



**STATE OF WASHINGTON**

**RECREATION AND CONSERVATION OFFICE**

September 2008

**Item #2b:** **Project Time Extensions**

**Prepared By:** Marguerite Austin, Recreation Section Manager

**Presented By:** Consent Calendar

**Approved by the Director:**

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**Proposed Action: Decision**

**Summary**

Recreation and Conservation Office (RCO) staff requests that the Recreation and Conservation Funding Board (Board) consider the time extension request shown in Attachment A. Board action is required because the project is more than four years old and the sponsor is asking for extension to continue the agreement.

**Staff Recommendation**

Staff recommends approval of the extension request included in Attachment A, *Time Extension Request for Board Approval – September 2008*. Resolution #2008-031 (consent calendar) is provided for Board consideration.

**Background**

Manual #7, *Funded Projects: Policies and the Project Agreement*, outlines the Board's adopted policy for progress on active funded projects. The policy requires staff to report all requests for time extensions and subsequent staff actions to the Board. Further, the policy states that, "All requests for extensions that would extend longer than the original four years are referred to the Board." In compliance with this policy, staff submits this report and recommendation.



### Time Extension Requests – Director Approval

Between May 21, 2008 and August 31, 2008, the RCO received several requests to extend projects. Staff reviewed each request to ensure compliance with established policies. After consideration, staff granted extensions to 20 projects. Of those, five already have ended, 11 are scheduled for completion before December 31, 2008, and the remainder will close before June 30, 2009. None of these extensions should affect the agency's reappropriation request.

### Time Extension Requests Requiring Board Review

RCO also received one time extension request for the project listed in Attachment A. The document summarizes the circumstances for the requested extension and the expected date of project completion. Board action is required because the project sponsor is requesting an extension to continue the agreement beyond the four-year period authorized in Board policy.

## **Analysis**

Considerations for approving time extension requests include:

- Receipt of a written request for the time extension;
- Reimbursements requested and approved;
- Date the Board granted funding approval;
- Conditions surrounding the delay;
- Sponsor's reasons or justification for requesting the extension;
- Likelihood of sponsor completing the project within the extended period;
- Original dates for project completion;
- Sponsor's progress on this and other funded projects;
- Revised milestones or timeline submitted for completion of the project; and
- The effect the extension will have on reappropriation request levels for RCO.

## **Next Steps**

If approved by the Board, staff will execute the appropriate amendment and monitor progress through successful completion of the project.

## **Attachments**

Resolution #2008-031 (Consent Calendar)

A. Time Extension Request for Board Approval, September 2008



**Attachment A: Time Extension Request for Board Approval – September 2008**

Project #	Project sponsor	Project name	Grant program	Funding date	Extension request	Circumstances or reasons for delay
04-1134D	Washington State Parks & Recreation	Willapa Hills Trail Bridge Decking	NRTP	9/09/2008	12/31/2008	<p>This project involves installing decking, surface material, safety railings, and signage on seven railroad bridges on the Willapa Hills Trail between Raymond and Lebam.</p> <p>The project is nearly complete, but has been delayed for two reasons: 1) impacts from the 2007 floods, and 2) an inability to obtain supplies. Recently the Washington Department of General Administration canceled its contract with the lumber supplier for this project, so State Parks had to complete a bidding process to find a supplier. State Parks is now requesting a time extension so they can secure the materials needed and complete the final stages of the project, which primarily entails installing the safety railings.</p> <p>The project period ended on August 31, 2008. The director approved this extension through December 31, 2008, subject to Board concurrence.</p>