

To the CSF Committee:

Here is the correspondence with Peter, Howard, Jamie, and myself discussing cost overruns and the current budget. In total, it discusses the need to apply for the extra CSF money before we go to the Construction Phase of the project.

I am submitting this until I get the formal approval forms from Kristine, Howard, and Peter. The delay in getting their formal approval forms are due to the holiday break.

Thanks,
Stefanie Young

Peter,

I have attached the grant notification.

With regards to your question, we discussed that costs were estimated to exceed the budget last week at the review meeting (I apologize for omitting that detail). Stefanie and Erica, both students next year, plan to request further funds from the CSF. Howard indicated that the funds could be fronted by Grounds and he expects the CSF would repay the balance. We have scaled back a great deal, looking wherever we can for inefficiencies. Since the bulk of costs is labor then the project would need significant reduction in scope to be under the \$84,000 budget. This would compromise the aesthetic and remediation capacity of the project

----- Forwarded message -----

From: **Jamie Rowe** <csfcoord@u.washington.edu>
Date: Wed, May 9, 2012 at 8:47 PM
Subject: FW: 2012 Campus Sustainability Fund Grant Notification
To: "patrick.tgreen@gmail.com" <patrick.tgreen@gmail.com>
Cc: "uwcsf@uw.edu" <uwcsf@uw.edu>

Patrick,

The purpose of this memo is to inform you that your office, operating unit, department or RSO has been conditionally awarded a grant in the amount of: **\$75,000**.

Congratulations! We received requests totaling over \$113,000 this quarter and are happy to fund your proposal entitled "*Husky Sustainable Storms: Bioswale*." With continued support, we hope the CSF will be able to fund projects like yours for years to come.

Along with this letter, you will find a mandatory Acceptance of Administrative Responsibility Form (AARF) and Project Status Report. Your grant award is conditional upon CSF receiving a signed copy of the AARF. In addition, you will need to schedule a meeting to discuss financial responsibility between you (or the appropriate project lead), myself (CSF Coordinator), Sean Kennedy (OSM/FM), and the administrator of your sponsoring department. The administrator should be someone familiar with your budget/finance process. They will also be expected to complete the monthly BAR reconciliation.

The Project Status Report is to be completed quarterly to update CSF on your progress.

Your project number will serve as your PCA project code, which you will need to include on all expenses in the UW Financial systems. The budget information for this project is listed below:

- **Budget name:** CSF BIOSWALE
- **Budget number:** 16-4962
- **Project number:** 120005

CSF also requires you to meet with Katie Stultz, the CSF Student Engagement Coordinator, to discuss marketing and outreach strategies for your project. Please be in contact as soon as possible to schedule both this meeting and the Financial Responsibility meeting.

Once again, congratulations on putting together a sound proposal and assisting the CSF in making the UW a more sustainable campus driven by student leadership. Please direct any immediate questions to me at csfcoord@uw.edu.

Thank you,
Jamie Rowe
CSF Coordinator

Patrick,
Thanks for the quick response! I'll forward it to him and your response is exactly what I would say.
Stef

--

Stefanie Young, BArch, MUP, LEED AP
stefanie.r.young@gmail.com
(206) 660-4513

American Planning Association
Puget Sound Section - King County Board Representative
Puget Sound Section Young Planners Group - Vice President, Co-Founder
WA APA Young Planners Group Committee Chair

Doctoral Student of Urban Planning and Design
University of Washington
sy10@u.washington.edu

Agricultural Liaison Intern
Snohomish County
Office of the Executive
stefanie.young@co.snohomish.wa.us
(425) 388-3226

Oh yeah, remember to change "stefanie" to "I".

that would be third person... and awkward.
I know. Thanks again for the draft.

With regards to your question, we discussed that costs were estimated to exceed the budget last week at the review meeting (I apologize for omitting that detail). Erica and I, both students next year, plan to request further funds from the CSF. Howard indicated that the funds could be fronted by Grounds and he expects the CSF would repay the balance. We have scaled back a great deal, looking wherever we can for inefficiencies. Since the bulk of costs is labor then the project would need significant reduction in scope to be under the \$84,000 budget. This would compromise the aesthetic and remediation capacity of the project

Best,
Stefanie

Stephanie-

Thanks for the grant notification. Can you also send me the application?

Are you expecting that Transportation Services will sign and turn in the AARF form, as it did with the original grant?

Howard, please confirm that you are willing to front the budget overrun, how much you are willing to front and further if they are unsuccessful in receiving additional funding, that you are willing to absorb the costs.

- Peter

From: Stefanie Young [mailto:stefanie.r.young@gmail.com]
Sent: Wednesday, July 25, 2012 2:21 PM
To: Peter Dewey
Subject: Fwd: FW: 2012 Campus Sustainability Fund Grant Notification
Peter & Stefanie:

Our conversation last week was that if the project could request additional funding for the fall quarter, we would consider absorbing any additional cost overruns until the funding amount is distributed later in the quarter. If there is a feeling from both Jamie and the CSF committee that funding may not be approved, then I would suggest on scaling back the project or developing it in 2 phases. We would be able to front those costs but not absorb it in the long run.

Howard

Howard M. Nakase
Manager of Grounds Operations
Facilities Services - Maintenance & Alterations
Plant Operations Annex 4 - Box 352166, Seattle, WA 98195
206.685.1407 fax 206.221.6077
hmnakase@u.washington.edu

-

From: Peter Dewey
Sent: Wednesday, July 25, 2012 4:34 PM
To: 'Stefanie Young'
Cc: Howard Nakase
Subject: RE: FW: 2012 Campus Sustainability Fund Grant Notification
Stephanie-

The project cannot accrue costs without a committed funding source. Considering the estimate, if this is to be a "time and materials contract" and if you desire to be under construction before additional funding is secured, I recommend establishing two phases wherein the first phase is fully funded.

If Howard is willing to reduce the estimate and establish a "fixed price contract" within the available budget, and therefore take the risk and absorb cost overruns, then you can proceed in one phase.

My assumption is that the \$75 K grant is additive to the original grant, which was not fully expended. Correct?

My understanding is that CSF will not award funding in the fall until November.

- Peter

From: Howard Nakase
Sent: Wednesday, July 25, 2012 4:43 PM
To: Peter Dewey; 'Stefanie Young'
do we need howard to sign the aarf form again?Peter,
I have already started talking to CSF about the need for more funding for the project. I do not expect there to be a problem, but I will know more about this in the following weeks before construction. We are also figuring out ways to continue to reduce costs or phase the project. Unfortunately, CSF does not award funds until the end of November. So even though we may be granted more money we will not be able to pay in full until that time.

You are correct that the \$75 grant is additive to the original grant, in which we have not spent.

I will be continuing working on the budget, trying to find ways to reduce costs as the design further progresses.

As to your earlier email yesterday afternoon:

Here is the CSF grant application: <http://f2.washington.edu/oess/csf/sites/default/files/110014-Capital-projects-intern-Proposal.pdf>

And I am currently in the process of finding out whether you will need to sign the AARF form as you did last year.

Thanks for the quick responses.

Best,
Stefanie