
 2. Consistency for interested stakeholders who wish to participate on an annual basis;
 3. Acceptance or rejection of proposed modifications prior to the budget hearings, allowing for the Board's direction to be incorporated in the next fiscal year budget; and
 4. An annual opportunity for project managers to propose modifications that incorporate both the Board's review of the SCW Annual Report (September) and the Board accepted recommendations of the IMC (March).
- ▶ Public Notices
 - ▶ Placement of public notices will be consistent with Cal.Gov.Code § 6066
 - ▶ Notice will be emailed to stakeholders, including but not limited to:
 - ▶ SCW IMC and Blue Ribbon Committee
 - ▶ Project stakeholders, including local government

Recommendations for the Board

- ▶ Approve proposed Change Control Processes for the SCW Program, which include:
 - ▶ Processes for making adjustments to
 - ▶ Text
 - ▶ Schedule
 - ▶ Funding
 - ▶ Process for Annual Public Hearing for
 - ▶ Modifications
 - ▶ Non-implementation of projects