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EXHIBIT A  
SCOPE OF WORK

1. PLANS AND COMPLIANCE REQUIREMENTS

- 1.1 In order for the State and Regional Water Quality Control Board (Regional Water Board) staff to verify work was adequately performed or conducted, GPS information for project site and monitoring locations must be identified for this Project prior to any disbursements. Submittal requirements for GPS data are available at <http://www.waterboards.ca.gov/funding/grantinfo.html>.
- 1.2 The Grantee shall prepare and implement a Project Assessment and Evaluation Plan (PAEP) 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. Use the 319(h) Non Point Source Pollution Reduction Project Follow-up Survey Form found at [http://www.waterboards.ca.gov/funding/docs/grantinfo/319h\\_pollution\\_survey.xls](http://www.waterboards.ca.gov/funding/docs/grantinfo/319h_pollution_survey.xls) or a similar format to report annual 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 stream bank and shoreline protected and feet of stream channel stabilized. Grantee shall not implement monitoring and performance assessment and/or evaluation actions prior to PAEP approval by the Grant Manager. Guidance for preparing the PAEP is 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). 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 will include the schedule for submittal of monitoring reports. The Grantee shall be prohibited from implementing any sampling or monitoring activities prior to approval of the MP by the Grant Manager. No monitoring may occur prior to MP approval. Any changes to the MP must be submitted to the Grant Manager for review and a decision regarding approval 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 State Water Board'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 submitted to the State or Regional Water Board's Quality Assurance (QA) Officer for review and a decision regarding 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.waterboards.ca.gov/swamp/qapp.html>.
- 1.5 All projects are required to comply with the California Environmental Quality Act (CEQA). Work on the Project cannot begin until the State Water Board has reviewed the CEQA documentation submitted by the Grantee and given environmental clearance. If the work is conducted on federal land, the Grantee must also comply with the National Environmental Policy Act (NEPA).
- 1.6 If landowner agreements are required, signed copies must be submitted to the Grant Manager before works begins.
- 1.7 If permits are required, the permits must be obtained and signed copies submitted to the Grant Manager before work begins.
- 1.8 State Disclosure Requirements – Include the following disclosure statement in any document, written report, or brochure prepared in whole or in part pursuant to this Agreement:

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"Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the State Water Board, nor does mention of trade names or commercial products constitute endorsement or recommendation for use." (Gov. Code 7550, 40 CFR 31.20)

Signage shall be posted in a prominent location at Project site (if applicable) and shall include the State Water Board logo (available from the Program Analyst) and the following disclosure statement:

"Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board."

- 1.9 The Grantee shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this work item. (Gov. Code 7550)

## 2. WORK TO BE PERFORMED BY GRANTEE

### 2.1 Stakeholder Advisory Committee (SAC)

- 2.1.1 Contact current project partners and Regional Water Board staff to identify any additional stakeholders that should be invited to become SAC members.
- 2.1.2 Convene semi-annual meetings. The first meeting will initiate collaboration and result in a draft Watershed Plan Vision Statement that will clarify the goals, planning process, and outreach methods. The first meeting will also select the Technical Working Group (TWG).
- 2.1.3 Submit copies of meeting materials, such as, invitations, agendas, draft materials, and meeting notes to Grant Manager for review.

### 2.2. Technical Working Group

- 2.2.1 Establish the TWG group by selecting members from the SAC at the first SAC meeting to be the Technical Working Group members.
- 2.2.2 Clarify the roles, activities, outputs; review and finalize the timeline, scope of work and determine TWG meeting schedule.
- 2.2.3 Submit copies of TWG meeting materials, such as, invitations, agenda, draft materials and meeting notes to Grant Manager for review.

### 2.3 Project Web Pages

- 2.3.1 Create a web-based home for information related to the Project in both project areas on local partner websites. These local partners from SAC will maintain the websites after the Project ends. Each project area web page will provide basic/relevant information and links to that particular project.
- 2.3.2 Create watershed planning web pages for the Amador-Calaveras Counties Watershed Plan and the Ventura County Watershed Plan.
- 2.3.3 Submit website address, copy of web pages and quarterly updates to Grant Manager for review.

### 2.4 Land Use-Focused Regional Watershed Assessments (RWA)

- 2.4.1 Create a Regional Watershed Inventory (RWI) for each project area that provides a database of existing information relevant to the project and assists in developing local watershed-based policy recommendations. The RWIs will also be used to identify informational gaps and provide

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baseline water quality data against which water quality goals can be checked and be housed on the project web pages. Submit to Grant Manager for review and comment.

- 2.4.2 Collect pertinent watershed data for each project area with the assistance of the TWG from existing plans, studies, Geographic Information Systems (GIS) layers, reports and catalog that information in the RWIs.
  - 2.4.3 Develop draft RWA with a focus on identifying impacts related to land use and development on watershed functions, water quality, and other beneficial uses. Submit to Grant Manager for review and comment.
  - 2.4.4 Develop final RWA and submit to Grant Manager.
- 2.5 Watershed-Focused Regional Planning Assessments (RPA)
- 2.5.1 Compile relevant policy language from existing plans, including General Plans, local ordinances/codes/guidelines, stormwater management plans, and watershed plans to create a Regional Policy Inventory (RPI) for each project area. The RPI will provide a database of information relevant to the project including land use policies and programs that either protect water resources or could adversely impact them and will be housed on the project web pages. Submit to Grant Manager for review and comment.
  - 2.5.2 Conduct interviews (via phone and/or email survey) to determine what elected officials, planners, public works engineers, stormwater managers, watershed group members, Regional Water Board staff view as strengths and weaknesses within their program, and opportunities to improve regional coordination efforts.
  - 2.5.3 Develop draft RPA with a comprehensive review and assessment of current land use policies/practices as they relate to watershed function, and protection of beneficial uses. Submit to Grant Manager for review and comment.
  - 2.5.4 Develop final RPA by integrating SAC recommendations to the draft RPA and submit to Grant Manager for review and comment.
- 2.6 Policy Recommendations
- 2.6.1 Develop a draft set of policy recommendations that include a draft set of policy alternatives that translate the locally appropriate Best Management Practices (BMPs) into adoptable policy language. Also include model policy language for use by all project partners, and specific recommendations for communities with policies that could adversely impact water quality and resources.
  - 2.6.2 Develop final sets of policy recommendations by integrating SAC recommendations to the draft.
  - 2.6.3 Provide Grant Manager with draft and final sets of policy recommendations.
- 2.7 Regional Watershed Management Plans (RWMP)
- 2.7.1 Develop draft RWMP by compiling all materials for each project area that includes a narrative overview of the project process and goals; the Regional Watershed Assessment; the Policy Assessment; and the Policy Recommendation which includes template policy language suitable for insertion into plans and policies from general plans to codes and ordinances so the communities can simply "up-load" the language into appropriate documents. Include implementation guidelines that include milestones for adopting and implementing recommended policies.

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2.7.2 Develop final RWMP by integrating SAC recommendations to the draft.

2.7.3 Provide Grant Manager with draft and final RWMPs.

2.8 Landowner Notifications

2.8.1 Notify, in writing and by publication for at least twenty (20) days in a local newspaper of general circulation, adjoining landowners in each project area of this project to develop a RWMP. If the notification is for more than two hundred (200) landowners, notification may be made to the owners of record of the two hundred (200) largest parcels in that area. Written notification may be by email if available.

2.8.2 Submit copies of landowner notifications used for publication to Grant Manager for review.

2.9 Policy Adoption and Outreach

2.9.1 Present policy reform recommendations to local jurisdictions to incorporate water-resource friendly land use policies and guidelines into their planning.

2.9.2 Share lessons learned with other California communities by publicizing pertinent information in newsletters, workshops and conferences and other appropriate venues, during and after the grant period.

2.9.3 Provide Grant Manager with log of local meetings to promote adoption of policies and other outreach efforts.

2.10 Policy Adoption Water Quality Impact Monitoring

2.10.1 Establish a monitoring plan for the agencies tasked with protecting water quality that can continue past project completion.

2.10.2 Develop guidelines for monitoring water quality benefits that accrue from changed policies and practices and develop a monitoring plan for water quality of the watershed that contain communities that adopt the project's recommendation.

2.10.3 Provide Grant Manager with water quality monitoring plan.

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TABLE OF ITEMS FOR REVIEW

Item	DESCRIPTION	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A – SCOPE OF WORK			
1.	PLANS AND COMPLIANCE REQUIREMENTS		
1.1	GPS information for Project site and monitoring locations	N/A	
1.2	Project Assessment Evaluation Plan (PAEP)	<del>Dec. 15, 2006</del> <u>Jan. 15, 2007</u>	
1.2	Non Point Source Pollution Reduction Project Follow-up Survey Form		N/A
1.3	Monitoring Plan (MP)	N/A	
1.3	Monitoring Reports		N/A
1.4	Quality Assurance Project Plan (QAPP)	N/A	
1.5	Copy of final CEQA/NEPA Documentation	Nov. 1, 2006	
2.0	WORK TO BE PERFORMED BY GRANTEE		
2.1.3	Meeting Materials for semi-annual SAC Meetings		Mar. 2007, Sep. 2007, Mar. 2008 and Aug. 2008
2.2.3	Meeting Materials for quarterly TWG Meetings		Mar. 2007 & quarterly thereafter
2.3.3	Project Web Pages Updates (including link to pages on quarterly basis)		Mar. 2007 & quarterly thereafter
2.4.1	Regional Watershed Inventory (RWI)		Jun. 2007
2.4.3	Draft Regional Watershed Assessments (RWA)		Sep. 2007
2.4.4	Final RWA		Dec. 2007
2.5.1	Regional Policy Inventory (RPI)		Jun. 2007
2.5.3	Draft Regional Planning Assessments (RPA)		Sep. 2007
2.5.4	Final RPA		Dec. 2007
2.6.1	Draft Policy Recommendations		Mar. 2008
2.6.3	Final Policy -Recommendations (inc. link to database)		Jun. 2008
2.7.1	Draft Regional Watershed Mgmt. Plan		<del>Jun.</del> <u>Sept.</u> 2008
2.7.3	Final Regional Watershed Mgmt. Plan		<del>Sep.</del> <u>Dec.</u> 2008
2.8.2	Landowner Notification Information		Mar. 2007
2.9.3	Log of Meetings/Presentations (inc. Policy Adoptions)		Mar. 2007 & quarterly as needed
2.10.3	Water Quality Monitoring Plan		<del>June</del> <u>Sept.</u> 2008

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Item	DESCRIPTION	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT B – INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS			
1.	INVOICING		Quarterly
5.	REPORTS		
5.1	Grant Summary Form		Feb. 2007
5.2	Progress Reports by the twentieth (20 <sup>th</sup> ) of the month following the end of the calendar quarter (March, June, September, and December)		Quarterly
5.3	Natural Resource Projects Inventory (NRPI) Project Survey Form	Before final invoice	Oct. 2008
5.4	Draft Project Report	July <del>Nov</del> 1, 2008	
5.5	Final Project Report	August 1, <del>Dec.</del> 31, 2008	