



## Procedure

### **Title: Consideration and Approval of Regulatory Services Contract Tasks**

The following establishes the California Stormwater Quality Association's procedure for considering and approving tasks under the Regulatory Services contract.

1. A request to conduct and fund a task through the Regulatory Services contract is sent to the Chair of the Stormwater Policy and Permitting Subcommittee and the Regulatory Services contract's primary contractor, when the request does not originate with same.
2. The request must describe the task and the expected expenditure, including rates.
3. The Chair of the Stormwater Policy and Permitting Subcommittee checks to ensure that the Regulatory Services contract has sufficient remaining funds to pay for the expenditure. If the remaining funds are insufficient, the Subcommittee Chair works with the Executive Program Committee Chair and Board of Directors to consider the expenditure.
4. If the remaining funds are sufficient, the Chair of the Stormwater Policy and Permitting Subcommittee submits the request to Executive Program Committee Chair with an explanation of why the expenditure is necessary.
5. The Executive Program Committee Chair either approves or disapproves of the encumbrance of the expenditure. The Chair may consult the Executive Program Committee or Board of Directors in making a decision.
6. The Chair of the Stormwater Policy and Permitting Subcommittee communicates the Executive Program Committee Chair's decision to the primary contractor.
7. Responsibility for oversight of the task is handled on a case-by-case basis depending on who is taking the lead on the task (Regulatory Services contract primary contractor or subcontractor) and which CASQA Committees or Subcommittee(s) have an interest. If the task involves the development of a CASQA communication, approval of the task product is addressed in CASQA's "Communication Development, Review, and Approval" Policy and Procedure.
8. In the case when a subcontractor is used, the Regulatory Services contract's primary contractor, reviews and approves or disapproves the task invoice, and recommends approved invoices to the Chair of the Stormwater Policy and Permitting Subcommittee. The Subcommittee Chair reviews and approves or disapproves the task invoice, and recommends approved invoices to the Executive Program Committee Chair. The Executive Program Committee Chair reviews and approves or disapproves the task invoice, and sends approved invoices to the CASQA Treasurer for payment.