

DIVISION OF PARKS AND RECREATION

January 20, 1999

STAFF DIRECTIVE 99-3

TO: Division Staff
FROM: Phil McKnelly *Phil McKnelly*
SUBJECT: Guideline 24 - Natural Heritage Contract and Grant Procedures

Guideline 24, Administration of Natural Heritage Contracts and Cost-share Grants for Natural Heritage Inventory Projects was established by Staff Directive 90-9 issued on September 12, 1990. Contractual procedures had also been developed by the Department in November, 1987 with revisions issued on May, 1991 and March, 1995.

The Division's Guideline needlessly duplicates Departmental procedures. The Department's procedure ensures adequate notification and review for available work and greatly reduces the workload and time needed to develop and implement a contract. Based on this information, Guideline 24 and Staff Directive 90-9 are now obsolete, and are therefore rescinded.

Attached for your reference is a copy of the Department's Contractual Services procedures.

PKM/GSR

Attachment

