

BASIN 5 (Direct-to-Lake streams) Clean Water Service Provider Start-up Grant
Attachment A
Scope of Work to be Performed

Grantee Responsibilities:

1. **Phase One: Clean Water Service Provider (CWSP) Start-up.** This grant is to assist the Grantee in preparing for assignment as a Clean Water Service Provider by completing the following steps :
 - a. **Develop and Maintain a Website**

The Grantee will need to establish a dedicated website and/or webpage on their host organization's website dedicated to Grantee activities and notices. The website/webpage shall include links to Basin Water Quality Council (BWQC) meeting minutes, Grantee policies and procedures, information on Grantee procurement, information on Grantee projects, and any other relevant information related to Grantee service. Creation of the website/webpage shall include obvious navigation to easily find the website/webpage. The website shall be kept up to date, during the period of CWSP service, and maintained in accordance with applicable guidance. While not all information will be available during the start-up period, Grantee should set up their website/webpage so that it is ready to publish documents and policies once the CWSP is fully operational. In addition, the Grantee will establish a link to relevant Act 76/DEC websites (e.g., Act 76, Tactical Basin Planning Basin 08 Page, Watershed Projects Database, Clean Water Portal, etc.).
 - b. **Set up Subaward Tracking Processes.**

Once awarded a Formula Grant, the Grantee may issue subawards in the form of grants and contracts to entities to standup clean water projects within the North Lake basin. Accordingly, the Grantee must establish a tracking system for managing these 'grants-out' and 'contracts-out'. The Grantee will also need to report on their Formula grant activities and will establish reporting systems to provide information and reports required by the State. Development of tracking and reporting systems must be performed in coordination with the State to ensure there is no duplication of effort and that the Grantee is organizing itself to track and report the right information.
 - c. **Set up Project Tracking Processes**

The Grantee will standup clean water projects either directly or by procuring services to stand up those projects, and must establish sufficient project tracking systems so that the Grantee can report on projects, including operations and maintenance activities, as required by the State, while supporting any additional information of relevance to the Grantee or its BWQC. As the State will develop a centralized project tracking system for use by all CWSPs, development of Basin-specific tracking and reporting systems must be performed in coordination with the State to ensure there is no duplication of effort and that the Grantee is organizing itself to track and report the right information. In conjunction with other CWSPs, grantee will develop Standard Operating Procedures for tracking and reporting systems to help ensure information flow

between sub-grantors, other CWSPs, and the State to ensure that services are delivered consistently, and to foster continuity of operations.

d. Set up Accounting and Legal Services

The Grantee shall implement proper accounting protocols, processes and systems to comply with State requirements for reporting, financial management, and internal controls. The Grantee may also need legal assistance with relevant aspects of Grantee responsibilities.

e. Develop CWSP Policies

The Grantee will develop required policies (or submit their current policy, if they have one that meets State requirements), including: subgrant/procurement policy, conflict of interest policy, personnel policy, internal controls policy, accounting/financial reporting, public participation, and a Grantee operating policy. If the Grantee relies on current policies of the host-organization, any changes to those policies to comply with Grantee specific requirements (such as those contained in Act 76, Rule, Guidance, or grant documents) may be documented in an 'amendment' or 'addendum' that contains the Grantee-specific policy changes. Note, that Act 76 states that the role of the BWQC is to set policy for the Grantee; when developing and establishing policies that relate to Grantee functions, the Grantee shall coordinate and shall seek review and adoption by the BWQC.

f. Participate in Meetings with the State to establish CWSP operations

The State will host meetings on Guidance Development, and other topics related to CWSP service during the Start-up period. The Grantee, in their role as a CWSP, will attend meetings on Guidance Development with the State as appropriate.

2. Phase Two: BWQC Start-up.

a. Establish and Empanel the BWQC

Working with the appropriate statutory partners and pursuant to the applicable rules and requirements for selection of each member, the Grantee will identify the 9 members of their BWQC for their Basin. Grantee and BWQCs should make a substantial effort to include diversity and equity considerations in their decision making process with regard to empaneling and facilitation of the BWQC.

b. Capacity Development/Training

The Grantee will train selected or prospective BWQC members, as appropriate. The Grantee may also conduct outreach to the stakeholders in their basin to update them on Grantee activities during start-up. This item is reserved for Grantee expenses for this activity; payment to a BWQC that would flow through the Grantee for participation in any trainings is covered in deliverable 'd', below.

c. BWQC Meeting Rules/Policies/Bylaws

The Grantee, in conjunction with their BWQC members shall develop rules for BWQC meetings, as well as any applicable policies and/or bylaws related to BWQC meetings and

responsibilities. Rules, policies and bylaws must be written consistent with the applicable statute, rule and guidance.

d. **BWQC Meetings During Start-up**

BWQC members will be expected to attend certain trainings and meetings with the State, as well as select meetings with the Grantee during the Start-up period. This deliverable is reserved for paying two municipal and one land conservation organization representatives for their attendance at four of these meetings (\$50/hour, plus reasonable travel expenses for in-person meetings).

e. **Prepare for Procurement**

The Grantee may choose to engage in certain procurement activities during the Start-up period, in preparation of full Grantee operations, in accordance with the CWSP Rule. Procurement activities conducted under this agreement may consist of establishing a pre-qualification process, which may also include pre-qualification of entities, and/or issuance of retainer contracts, but shall not commit dollars to the advancement of projects. Note, that Act 76 states that the role of the BWQC is to set policy for the Grantee; when developing and establishing policies that relate to Grantee functions, the Grantee shall coordinate and shall seek review and adoption by the BWQC.

3. **Phase Three: Post-BWQC Formation.**

This agreement is authorized to be amended to include additional scope of work and additional funding for Phase 3 work, to support the transition of the Grantee and their BWQC to operation within Water Quality Restoration Formula Grant awards authorized pursuant to 10 VSA §926. The State will initiate this amendment process, which may involve an additional Request for Information from the Grantee. Phase 3 work includes but may not be limited to: adoption of project management tools including project dashboards and databases; support of BWQC decision-making for project advancement; identification of projects for consideration by the BWQC; development of O&M protocols, capacity, policies, and relationships; development of local priority and co-benefit scoring; and, legal expenses pursuant to the CWSP Rule.

| Performance Measure | Deliverable | Estimated Timeframe | Proposed Payment |
|--|--|---------------------|--|
| <u>Phase 1</u> | | | |
| <ul style="list-style-type: none"> Develop a website/webpage for CWSP and BWQC notices and activities | <ul style="list-style-type: none"> Website/webpage description and link | December, 2021 | \$3,182.00 maximum; billed no more frequently than monthly |

| Performance Measure | Deliverable | Estimated Timeframe | Proposed Payment |
|--|---|---------------------|--|
| <ul style="list-style-type: none"> Set up a grant/contract tracking system and grant reporting systems, to manage grant and contract issuance, and grant reporting to the State | <ul style="list-style-type: none"> Description of the grant/contract tracking system and grant reporting system (and access) | January, 2022 | \$1,987.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> Set up a project tracking system, for managing CWSP funded projects, that integrates with the State's project tracking | <ul style="list-style-type: none"> Description of the project tracking system and access | January, 2022 | \$1,480.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> Ensure all CWSP legal and accounting requirements will be sufficient for CWSP operations | <ul style="list-style-type: none"> Report on upgrades to/status of legal/accounting framework for CWSP operations | March, 2022 | \$1,710.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> Draft required CWSP policies | <ul style="list-style-type: none"> Subgrant policy Conflict of Interest policy Personnel policy Internal controls policy Other required policies | June, 2022 | \$5,018.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> Provide input to development of Secretary's Guidance, by participating in Act 76 Advisory Group Meetings. | <ul style="list-style-type: none"> Summaries of meeting outcomes and written feedback on policies/proposals as requested by the State | Ongoing | \$5,582.00 maximum; billed no more frequently than monthly |
| <u>Phase 2</u> | | | |
| <ul style="list-style-type: none"> Establish and empanel the BWQC | <ul style="list-style-type: none"> List of BWQC members, affiliation and contact information | December, 2021 | \$2,946.00 maximum; billed no more frequently than monthly |

| Performance Measure | Deliverable | Estimated Timeframe | Proposed Payment |
|--|---|---------------------|---|
| <ul style="list-style-type: none"> BWQC capacity development and training | <ul style="list-style-type: none"> List of any trainings, dates, attendees, and agenda. List of activities conducted to provide services to community groups. Conduct training, and if needed, provide support to community groups to foster development of organizations that can serve on the BWQC | March, 2022 | \$6,087.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> Develop and Adopt BWQC Meeting Rules and Policies | <ul style="list-style-type: none"> Copy of adopted rules/policies | February, 2022 | \$12,983.00 maximum; billed no more frequently than monthly |
| <ul style="list-style-type: none"> BWQC member attendance at approved meetings and trainings during start-up for three members two-municipal members and one member representing a statewide conservation organization) | <ul style="list-style-type: none"> Attendance at four meetings, approximately 2 hours each, at \$50/hour for three people | Ongoing | \$1,200 |
| <ul style="list-style-type: none"> Conduct RFQs, procurement for select services related to stand up clean water projects, as appropriate | List of services procured | April, 2022 | \$3,760.00 maximum; billed no more frequently than monthly |
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| <u>Phase One</u> | | Sub-total | \$18,959.00 |
| <u>Phase Two</u> | | Sub-total | \$26,976.00 |
| | | | |
| <u>Total</u> | | | \$45,935.00 |