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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 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 Resources Control 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 Project Coordination

- 2.1.1 Develop and administer Participation Agreements between Grantee, cities, and water agencies (Participating Agencies).
- 2.1.2 Coordinate with Participating Agencies, technical consultants, and contractors as needed throughout Project to support work on selection of Best Management Practices (BMP) assessment areas, data collection, standards development, program marketing, inspection, rebate administration, and data evaluation.

2.2 Identification and Assignment of BMP Assessment Areas

- 2.2.1 Conduct reconnaissance of potential assessment subwatersheds to determine which are monitorable and suitable for use as Project assessment areas.
- 2.2.2 Select assessment areas to be used in Project, and assign each to a BMP group as follows:
 - (A) areas in which evapotranspiration-based controllers will be promoted (SmarTimer Group);
 - (B) areas in which evapotranspiration-based controllers plus irrigation system improvements will be promoted (SmarTimer + Irrigation Improvement Group);
 - (C) areas in which evapotranspiration-based controllers, irrigation system improvements, plus turf replacement will be promoted (SmarTimer + Irrigation Improvement + Turf Replacement Group); and
 - (D) areas in which no BMPs will be promoted (Control areas).
- 2.2.3 Submit location and BMP group assignment of assessment areas to Grant Manager for review.

2.3 Pre-installation Baseline Monitoring and Water Meter Data

- 2.3.1 Select a sampling station within each assessment area.
- 2.3.2 Install, operate, and maintain continuous low-flow and conductivity monitoring equipment at each sampling station for the designated pre-installation baseline monitoring period.
- 2.3.3 Photo document each sampling station in accordance with State guidelines.
- 2.3.4 Collect samples of low-flow water at each sampling station during the designated pre-installation baseline monitoring period in accordance with the MP.
- 2.3.5 Obtain water usage data for the pre-installation baseline monitoring period from local water agencies serving each assessment area. Data will be for all water meters that drain to the sampling station in each assessment area.
- 2.3.6 Submit sampling station locations, photo documentation, and pre-installation flow, water quality, and water meter data to the Grant Manager for review.

2.4 BMP Standards and Public Awareness of Program

- 2.4.1 Develop performance standards for the SmarTimer, irrigation system improvements, and turf replacement BMPs to be promoted.

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- 2.4.2 Prepare application forms, field inspection forms, cost/rebate documentation forms and photo documentation requirements.
- 2.4.3 Develop and print targeted marketing/outreach materials to be used to encourage timely participation by property owners in appropriate BMP assessment areas, as well as training materials for proper BMP installation by landscape contractors.
- 2.4.4 Conduct intensive target marketing program to property owners after initiation of the baseline monitoring and ending before initiation of post-installation monitoring.
- 2.4.5 Submit performance standards, forms, and marketing and training materials to the Grant Manager for review.

2.5 BMP Implementation and Inspection

- 2.5.1 Review submitted application forms, and design plans if needed, to determine eligibility. Preparation of design plans, if needed, will be the responsibility of the property owner.
- 2.5.2 Authorize eligible property owners to proceed with BMP installation as appropriate for assessment area. Purchase and installation of retrofits will be the responsibility of the property owner.
- 2.5.3 Field-inspect property owner installations to confirm that the SmarTimer controller is properly programmed, irrigation system deficiencies have been corrected, and/or turfgrass has been appropriately replaced.
- 2.5.4 Conduct pre-and post-installation photo documentation of BMPs in accordance with State guidelines. In the case of SmarTimer, established protocol from previous SmarTimer phases will be followed.
- 2.5.6 Process and issue rebates to property owners when the BMP installation and verification process is complete.
- 2.5.7 Maintain a database to track program participation and rebate administration.
- 2.5.8 Submit BMP photo documentation and program participant database to Grant Manager for review.

2.6 Post-Installation Monitoring and Water Meter Data Collection and Analysis

- 2.6.1 Install, operate and maintain continuous low-flow and conductivity monitoring equipment at all sampling stations.
- 2.6.2 Photo document each sampling station in accordance with State guidelines.
- 2.6.3 Collect samples of low-flow water at each sampling station during the designated post-installation monitoring period in accordance with the MP.
- 2.6.4 Obtain water usage data for the post-installation monitoring period from local water agencies serving each assessment area. Data will be for all water meters that drain to the sampling station in each assessment area.
- 2.6.5 Submit sampling station photo documentation and post-installation flow, water quality, and water meter data to Grant Manager for review.
- 2.6.6 Analyze Project data to determine results and conclusions of the BMP evaluation.

2.7 Presentation of Project Findings

- 2.7.1 Develop a presentation on significant Project findings.
- 2.7.2 Deliver the presentation to Orange County, NPDES Co-Permittees as a Technology Transfer session during their regularly-scheduled meeting, and make presentation materials available on request to other interested parties. Submit copy of presentation and meeting materials (agenda, attendance sheet, minutes) to Grant Manager for review.

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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	Day 90	
1.2	Project Assessment Evaluation Plan (PAEP)	Day 30	
1.2	Non Point Source Pollution Reduction Project Follow-up Survey Form		8/2007 & 8/2008
1.3	Monitoring Plan (MP)	Day 90	
1.3	Monitoring Report		8/30/2008
1.4	Quality Assurance Project Plan (QAPP)	May 2007	
1.5	Copy of final CEQA/NEPA Documentation	February 2007	
1.6	Land Owner Agreement(s)		Quarterly – As completed
1.7	Applicable Permits		May 2007
2.	WORK TO BE PERFORMED BY GRANTEE		
2.1.1	Participation Agreements		April 2007
2.2.3	Assessment Area Locations and BMP Group Assignment		April 2007
2.3.6	Sampling Station Locations; Sampling Station Photo Documentation; Baseline Flow, Water Quality, and Water Meter Data		Quarterly – As Completed
2.4.5	Performance Standards; Forms; Marketing and Training Materials		October 2007
2.5.8	BMP Photo Documentation and Program Participant Database		August 2008
2.6.5	Sampling Station Photo Documentation; Post-Installation Flow, Water Quality, and Water Meter Data		August 2008
2.7.2	Copy of Presentation and Meeting Materials		August 2008
EXHIBIT B – INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS			
1.	INVOICING		Quarterly
5.	REPORTS		
5.1	Grant Summary Form	Day 90	
5.2	Progress Reports by the twentieth (20 th) 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	
5.4	Draft Project Report	8/01/2008	
5.5	Final Project Report	9/01/2008	