

## Appendix C of State Assistance Contract

### American Recovery and Reinvestment Act (ARRA) Clean Water Act, Section 604(b) Project Work Plan

#### I. Cover Page

<b>Tracking</b>	
Application Tracking Number <sup>1</sup>	20
ARRA Grant Award Number <sup>2</sup>	2P-97234709-0
Catalog of Federal Domestic Assistance (CFDA) Number <sup>2</sup>	66.454
State Contract Number <sup>3</sup>	C304262

<sup>1</sup> Assigned by DEC; listed on award letter

<sup>2</sup> Assigned by the Federal government and are the same for all ARRA 604(b) projects in NYS

<sup>3</sup> Assigned by DEC and on the Project Summary Fact Sheet.

<b>Sub-recipient</b>			
Regional Public Comprehensive Planning Organization or Interstate Organization			
Name	Lake Champlain-Lake George Regional Planning Board		
Federal (IRS) ID#			
D-U-N-S # <sup>4</sup>			
Has Federal Central Contractor Registration (CCR) <sup>5</sup> been completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
CCR ID: lclgrpb			
Congressional District <sup>6</sup>	NY-20		
	Organization Contact	Project Manager	Fiscal Contact
Name	Walter Young	Andrew Snell	Elizabeth Gilles
Street Address	310 Canada Street	60 Pack Forest Road	310 Canada Street
City, State	Lake George, NY	Chestertown, NY	Lake George, NY
Zip Code +4	12845	12817	12845
Telephone	(518) 668-5773	(518) 623-3090	(518) 668-5773
Fax	(518) 668-5774	(518) 623-3140	(518) 668-5774
E-mail	wyoung_rpb@verizon.net	apsnel@yahoo.com	<a href="mailto:bgilles_rpb@verizon.net">bgilles_rpb@verizon.net</a>

<sup>4</sup> D-U-N-S number is required by ARRA. If your organization does not have a D-U-N-S number, see Dun & Bradstreet website at <http://fedgov.dnb.com/webform>

<sup>5</sup> CCR is a federal program to register all organizations that do business with the federal government. Registration is required for ARRA reporting. Detailed information is available at <http://www.ccr.gov/FAQ.aspx>

<sup>6</sup> List the Congressional District in which the sub-recipient is located, e.g. NY-26

Project Information			
Project Name	Lake Champlain Watershed Water Quality Management Planning		
Project Type <sup>6</sup>	Water Quality Management Planning		
Has a current Regional or Interstate Organization Resolution been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Project Location(s)		
Street Address	n/a		
Municipality <sup>7</sup>	n/a		
Zip Code +4	n/a		
County	Clinton, Franklin, Essex, Warren, Washington		
Congressional District	NY-20, NY-23		
Waterbody/Watershed	Lake Champlain Watershed of NY		
Latitude & Longitude	44.5437, -73.3415		
Hydrologic Unit Code (HUC)	02010001, 02010004, 02010006		

<sup>6</sup> Enter one: TMDL Elements, Green Infrastructure Planning, Phase II Stormwater Planning, or Water Quality Management Planning

<sup>7</sup> Indicate Town = T, City = C, Village = V plus the name of the municipality

Project Timing and Costs <sup>8</sup>	
Start Date	4/1/2009
End Date	2/28/2012
ARRA 604(b) Award Amount	\$130,625.00
Total Project Cost	\$176,500.00

<sup>8</sup> Any invoices to be reimbursed must be for services that fall between the start date and completion date of the project. When identifying the proposed start date, make sure it is before work has begun and any costs have been incurred. When identifying the expected completion date, leave yourself enough time to ensure that the project will be completed, final report prepared, and all bills paid within that time period. Give yourself extra time to be sure that all bills will fall within the project schedule to avoid the need for a contract amendment before reimbursement of costs can occur. **Do not send any bills or invoices with the workplan.**

## II. BUDGET

Fill in the Budget Worksheet. Provide a breakdown for all cost estimates on the Budget Detail Sheets as directed in the instructions.

### Budget Worksheet

Expenditure Category <sup>1</sup>	ARRA 604(b) Funds
<b>Personal Services</b> (Enter <u>one</u> total amount for salaries, wages, fringe and indirect costs. Provide detail on personnel on Staffing Detail Sheet.)	\$113,075.00
	\$17,550.00
<b>Non-personal Services Total (a+b+c)</b>	
a. Equipment <sup>2</sup>	\$5,000.00
b. Supplies and Materials <sup>2</sup>	\$4,800.00
c. Travel <sup>2</sup>	\$7,750.00
	\$0.00
<b>Consulting and Other Contractual Services<sup>3</sup></b> (please specify on detail sheet below)	
	\$0.00
<b>Other<sup>3</sup></b> (please specify on detail sheet below)	
	\$130,625.00
<b>Total<sup>4</sup></b>	

<sup>1</sup> The sub-recipient MAY shift UP TO 10% of total costs between expenditure categories. If cumulative changes exceed 10% of the total cost, you must first obtain NYS DEC approval and the contract must be formally amended. In NO event shall changes to the budget cause the aggregate costs to exceed the “not to exceed” amount of the authorized State Assistance as set forth in Section 3a of this Contract.

<sup>2</sup> Complete detail sheets on these categories as indicated below:

- a. Equipment – If the total line item is greater than \$5,000 *and* one or more individual items exceeds \$5,000, provide a list of *all* items and the cost of each on the Budget Detail Sheet.
- b. Supplies and Materials - If the total line item is greater than \$5,000 *and* one or more individual items exceeds \$5,000, provide a list of *all* items and the cost of each on the Budget Detail Sheet.
- c. Travel - If the total line item is greater than \$5000, provide a list of destinations, type of expenditures, and anticipated costs on the Budget Detail Sheet

<sup>3</sup> For Contractual or Other provide detail for all items in that category on the Budget Detail Sheet.

<sup>4</sup> Your project may not have received all the funding that was applied for. The total should be the amount of your award. Your reimbursement amount can not exceed the amount that you have been awarded.

### Budget Detail Sheet

Use this sheet to provide detail for expenditure categories as described in the instructions.  
(add rows as necessary)

***Personal Services***

Position Title	Salary	Estimated Hours	Estimated Cost (Salary x Hours)	Work Plan Tasks
Enviro. Plan. Ast.	30.00	375	11,250.00	Financial Administration / Reporting / Meetings
CWICNY Coordinator	45.00	525	23,625.00	Administration / Project Oversight / Reporting / Data Collection / Mapping / Meetings
SWCD Technician	34.00	575	19,550.00	Reconnaissance / Data Collection
SWCD Technician	34.00	575	19,550.00	Reconnaissance / Data Collection
SWCD Technician	34.00	575	19,550.00	Reconnaissance / Data Collection
SWCD Technician	34.00	575	19,550.00	Reconnaissance / Data Collection
	<b><i>Total Personal Services Cost<sup>1</sup></i></b>		\$113,075.00	

<sup>1</sup> Enter Total Costs Budget Worksheet on the line for the same category.

***Equipment, Supplies & Materials, Other***

Item Description	Cost
<b><i>Equipment</i></b>	
GPS Unit	4,000.00
Digital Cameras and Map Software	1,000.00
<b><i>Total Equipment Cost<sup>1</sup></i></b>	
	\$5,000.00
<b><i>Supplies and Materials</i></b>	
Soil Tests	2,500.00
Distribution/Mailing Expenses	2,300.00
<b><i>Total Supplies and Materials Costs<sup>1</sup></i></b>	
	\$4,800.00
<b><i>Other</i></b>	
<b><i>Total Other Costs<sup>1</sup></i></b>	

<sup>1</sup> Enter Total Costs from each category into Budget Worksheet on the line for the same category.

***Travel***

<b>Destination</b>	<b>Type of Expenditure</b>	<b>Anticipated Cost</b>
Clinton County	Lodging	
	Meals	
	Mileage	\$1,250.00
	Tolls	
	Other	
Franklin County	Lodging	
	Meals	
	Mileage	\$1,250.00
	Tolls	
	Other	
Essex County/CWICNY	Lodging	
	Meals	
	Mileage	\$2,000.00
	Tolls	
	Other	
Warren County/LC-LG RPB	Lodging	
	Meals	
	Mileage	\$2,000.00
	Tolls	
	Other	
Washington County	Lodging	
	Meals	
	Mileage	\$1,250.00
	Tolls	
	Other	
	<b><i>Total Travel Costs<sup>1</sup></i></b>	<b>\$7,750.00</b>

<sup>1</sup> Enter Total Costs into Budget Worksheet on the line for the same category.

***Contracts***

<b>Contractor Name</b>	<b>Type of Work</b>	<b>Amount of Contract</b>
	<b><i>Total Contract Costs<sup>1</sup></i></b>	

<sup>1</sup> Enter Total Costs into Budget Worksheet on the line for the same category.

### **III. Project Summary**

For each of the headings below, provide narrative description or list with appropriate detail to ensure proper conduct of a project that meets all NYS DEC requirements. See instructions for more information about the details that should be included. For TMDL Element projects, use the detailed Statement of Work provided in Attachment A as the basis for the project summary and augment it as appropriate for your project. All segments and/or phases of the project should be included here. Attach additional pages as necessary.

#### **A. Planning Activities to be Accomplished**

The Champlain Watershed Coalition of New York (CWICNY) will work cooperatively with county Soil and Water Conservation Districts (SWCDs) and Lake Champlain-Lake George Regional Planning Board (LC-LG RPB) on the following: Critical area site assessments and reconnaissance protocol development; data gathering and mapping; site prioritization; stakeholder education and outreach; plan of action on high priority areas.

#### **B. Location (s) of the Project**

The entire Lake Champlain Watershed of New York including the counties of: Clinton, Franklin, Essex, Warren, Washington.

#### **C. Water Quality Problems to Be Addressed**

Project will identify critical erosion areas continuously contributing significant sediment loads to local high quality streams flowing into Lake Champlain.

#### **D. Value of the Affected Waterbody(ies)**

Project is the first phase in the preservation and protection of abundant, high quality streams and economically significant fisheries throughout the Lake Champlain Watershed. Included are: Lake Champlain direct drainage, as well as Lake George, AuSable River, Boquet River, Chazy River, and Saranac River.

#### **E. Priority Pollutants/Disturbances to be Addressed and their Sources**

Phosphorus and sediment sources originating from areas of upland erosion will be carefully scrutinized through this project.

#### **F. Expected Environmental Benefit or Risk Reduction**

Identification and Prioritization of areas experiencing erosion found to be contributing large amount of sediments to Lake Champlain and its watershed. Once areas are identified and assessed, best management practice solutions and associated costs for stabilizing areas of high risk will be determined for implementation.

#### IV. PROJECT OBJECTIVES AND TASKS

Describe the specific objectives of the project and identify the tasks that will be performed to meet those objectives. Follow the example in the instructions. All segments and/or phases of the project should be included here. For TMDL Element projects, use the information in the detailed Statement of Work provided in Attachment A as the basis for the objectives and tasks and augment it as appropriate for your project. Add rows as necessary.

Objective(s)	Task(s)*	Time needed to Complete	Responsible Party
Develop Site Assessment Protocol	Set up initial meeting with involved personnel to develop assessment data to utilize	60 days	CWICNY, LC-LG RPB
	Establish uniform protocol/data sets for assessments	30 days	SWCDs, CWICNY
	Purchase and set up equipment/GPS unit/mapping software	30 days	SWCDs, CWICNY
Database Development and Mapping	Locate areas experiencing chronic erosion throughout watershed / photograph / assess	300 days	SWCDs, CWICNY
	Map identified areas	90 days	SWCDs, CWICNY
Project Outreach / Education	Conduct GIS and Erosion Control Educational Workshops for stakeholders and staff	60 days	SWCDs, CWICNY, LC-LG RPB
	Mail/Email report of assessment results to individual county Board of Supervisors	60 days	CWICNY
Develop Plan of Action	Prioritize areas identified throughout assessment process	60 days	CWICNY, SWCDs, LC-LG RPB
	Develop BMP's/methods to remediate high priority areas	60 days	CWICNY, SWCDs, LC-LG RPB

<b>Objective(s)</b>	<b>Task(s)*</b>	<b>Time needed to Complete</b>	<b>Responsible Party</b>
	Calculate costs estimates associated with individual site remediation	60 days	CWICNY, SWCDs, LG-LC RPB
Complete Reporting as Required	Prepare Quarterly Reports and submit them to DEC by the deadline in the contract.	10 days	LC-LG RPB Fiscal Contact
	Prepare reimbursement requests using the correct forms and documentation.	30 days	LC-LG RPB Fiscal Contact
	Prepare Final Report at end of project and submit by project end date.	30 days	LC-LG RPB Fiscal Contact

\* NOTE: Clean Water Act (CWA) Section 604(b) funds are for planning activities only and the project work plan needs to clearly reflect the planning nature of the work to be done under this grant.

## V. KEY PERSONNEL

Provide information on the key personnel for the project. Add rows if necessary. Please DO NOT attach resumes.

### *Brief Professional Bio*

<b>Project Role</b>	<b>Name</b>	<b>Agency</b>	<b>Qualifications</b>	<b>Experience</b>
Organization Contact	Walter Young	LC-LG RPB	Responsible for the initiation, coordination, formulation, review and direction of activities undertaken by the regional planning agency	Director for 8 years, oversees Planning Boards Revolving Loan Fund and water quality grants
Project Manager/Project Oversight	Andrew Snell	CWICNY	Coordinates Water Quality projects and administers funding throughout the Lake Champlain Watershed of NY. Works with 5 County Soil and Water Conservation Districts, Water Quality Coordinating Committees, Citizens Advisory Committee and River Associations.	Soil and Water District Field Manager in Franklin County, NY for 8 years. Was responsible for Identifying areas of erosion, applying for state and federal permits as well as remediation of sites. 1 year as CWICNY Coordinator including managing and administering regional projects and funding.
Fiscal Contact	Elizabeth Gilles	LC-LG RPB	Environmental Planning Assistant, deals with all water quality issues, including managing grants, brought to the Regional Planning Board	Fiscally managing 2 DEC WQIP Round 9 grants, several minigrants
Engineer				
Project Oversight	Dave Wick	Warren County Soil and Water Conservation	Certified Professional in Erosion and Sediment Control	Warren County Soil and Water Conservation District Manager of 15 years.

**Highly Compensated Officers** Provide information on top five officers *only if* Sub-recipient Organization meets threshold described in the instructions

Does Sub-recipient Organization meet the threshold described in the instructions?     Yes     No

<b>Officer Name</b>	<b>Title</b>	<b>Compensation</b>
1.		
2.		
3.		
4.		
5.		

## VI. DELIVERABLES

List and describe anticipated deliverables associated with tasks identified in Part IV. All segments and/or phases of the project should be included here. Add rows if necessary.

<b>Tasks*</b>	<b>Anticipated Deliverables (products and outcomes)</b>
Set up meeting with involved personnel to develop assessment data sets	Gather input from staff/stakeholders involved to construct data sets for assessment.
Establish uniform protocol/data sets for assessments	Finalize protocol and electronic data sets for GPS Unit developed from input
Purchase and set up equipment/supplies (GPS unit/mapping software, etc.)	Purchase Geo XT Unit for data Gathering. Purchase 3 digital cameras for field use
Locate Areas and Data Entry	Hire 4-5 Part Time staff to collect data throughout each county
Map identified areas	Map inventoried areas using GIS and GPS
Conduct GIS and Erosion Control Educational Workshops for stakeholders and staff	Conduct GPS/GIS/ Erosion Control Educational Workshops Training for area staff involved in project
Mail/Email report of assessment results to individual county Board of Supervisors	Send a copy of initial findings to County Supervisors to obtain additional feedback
Prioritize areas identified throughout assessment process	Assemble data, feedback and staff to prioritize areas of erosion from low (1) to extremely high levels (10) of concern in each county.
Develop BMP's/methods to remediate high priority areas	Using retrieved data from level 10 areas – develop procedure and list of best management practices needed for remediation
Calculate costs estimates associated with individual site remediation	Determine engineering and implementation costs for each level 10 site.

Prepare Quarterly Reports	Quarterly Report
Prepare Reimbursement Requests	Reimbursement requests for participating entities
Final Report	Report/distribute the results of the project and discussion of those results

\* List tasks identified in Part IV. Objectives and Tasks

## II. PROJECT SCHEDULE

Projects may have a start date as early as February 17, 2009. Projects must begin or have a signed contract with NYS DEC no later than February 17, 2010. Projects must be completed and grant funding expended no later than February 17, 2012

Develop a time line for the project that includes the information listed in the instructions. Add rows if necessary.

Task	2009											
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Set up meeting with involved personnel to develop assessment data sets	n/a											
Purchase and set up equipment/GPS unit/mapping software	n/a											
Conduct GIS and Erosion Control Educational Workshops for stakeholders and staff	n/a											
Prepare Quarterly Reports	n/a											

Task	2010											
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Set up meeting with involved personnel to develop assessment data sets		■	■									
Establish uniform protocol/data sets for assessments				■								
Purchase and set up new equipment/supplies (GPS unit/mapping software, etc.)	■											
Locate areas experiencing chronic erosion throughout watershed / photograph / assess					■	■	■	■	■			
Map identified areas in GIS						■			■			
Conduct GIS and Erosion Control Educational Workshops for regional stakeholders and staff					■					■		
Mail/E-mail report of assessment results to individual county Board of Supervisors for comment (year 1)										■	■	
Obtain assessment Feedback (yr 1)										■	■	
Prepare Quarterly Reports			■			■			■			■
Prepare Reimbursement Requests			■			■			■			■

Task	2011											
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Locate areas experiencing chronic erosion throughout watershed / photograph / assess					■	■	■	■	■			
Map identified areas in GIS						■			■			

Task	2011											
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Conduct GIS and Erosion Control Educational Workshops for stakeholders and staff												
Mail/Email report of assessment results to individual county Board of Supervisors (year 2)												
Obtain assessment Feedback (yr 2)												
Prioritize areas identified throughout entire assessment process												
Develop BMP's/methods to remediate high priority areas												
Calculate costs estimates associated with individual site remediation												
Prepare Quarterly Reports												
Prepare Reimbursement Requests												
Final Report												

Task	2012											
	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Final Report			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a