

EXHIBIT A
SCOPE OF WORK

1. Project Assessment and Evaluation Plan, Monitoring Plans, Quality Assurance Project Plan
 - 1.1 In order for the Regional Water Quality Control Board (RWQCB) staff and SWRCB staff to verify work was adequately performed or conducted, Geographical Positioning System (GPS) locations for monitoring must be identified for this Project prior to any disbursements.
 - 1.2 All projects are required to prepare and implement a Project Assessment and Evaluation Plan (PAEP) (aka Project Monitoring and Performance Plan) in accordance Exhibit D to detail the methods of measuring Project benefits and reporting them in accordance with a PAEP. Many projects include multiple activities that will require measurement of several parameters to evaluate Project performance. All implementation projects that propose pollution load and/or concentration reductions must report such reductions annually. Projects addressing sediment and nutrients must report annual pollutant load reductions. Projects protecting, restoring or creating streams, shorelines, or wetlands, must report an annual accounting of the acres of wetlands restored and created, feet of streambank and shoreline protected and feet of stream channel stabilized. The PAEP shall be approved by the Grant Manager prior to implementation of monitoring and performance assessment and/or evaluation actions. Guidance for preparing the PAEP will be available at <http://www.waterboards.ca.gov/funding/paep.html>.
 - 1.3 If environmental water quality monitoring (chemical, physical, or biological) is undertaken, the Grantee shall prepare, maintain, and implement a Monitoring Plan (MP) as described on Page 9 of the Agricultural Water Quality Grant Program Guidelines (August 26, 2004). The MP shall include, but is not limited to, a description of the monitoring objectives, types of constituents to be monitored, and the sampling location frequency/schedule for the monitoring activities. The MP shall be approved by the Grant Manager prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to MP approval. The Grant Manager must approve any changes to the MP prior to implementation.
 - 1.4 If an MP is prepared, the Grantee shall also prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the SWRCB's Surface Water Ambient Monitoring Program's (SWAMP) QAPP and data reporting requirements, and the USEPA QAPP, EPA AQ/R5, 3/01. Water quality monitoring data includes physical, chemical, and biological monitoring of any surface water. Electronic submittal of data collected in accordance with SWAMP shall be required. The QAPP shall be approved by the RWQCB's or SWRCB's Quality Assurance (QA) Officer prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to QAPP approval. Any costs related to monitoring data collected prior to and not supported by the approved QAPP will not be reimbursed. Guidance for preparing the QAPP is available at <http://www.waterboards.ca.gov/swamp/qapp.html>.
2. Work To Be Performed by Grantee
 - 2.1 Pre-Construction Monitoring and Notification
 - 2.1.1 Inform property owners (residential and business) within the sub-watershed before start of construction about the Project and provide contact information if they have questions about the Project.
 - 2.1.2 Collect and analyze data existing previously collected by the County of Los Angeles monitoring program to establish baseline condition, if such data is available from the County for this area of Santa Monica within the Project area.
 - 2.2 Design Plans and Specifications
 - 2.2.1 Conduct pre- and during photo documentation of construction.

- 2.2.2 Prepare and submit to the Grant Manager for review and comment the design plans and specifications for the landscaping and porous paving BMP treatment system (surface and subsurface filtering and infiltration) along a portion of Bicknell Avenue in the City of Santa Monica. The BMP treatment system will reduce the amount of impermeable pavement along a portion of the Avenue and increase the width of the existing parkway into the Avenue to allow for infiltration and filtering of dry and wet weather runoff. The design plans and specifications will also include a landscaping plan of the Project site, which includes Southern California native plants appropriate to the Santa Monica Bay coastal habitat. The proposed system is designed to treat all dry weather flows and wet weather flows as a result of runoff from up to a $\frac{3}{4}$ " storm event falling on the Project portion of Bicknell and any areas upstream from the Project site, which is a portion of the seventy-seven (77)-acre Ashland Watershed.
 - 2.2.3 Present the Project plan and its goals and funding source to the community at a City Council meeting. The Council meeting will be announced through the Grantee's regular City Council meeting notification process. Notify the Grant Manager at least ten (10) days prior to the public forum.
 - 2.2.4 Revise the design plan and specifications per the comments received from the public and submit to the Grant Manager.
- 2.3 Bicknell Avenue Construction
- 2.3.1 Prepare a Notice to Proceed for Grant Manager's approval prior to beginning installation.
 - 2.3.2 Reduce impermeable pavement width, replace impermeable gutter with permeable paving, and increase landscaped areas, where applicable, along a portion of Bicknell Avenue per the approved design plans and specifications.
 - 2.3.3 Conduct post-construction photo documentation of the Bicknell Avenue construction.
 - 2.3.4 Prepare and submit "As-Built" drawings of the street construction.
- 2.4 Project Effectiveness Monitoring
- 2.4.1 Submit an Operations and Maintenance Plan to maintain the Project area to the Grant Manager for review and approval. The plan will be used by Grantee staff after installation of the BMP.
 - 2.4.2 Remove trash and debris from catch basins, if located within the Project site, during cleanouts, at least once per year or more frequently as determined by the Grantee's Storm Water Supervisor and field experience.
 - 2.4.3 Record types and weights of materials removed during 2.4.2 through end of Agreement. Photo-document these cleanouts.
 - 2.4.4 Compare before and after construction analytical results to determine actual effectiveness at removing urban runoff pollutants of concern and prepare and submit a summary to the Grant Manager.
 - 2.4.5 Track data in the database developed and make available online, based on data collected in 2.4.2.
- 2.5 Water Quality Monitoring
- 2.5.1 Work with local environmental groups to recruit citizen volunteers to conduct water quality monitoring, if compatible with City liability and safety policies and if the QAPP and MP allow for such sampling of infiltrated runoff.

- 2.5.2 Select two (2) monitoring sites for the Project area, as determined by the yet to be completed QAPP and MP.
- 2.5.3 Conduct water quality monitoring, based upon the approved QAPP and MP. Water quality monitoring will occur at least twice annually during dry weather conditions, as flow allows. A minimum of two (2) storm events will be sampled annually. Pollutants of concern to be analyzed include oil and grease, metals (lead, zinc, nickel and copper), Fecal Coliform, Total Coliform and Enterococcus, total suspended solids, and biological and chemical oxygen demands.
- 2.5.4 Analyze data collected to compare influent runoff as it enters the BMP system before infiltration per the approved QAPP and MP.
- 2.5.5 Develop, populate, and maintain a database with the monitoring data collected through at least March 31, 2008.
- 2.5.6 Prepare and submit to the Grant Manager as part of the draft final report an annual water quality monitoring report with the data gathered and stored in the database as part of 2.5.5.

2.6 Educational Outreach and Technology Transfer

- 2.6.1 Produce a Project-specific educational outreach flier about urban runoff pollution and the solutions found at this Project site to inform the public. The flier will include excerpts from the City's *Working for a Cleaner Bay* brochure about urban runoff issues, photos and solutions, including a BMP layout of the Project, such as the BMPs used in the Project, and how the public can observe the BMPs at the Project site.
- 2.6.2 Produce and install at least one (1) sign at the Project site. Signage installation will be documented through photo documentation.
- 2.6.3 Schedule tours of Project site on a request basis or during periodical cleanouts.
- 2.6.4 Post electronic Project information and updates on the Grantee's web page.

2.7 Draft and Final Project Reports

- 2.7.1 Prepare and submit to the Grant Manager for review and comment a draft Project Report that includes the results of the work listed above. The report shall include the following narrative sections in addition to the requirements listed in Exhibit D.
 - a. A summary of the Project, describing Project purpose, scope and goals, activities completed, techniques used and partners involved.
 - b. A report of all management practices or management measures implemented, together with their corresponding locations. The report shall be in a format that enables the Grant Manager to find the physical location of each implemented practice or measure in a quick and efficient manner. Acceptable formats include, but are not limited to:
 - Map of locations – The map of practices or measures implemented shall consist of dots placed on a USGS 7.5-minute quadrangle map at the implementation location. Lead lines shall be connected to a text box description of the practice or measure. The dots shall have a small enough diameter to enable the Grant Manager to locate the measure or practice within a 50-foot radius.
 - Project coding system – The project coding system shall explain the product coding used to describe each implemented practice or measure, together with its corresponding latitude and longitude.

- c. Describe Project performance, including benefits, successes and shortcomings, consistent with the PAEP. Enumerate specific quantifiable environmental changes and results of the Project. As appropriate, include 1) behavioral results such as the amount of management practices or measures implemented, 2) estimates or measurements of the amount of pollutants prevented from reaching surface or ground water, and 3) documented changes in water quality based on monitoring.
 - d. Any additional steps necessary to achieve the purposes of the local watershed management.
 - e. Include information collected in accordance with the PAEP, including a determination of the effectiveness of the Best Management Practices (BMPs) or management measures implemented as part of the Project in preventing or reducing nonpoint source pollution.
 - f. Identify lessons learned in carrying out the Project. Describe what worked and what did not work, and how similar efforts could be utilized within the Project area, as well as in other watersheds.
 - g. Describe the extent of outreach that has been conducted and if there are plans to further promote the results of the Project to achieve additional implementation.
 - h. Describe the Project's funding. Include the projected cost and actual cost of the Project, how much of the grant funds were spent, and how much funding was put into the Project from sources other than Prop 50. Identify funding sources that have been "leveraged" by the Project and plans for funding future activities.
 - i. Identify planned or potential follow-up activities, including additional monitoring to assess project effectiveness and additional steps necessary to achieve the water quality objectives, Total Maximum Daily Loads (TMDL) or local watershed plans.
 - j. Identify additional reports that will be submitted after term of the agreement that describe follow up activities.
 - k. A list of items submitted as outlined in the Table of Items for Review.
 - l. Any additional information that is deemed appropriate by the Project Director or Grant Manager.
- 2.7.2 Prepare a final Project Report that addresses, to the extent feasible, comments made by the Grant Manager on the draft Project Report. Submit one (1) reproducible master and two (2) copies of the final Project Report to the Grant Manager for review and acceptance.

TABLE OF ITEMS FOR REVIEW

Item	DESCRIPTION	GRANT FUNDING	DUE DATE
EXHIBIT A – SCOPE OF WORK			
1.0	PROJECT ASSESSMENT AND EVALUATION PLAN, MONITORING PLANS, QUALITY ASSURANCE PROJECT PLAN	\$ 0	--
1.1	GPS Coordinates	--	08/06
1.2	PAEP	--	03/07
1.3	Monitoring Plan (MP)	--	06/07
1.4	Quality Assurance Project Plan (QAPP)	--	06/07
2.0	WORK TO BE PERFORMED BY GRANTEE	--	--
2.1	Pre-Construction Monitoring and Notification	\$0	--
2.1.1	Property Owner Notification	--	09/07
2.2	Design Plans and Specifications	\$0	--
2.2.1	Pre- and During-Construction Photo Documentation	--	12/07
2.2.2	Design Plans and Specifications	--	10/07
2.2.4	Final Design Plans and Specifications	--	11/07
2.3	Bicknell Avenue Construction	\$450,000	--
2.3.1	Notice to Proceed		10/07
2.3.3	Post-Construction Photo Documentation		12/07
2.3.4	As-Built Drawings		02/08
2.4	Project Effectiveness Monitoring	\$0	--
2.4.1	Operations and Maintenance Plan	--	10/07
2.4.3	Cleanouts Photo Documentation	--	02/08
2.4.4	Summary of Analytical Results	--	02/08
2.5	Water Quality Monitoring	\$0	--
2.5.2	List of Selected Monitoring Sites	--	06/07
2.5.6	Water Quality Monitoring Report	--	02/08
2.6	Educational Outreach and Technology Transfer	\$0	--
2.6.1	Outreach Material	--	02/08
2.6.2	Signage Installation Photo Documentation	--	02/08
2.6.3	List of Tours Conducted	--	02/08
2.6.4	Print-out of Updated Website	--	02/08
2.7	Draft and Final Project Reports	\$0	--
2.7.1	Draft Project Report	--	02/15/08
2.7.2	Final Project Report	--	3/1/08

Item	DESCRIPTION	GRANT FUNDING	DUE DATE
EXHIBIT B – INVOICING, BUDGET DETAIL AND REPORTING PROVISIONS			
1.1	Invoice		Quarterly
7.0	REPORTS		
7.1	Progress Reports by the twentieth (20 th) of the month following the end of the calendar quarter (March, June, September, and December)	--	Quarterly
7.2	Expenditure/Invoice Projections	--	Quarterly
7.3	Grant Summary Form	--	Day 90
7.4	Natural Resource Projects Inventory (NRPI) Project Survey Form	--	Before final invoice
EXHIBIT C – SWRCB GENERAL CONDITIONS			
7	Copy of final CEQA/NEPA documentation Work cannot begin prior to receipt of environmental clearance from the SWRCB	--	05/15/07
30	Signed cover sheets for all permits	--	As needed
Total Grant Funds:		\$ 450,000	--