

**Central Coast
Domestic Well Outreach and Sampling
Assistance Program
For the Greater Salinas Valley;
Bolsa Nueva and Salinas Valley Hydrologic Units
REQUEST FOR QUALIFICATIONS NOTICE
May 23, 2012**

**APPLICATIONS ARE DUE BY 5:00 P.M.
MONDAY, JUNE 11, 2012**

I. INTRODUCTION

The Central Coast Regional Water Control Board (Central Coast Water Board) is administering a program consisting of the following two components:

- 1) A domestic well outreach and sampling program to a) Inform domestic well owners and the general public in the Central Coast Region about potential pollution of their drinking water supplies and available water quality testing opportunities, b) provide free sampling and analytical services to domestic well owners for nitrate, arsenic and general minerals and, c) gather water quality data that will help the Central Coast Water Board prioritize areas for groundwater management activities.
- 2) A compliance assistance program to provide free sampling and data collection services to farmers/growers that are required to comply with the monitoring and reporting requirements associated with *Order No. R3-2012-0011, Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Lands* (Agricultural Order). The compliance assistance program will be prioritized for small and/or economically disadvantaged farmers who qualify as "Limited Resource Farmer/Rancher or Socially Disadvantaged Operators".

A domestic well or private well, is a well that provides drinking water to an individual residential dwelling. An agricultural well is a well that is used for irrigation purposes at an agricultural facility. Agricultural facilities (farms/ranches) may also operate domestic supply wells for drinking water purposes.

This voluntary program is the first of multiple grant projects that are being considered to provide free water quality sampling and analytical services to domestic well owners and farmers throughout the Central Coast Region with an emphasis on high risk areas specific to nitrate pollution, and small and/or economically disadvantaged farmers.

The Central Coast Water Board is soliciting applications from eligible parties, including public agencies, nonprofit organizations, and non-governmental organizations to manage, implement and document domestic well field sampling activities within the Bolsa Nueva and Salinas Valley Hydrologic Units (i.e. Greater Salinas Valley). Up to \$50,000 are available for this project. The Central Coast Water Board is soliciting applications for the following project:

- Central Coast Domestic Well Outreach and Sampling Assistance Program for the Greater Salinas Valley

II. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application for the attached Request for Qualifications (RFQ). The section consists of two subsections: A) How to Submit and, B) What to Submit. It is important that the applicant follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to the Central Coast Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

Applicants will be evaluated and scored based on the information provided in the RFQ and the expertise of the reviewers.

A. HOW TO SUBMIT

Applicants must submit a complete application in an electronic searchable PDF or Microsoft Word format. Documents that are less than 10mb should be emailed to the following address and copied to staff identified below.

centralcoast@waterboards.ca.gov

Specify, "Domestic Well Outreach and Sampling Assistance Program RFQ Submittal" with the subject line for electronic submittals. Documents that are 10mb or larger should be transferred to a disk and mailed to the address listed below.

Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

If an applicant has questions, please contact Howard Kolb at (805) 549-3332. Application documents must be submitted to the attention of:

Domestic Well Program Outreach and
Sampling Assistance Program:

Howard Kolb
hkolb@waterboards.ca.gov
(805) 549-3332

B. WHAT TO SUBMIT

The RFQ application consists of a general information section, qualifications, and supporting attachments.

REQUEST FOR QUALIFICATIONS

The Central Coast Regional Water Quality Control Board (Central Coast Water Board) is issuing a Request for Qualifications (RFQ) for public agencies and non-profit organizations qualified under Section 501(c)(3) of the Internal Revenue Code for the project listed below. The Central Coast Water Board will also consider qualified non-governmental organizations and private firms.

CENTRAL COAST DOMESTIC WELL OUTREACH AND SAMPLING ASSISTANCE PROGRAM

Schedule:

Deadline to submit qualifications:	11 June 2012
Tentative date for applicant interviews/presentations:	15 June 2012
Tentative deadline to select Grantee:	21 June 2012

Expected project start date:	2 August 2012
Expected project end date:	31 December 2012

Available funds:

\$50,000 for the Salinas Valley Watershed (Salinas and Bolsa Nueva Hydrologic Units). Not less than 60 percent of the grant value will be spent on the domestic well sampling component of the grant. This percentage can be changed at a later time as directed by Central Coast Water Board staff identified below.

Fund Distribution:

- The project scope of work focuses on the Greater Salinas Valley watershed, defined as Salinas and Bolsa Nueva Hydrologic Units. The project area is primarily within Monterey County and small portions of San Luis Obispo (upper Salinas Valley) and San Benito Counties (Aromas area).
- Project funds cannot be used for work performed prior to award and approval of the executed grant agreement.
- Funds will be made available to the grantee/s in accordance with the specific "Settlement Funds" agreement. Only work specified in the grant agreement will be reimbursed.

Note: *this is the initial [pilot] project for implementation of the Central Coast Domestic Well and Sampling Assistance Program throughout the Central Coast Region. Additional project plans and RFQs will be developed for the remaining portions of the region once additional funding is secured.*

GENERAL PROJECT DESCRIPTION

A conceptual scope of work for the Domestic Well Outreach and Sampling Assistance Program is included as Attachment A. A domestic well or private well, is a well that serves an individual residential dwelling. The primary focus of the project is to provide domestic well owners with information regarding the quality of their drinking water supplies, and provide compliance

assistance to farmers/growers subject to the Agricultural Order's monitoring and reporting requirements. The program goals are: 1) provide domestic well owners and the general public in the Central Coast Region with specific information regarding potential impacts to their drinking water supplies and available water quality testing opportunities, 2) provide free sampling and analytical services to domestic well owners for nitrate, arsenic and general minerals, 3) develop higher data resolution of domestic drinking water and shallow/intermediate aquifer water quality within the Central Coast Region that can be used to help prioritize actions to improve groundwater quality, and, 4) Provide free sampling and data collection services to small and/or economically disadvantaged farmers.

The project will achieve the first two goals through activities that will include mailing informational flyers to residences identified as using domestic wells for potable supply, publishing notices in local newspapers and focused outreach within disadvantaged communities by local Environmental Justice advocates. The Central Coast Water Board staff will develop and mail out the flyers in coordination with the Grantee and local health departments. The informational flyers will contain basic information regarding nitrate and other pollution, links to websites for additional information, and contact information for free and for-fee sampling services. The informational flyers will be mailed out by the Central Coast Water Board on a broad watershed and regional scale and the free sampling and analyses will be implemented by the selected Grantee. Central Coast Water Board staff will target informational flyer mailings and postings toward areas with a greater likelihood of polluted groundwater/drinking water. The Grantee will provide results of the free sampling/analyses collected under the proposed grant project to the participants along with more detailed information regarding what the testing results mean and how well owners can protect themselves and their wells. All outreach and education components of the "Domestic Well Program" component will be implemented in both English and Spanish. The Grantee will coordinate with Central Coast Water Board staff, domestic well owners electing to participate in the free sampling/analyses program, and the Water Board's contract laboratory to implement the water quality testing component of the Domestic Well Project (see Attachment A for more details).

The program will achieve the first and third goals by capturing the water quality data within a publicly accessible internet database (GeoTracker GAMA). The Central Coast Water Board will make the water quality data publicly available and will protect the well location, well ownership and participant information from being publicly available. The Central Coast Water Board will evaluate the resulting data and use it to help prioritize actions in high risk areas for appropriate management activities and follow-up sampling, as applicable.

The program will achieve the fourth program goal ("Compliance Assistance" component) as follows:

The Central Coast Water Board staff will identify and inform farmers/growers within the Greater Salinas Valley about the existence of the financial assistance program for groundwater sampling and data collection, and the program's limitations. The Central Coast Water Board staff will provide the farmers/growers with the Grantee's contact information so that interested farmers may contact and coordinate with the Grantee to conduct the free sampling and data collection service.

The Grantee must develop a procedure to verify which farmers/growers qualify as a "Limited Resource Farmer/Rancher or Socially Disadvantaged Operators", as specified by the National Resources Conservation Service (NRCS) economics branch, by accessing the self-assessment tool that is found at <http://www.lrftool.sc.egov.usda.gov/>. Farmers with less than 50 acres of irrigated crop lands will be allowed to use the NRCS assessment tool to verify their qualifications as a "Limited Resource Farmer/Rancher or Socially Disadvantaged Operators". Farmers with more than 50 acres of irrigated crop lands will be required to provide supporting documentation, such as federal and state tax forms. The Grantee must coordinate outreach efforts with the Central Coast Water Board staff to insure Grantee is targeting the priority growers and maximizing the number of growers they assist between September and October. The Grantee must conduct outreach in both English and Spanish (as necessary).

MINIMUM SUBMITTAL REQUIREMENTS

Potential applicants interested in providing services for this project shall submit a complete application in a searchable PDF or Microsoft Word format containing the following elements:

Project Name/Description

- Application transmittal and title page shall clearly identify project name; Central Coast Domestic Well Outreach and Sampling Assistance Program for the Greater Salinas Valley

Prospective Grantee information

- Submitting organization
- Legal Name on file with the Secretary of State and Federal Identification Number of the agency or organization as appropriate.
- Designated contact person and/or Project Director, including name, physical address, phone number and email address.
- Office location(s) from which the project will be coordinated and implemented.
- If known, designated field personnel (sampler(s)) and certified laboratory

Budget

- A general task-based budget per the attached scope of work, including an estimate of personnel time and costs (labor rates on hourly basis), materials and supplies, and operating expenses for the Grantee to perform the project management, administrative support, and oversight requirements for each component of the project.
- An estimate of the cost per water system/well (unit cost) to implement each of the program components and the total number of water systems/wells (domestic and agricultural wells) that can be sampled.
- Applicants are encouraged to submit alternative budget/expense costs, direct service model, proposed timeline, and watershed/areas of assistance.
- Applicants must demonstrate that they will spend the grant monies for purposes intended by December 31, 2012.

Statement of Qualifications (SOQ) limited to four pages, minimum 11 point font.

- The applicant's professional experience in performing the specific tasks within the scope of work, with a description of professional experience and background of the agency/organization in relation to water quality, water quality testing (with an emphasis on well and public/domestic water supply testing), public outreach and communication (in both

English and Spanish) and project management and coordination. Please provide details of any current or previous outreach efforts in the targeted hydrologic units.

- A list of proposed personnel to be assigned to and involved with the project. The list should identify each person's professional experience and qualifications. The list should also include the description of professional experience and background of any sub-consultants. The percentage of time each person will spend on the project must be estimated and stated, and the proposed tasks in the scope of work under their responsibility should be identified.
- A statement for how the applicant plans to recruit and hire necessary personnel (such as technical advisors) not currently available to the agency/organization.
- A description of any other background, training, skill, or experience relevant to the firm/organization and/or personnel assigned to the project.
- Examples of completed or on-going work that illustrate effective implementation of water quality sampling, public outreach and communication, and project management and coordination. Include a list of references and contacts for each of the projects.
- A list of additional references with contact information and description of professional relationship to Grantee and any sub-consultants or –contractors identified within the SOQ.

DESIRABLE QUALIFICATIONS AND EXPERTISE

- Knowledge of the Central Coast Region
 - The Grantee shall demonstrate knowledge of and expertise in the Central Coast Region, its environment and water quality issues.
- Water Quality Sampling and GPS Coordinate Determination.
 - The Grantee shall demonstrate knowledge of and expertise in:
 - Water quality sampling (with an emphasis on well and public/domestic water supply testing) including, standard methods, clean sampling procedures, sample holding/preservation techniques, chain of custody documentation, field and laboratory analytical techniques and data management.
 - The determination/measurement of coordinates in three dimensions using Global Positioning System (GPS).
 - Development and implementation of Quality Assurance Project Plans (QAPP) and Sampling and Analysis Plans (SAP).
- Public Outreach and Communication
 - The Grantee shall demonstrate knowledge of and expertise in public outreach and communication and the skills necessary to interact with farmers/growers, and the general public (i.e. domestic well owners). The grantee shall demonstrate the ability to clearly communicate technical information regarding water quality and sampling in laymen's terms in both English and Spanish.
- Availability, Schedule, and Project Management
 - The Grantee shall demonstrate that persons directing and implementing the project will be readily available during the entire project. The SOQ must clearly identify the person that will be responsible for directing the team (Project Director). Describe the Project Director's relevant experience in such a role, the expertise that the person brings to the role, and the percentage of time that will be devoted to this grant.
 - The SOQ must also describe the technical personnel's relevant experience, the expertise that the person brings to the role, and the percentage of time that will be devoted to this project. The preference is for technical personnel to be dedicated to the technical

aspects of this grant project and not also responsible for non-technical project management or administrative tasks.

- Any additional information related to selection criteria.

SELECTION AND ADMINISTRATIVE PROCESS

The Grantee will be selected on the basis of written responses to this RFQ and an oral interview. Submittals will be evaluated and scored based upon the completeness and depth of the information provided in the sections labeled "Minimum Submittal Requirements" and "Desirable Qualifications and Expertise." Submittals will also be evaluated based on prospective Grantee reliability as follows:

- Quality and relevance of completed or ongoing work.
- Demonstrated availability, reliability, and continuity of firm/organization's proposed staff and sub-consultants.
- Description of workload and demonstrated ability to meet project requirements, tasks included in the scope of work and associated schedule.
- Past performance on Water Board funded or other projects.
- Reference interviews.

Applications will also be evaluated and ranked based on the per-water system/well cost (unit cost) and total number of water system/wells that can be sampled as specified within the application package.

Agencies/organizations with the highest scores will be selected for the "short list". These applicants may be invited for an interview and asked to make an oral presentation regarding their agency/organization's qualifications, experience, and ability to implement the scope of work.

Upon completion of all application review and any interviews conducted, the agencies/organizations will be ranked in order of preference. Following the interview process, the highest ranked applicant will be asked to submit a detailed final line item budget for the work noted in this RFQ. If acceptable, further documentation may be requested and the required elements of the funding agreement will be negotiated with the Central Coast Water Board staff before contract execution and project implementation.

ATTACHMENT A. SCOPE OF WORK

A. PROJECT SUMMARY

Central Coast Domestic Well Outreach and Sampling Assistance Program

The primary goals of the program are to:

- A. Provide domestic well owners and the general public in the Central Coast Region with specific information regarding potential pollution of their drinking water supplies and available water quality testing opportunities with an emphasis on nitrate, arsenic and general minerals.
- B. Provide free water quality sampling and analytical services to domestic well owners.
- C. Develop higher data resolution of domestic drinking water supply and shallow/intermediate aquifer water quality with an emphasis on nitrate, arsenic and general minerals within the Central Coast Region that can be used to help prioritize groundwater management activities.
- D. Provide free sampling and data collection services to farmers/growers that are required to comply with groundwater monitoring and reporting requirements of the Agricultural Order.

Domestic Well Outreach Component:

The Central Coast Water Board will prepare and mail education and outreach materials to prospective domestic wells owners and the general public regarding the potential threat of impacts to drinking water supplies, provide contacts and links to information regarding public health issues, treatment and replacement supply alternatives, and provide information regarding the availability of free and for-fee sampling services. In addition, the Grantee will publish advertisements in local newspapers for the duration of the project, including both English and Spanish news media where available. The program will provide free sampling and analyses services to domestic well owners to be implemented by a third party (Grantee). The Grantee will coordinate with domestic wells owners requesting free sampling/analyses services, coordinate with a laboratory for analyses and coordinate with Central Coast Water Board staff for program implementation and data reporting. More specifically, the Grantee will schedule sampling activities with participating well owners, provide initial information packet, collect water quality samples and field data, coordinate with Central Coast Water Board contract laboratory, manage and compile collected data, provide sample results back to well owners, and coordinate with and provide regular project updates and reports to the Central Coast Water Board. Central Coast Water Board staff will implement the mailing of fliers in coordination with the Grantee. Mailings will consist of targeting blocks of several hundred prospective domestic well owners within specific geographic areas. The size and number of additional mailings will be determined based on the response to the initial mailings and coordination between the Grantee and Central Coast Water Board staff. Well locations, names of well owners, or participants, and field data will be protected. Water quality data will be publicly available on the State Water Resources Control Board (State Water Board) Groundwater Ambient Monitoring and Assessment (GAMA) Program GeoTracker website and within Central Coast Water Board reports while protecting the ownership and exact location of the wells/residences sampled. A minimum of sixty percent of this grant (up to \$30,000) will be spent on the domestic well sampling component of this grant (including outreach). This percentage can be changed at a later time as directed by Central Coast Water Board staff identified above (Matthew Keeling). Grantee will develop method for tracking and conducting Domestic Well component sampling requests/sampling and Farmer

Compliance Assistance sampling requests/sampling to ensure priority components and percentages are met. Grantee will track and regularly communicate expenditure percentages to Central Coast Water Board.

Farmer Compliance Assistance Component:

The Central Coast Water Board will notify prospective farmers/growers regarding the availability of free sampling and data collection services. The notification will specify that the compliance assistance funds will only cover the costs for sampling and data collection services, not the analytical expenses. The farmers will be responsible for the analytical expenses. The Grantee will expedite implementation of the compliance assistance program for the growers. The Grantee must plan on the majority of the sampling effort between September 1st and October 31st. The Grantee will develop a priority system to target small and/or economically disadvantaged farmers who qualify as “Limited Resource Farmer/Rancher or Socially Disadvantaged Operators”. The Grantee will coordinate with farmers/growers requesting free sampling and data collection services, coordinate with the well samplers and laboratory, and coordinate with Central Coast Water Board staff for program implementation and data reporting. More specifically, the Grantee will schedule sampling activities with participating well owners, coordinate the collection of the water quality samples and field data, coordinate with the laboratory, manage and compile collected data, provide sample results back to well owners, and provide regular project updates and reports to the Central Coast Water Board. The Grantee must also ensure the data is uploaded into the State Board’s GeoTracker database in the specified Electronic Deliverable Format. Well locations, names of well owners, or participants, and field data will be protected. Water quality data will be publicly available on the State Water Board’s GeoTracker website and within Central Coast Water Board reports while protecting the ownership and exact location of the wells/residences sampled.

B. WORK TO BE PERFORMED BY GRANTEE

Task 1. Quality Assurance Project Plan

The Grantee shall prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the *US EPA Requirements for Quality Assurance Project Plans EPA QA/R-5, 3/01*. The QAPP shall be submitted to the Central Coast Water Board for review and approval prior to the Grantee implementing 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.epa.gov/nrmrl/qa/qappreq.html>

Task 2. Sampling and Analysis Plan

1. The Grantee shall prepare, maintain and implement a Sampling and Analysis Plan (SAP), as a component of the QAPP, for well sampling and analysis (subject to approval by Central Coast Water Board staff).
 - a. The SAP shall contain protocols for:
 - i. sampling procedures
 - ii. chain of custody (COC)/request for analysis (RFA)
 - iii. quality assurance and quality control (collect duplicate samples for at least 10 percent of wells sampled)
 - iv. sample preservation & holding time
 - v. analyses (standard methods via ELAP certified laboratory)

1. **analytes for wells sampled as part of the Domestic Well project component** must include nitrate as NO₃, arsenic and the groundwater sampling parameters listed in Table 3 of Monitoring and Reporting Program (MRP) No. R3-2012-001.
 - a. analyses to be conducted by BC Laboratories under existing contract with Central Coast Water Board unless otherwise agreed upon as part of the final contract agreement.
 2. **analytes for domestic and irrigation wells** sampled as part of the Farmer Compliance Assistance component must include nitrate as NO₃ and the groundwater sampling parameters listed in Table 3 to MRP No. R3-2012-001.
 - a. analyses to be conducted by laboratory selected by Grantee and paid for by well owner. Laboratory must be ELAP certified and proposed/identified by prospective Grantees during RFQ process
- vi. data management and confidentiality
 1. maintain well owner/participant name, address, APN and field data confidentiality by assigning individual samples with a specific program identification number
 2. water quality data and well location coordinates will be uploaded into GeoTracker by the laboratory (in coordination with the Grantee) via Electronic Deliverable Format (EDF) and be tracked using identification number only (all names, addresses and APNs will be protected). All data will be provided to the Central Coast Water Board and be kept publicly confidential.
 - vii. collecting well location coordinates via hand held GPS
 1. GPS accuracy, calibration and operation
 - viii. collecting additional data (**for domestic supply wells**), including:
 1. depth to groundwater if well construction/operation allows measurement
 2. well construction details (i.e. date of construction, size, depth, screen interval or well drillers report/log)
 3. site conditions, surrounding land-use activities, septic system locations, etc.
 4. photo documentation.
 - ix. collecting additional data (**for irrigation wells**), including:
 1. depth to groundwater (required if well construction provides for groundwater depth measurement) and well screen interval depths (if available).
 2. information regarding the use of wells for fertigation or chemigation purposes; d) the presence or lack of and type of back flow prevention devices.
 3. photo-documentation of the well condition and back flow prevention device/s installed.
- b. Develop field sampling forms

Note: Tasks 1 and 2 may be streamlined and combined by using/modifying boiler plate SAP, including field forms, provided by the Central Coast Water Board to prospective Grantees. The SAP may be included as part of the QAPP or developed as a stand-alone document.

Task 3. Groundwater Sample Collection

The Grantee must ensure that groundwater samples (domestic supply or irrigation wells) are collected by a qualified third-party, as indicated below:

“Groundwater samples must be collected by a qualified third- party, (e.g., consultant, technician, person conducting cooperative monitoring) using proper sampling methods, chain-of-custody, and quality assurance/quality control protocols. Groundwater samples must be collected at or near the well head before the pressure tank and prior to any well head treatment. In cases where this is not possible, the water sample must be collected from a sampling point as close to the pressure tank as possible, or from a cold-water spigot located before any filters or water treatment systems.”

Task 4. Laboratory Analyses of Groundwater Samples

The Grantee must ensure that all laboratory analyses for groundwater samples are conducted by “...a State certified laboratory according to U.S. EPA approved methods; unless otherwise noted, all monitoring, sample preservation, and analyses must be performed in accordance with the latest edition of *Test Methods for Evaluating Solid Waste, SW-846, United States Environmental Protection Agency*, and analyzed as specified herein by the above analytical methods and reporting limits indicated. Certified laboratories can be found at the web link: <http://www.cdph.ca.gov/certlic/labs/Documents/ELAPLablist.xls>.

Task 5. Domestic Well Outreach and Assistance Component

1. Access agreements and Confidentiality Form(s)

- a. The Grantee shall develop a form or forms for the following:
 - i. Access agreement to collect samples and other available well and site data
 - ii. Water quality and well location data use and confidentiality

2. Local Newspaper Advertising

The Grantee shall publish notices in local newspapers advertising free domestic well sampling services for the duration of the project. Notices/advertisements should be included in both English and Spanish news media where available. Notices/advertisements subject to Central Coast Water Board staff review and approval prior to publishing.

3. Sampling Coordination and Implementation

- a. The Grantee shall coordinate with well owners and/or users wishing to participate in free sampling and implement field sampling activities.
 - i. Establish and maintain dedicated point(s) of contact to include on notification mailer and website for free sampling (local or toll free phone number(s) with bilingual voice mail system)
 - ii. Provide dedicated bilingual, English and Spanish, staff
 - iii. Train dedicated staff to:
 1. coordinate with well owners for sampling
 2. complete field forms and access agreement
 3. implement field sampling and information gathering activities pursuant to SAP/QAPP
 4. coordinate with BC Laboratories (or Grantee’s contracted lab) for sample delivery/pickup under COC/RFA pursuant to SAP/QAPP
 5. mail data back to well owner with supporting bilingual information pamphlet provided by the Central Coast Water Board and follow up with a phone call for wells that exceed a drinking water standard to confirm receipt of data

4. **Program Coordination and Documentation**

- a. The Grantee shall coordinate program tasks for implementation, coordinate with Central Coast Water Board staff and provide reports containing all generated information/data
 - i. Coordinate program tasks, including program staffing, training, implementation and necessary follow-up to ensure program timing, consistency, and effectiveness
 - ii. Two meetings as required prior to project implementation to review, discuss and finalize SAP/QAPP, field forms, access agreement, etc. and one meeting two weeks after the initiation of sampling activities to review and discuss implementation activities/protocols
 - iii. Monthly conference call meetings with Central Coast Water Board staff as necessary to coordinate mailings, evaluate response to mailings, discuss and modify program implementation, etc.
 - iv. Weekly electronic (email) updates to document
 - v. Provide [confidential] quarterly and final reports in both hard-copy and PDF searchable electronic format containing:
 1. documentation of program implementation, effectiveness and lessons learned
 2. field sampling forms
 3. laboratory analytical data sheets
 4. compilation of all data in a tabular electronic format; format to be developed by Grantee as part of the QAPP
- b. Track and report expenditure percentages for the Domestic Well and Farmer Compliance Assistance portions such that sixty percent of this grant is spent on the domestic well sampling component of this grant (including outreach). Grantee will develop method for tracking and conducting Domestic Well component requests/sampling and Farmer Compliance Assistance sampling requests/sampling to ensure priority components and percentages are met.
- c. Monthly invoicing (final frequency to be determined under contract with selected Grantee)

Note: deliverable dates to be specified within the grant contract.

5. **(Optional Targeted Outreach)** for Domestic Well Sampling Component

The Grantee may elect to develop and implement targeted outreach and water quality sampling in economically disadvantaged and/or non-English speaking areas with a high risk for nitrate pollution. Targeted outreach and sampling may also include local small and state small water systems without recent drinking water quality sampling data (requires coordination with local drinking water program primacy agency to locate water systems and confirm most recent sampling activities). Specific tasks/sub-tasks to be determined based on Grantee proposal and coordination with Central Coast Water Board staff.

Task 6. Farmer Compliance Assistance Component:

1. **Participant Verification and Prioritization Process**

- a. The Grantee must prepare a protocol for verifying that the participating farmer:
 - i. Is enrolled in the Agricultural Regulatory Program,
 - ii. Qualifies as a "Limited Resource Farmer/Rancher or Socially Disadvantaged Operators"), using the NRCS self-assessment tool, at <http://www.lrfatool.sc.egov.usda.gov/>.

- b. The Grantee must prepare a protocol for prioritizing the free sampling and data collection services for those farmers/growers meeting “Limited Resource Farmer/Rancher or Socially Disadvantaged Operators” criteria.

2. **Sampling Coordination and Implementation**

- a. The Grantee must:
 - i. Coordinate with farmers wishing to participate in the financial assistance program to comply with groundwater monitoring requirements specified in the Agricultural Order.
 - ii. Establish and maintain dedicated point(s) of contact to communicate (in both English and Spanish) the availability of funds for the free sampling and data collection services. Include a “free sampling” announcement on website and a local or toll free phone number(s) with bilingual voice mail system.
 - iii. Provide dedicated bilingual, English and Spanish, staff.
 - iv. Train dedicated staff to:
 - 1. Coordinate with farmers/growers for irrigation well sampling and data collection,
 - 2. Coordinate with sampler(s) and laboratory for sample collection, and delivery/pickup pursuant to the SAP/QAPP, and
 - 3. Share data results back to farmers with supporting bilingual information (as necessary and appropriate), and follow up with a phone call for wells that exceed a drinking water standard to confirm receipt of data.
- b. The Grantee must conduct the majority of the sampling between September 1st and October 31st, as required by the Agricultural Order.
- c. The Grantee must demonstrate that the grant monies will be spent for purposes intended by December 31, 2012
- d. The Grantee must coordinate with farmers/growers to sample at least one groundwater well for each farm/ranch on their operation. For farms/ranches with multiple groundwater wells, the Grantee must sample the primary irrigation well and all other wells on their property that are used or may be used for drinking water purposes.
- e. The Grantee must coordinate with farmers/growers to ensure that the Compliance Assistance component of this project will not pay for the analytical costs; the analytical expenses are the responsibility of the farmers/growers. The Grantee must develop a protocol to ensure that the farmers/growers pay the laboratory for all analytical costs associated with the analyses of groundwater samples from their agricultural wells.