

EXHIBIT A
SCOPE OF WORK

Task: A The Grantee shall produce a watershed management plan (WMP) for the Deep River – Portage Burns Waterway Watershed, Hydrologic Unit Code (HUC) 0404000105. The WMP shall incorporate information from the WMPs previously completed for the Deep River – Turkey Creek Watershed (2002) and the West Branch – Little Calumet River Watershed (2008), and the Northwest Indiana Watershed Management Framework (2011), as appropriate. The watershed plan shall include all elements listed in the State’s Watershed Management Plan Checklist (updated 2009). The Grantee shall coordinate with Purdue University – Calumet to utilize the Hydrological Simulation Program – Fortran (HSPF) model and the Nonpoint Source Pollution and Erosion Comparison Tool (N-SPECT) to help better understand system responses and evaluate potential management strategies, and incorporate the final results into the WMP. The Grantee shall coordinate with IDEM on the watershed baseline assessment and TMDL development. The WMP must incorporate the baseline assessment data and be designed to achieve the reduction in pollutant loads called for in the nonpoint source Little Calumet and Portage Burns Waterway TMDL (2004) and Deep River-Portage Burns Watershed TMDL (2014).

The Grantee shall form a steering committee of local stakeholders to guide the development of the watershed management plan. This committee shall meet no less than quarterly. Steering committee meetings shall be advertised in the local media and open to the public.

The Grantee shall submit drafts of the WMP to the State for review and comment in accordance with the schedule set out in Exhibit C. The State will consider the Grantee’s submittal of any draft WMP to be substantially performed only if that draft WMP contains all applicable elements listed in the State’s WMP checklist. The State may retain up to 10% of the Grant amount each time the Grantee does not submit the WMP (draft or final) within the timeframe specified in Exhibit C.

The Grantee shall submit the *Watershed Management Plan Checklist* with each draft WMP indicating where in the plan each checklist element may be found. The Grantee shall provide no less than one (1) editable electronic copy of each draft WMP to the State. The Grantee shall provide one (1) hard copy and (2) compact discs (CDs) of the final WMP to the State. The Grantee shall also make copies available to local libraries, local officials, land use planners in the watershed, and others upon request.

The Grantee shall conduct a windshield and/or desktop survey of the watershed. All Geographic Information System data created or modified by the Grantee for delivery to the State shall meet the Indiana State Agencies Arc/Info Data Collection Standards except for metadata. Metadata shall meet the Federal Geographic Data Committee (FGDC) standard called the Content Standard for Digital Geospatial Metadata. Any deviation from either standard must have prior written approval from IDEM. All Global Positioning System data collected by the Grantee for delivery to the State shall include IDEM’s Method Accuracy Description Codes. Any deviation from this requirement must have prior written approval from IDEM. The Grantee shall submit a copy of GIS layers to the State.

Task: B The Grantee shall develop and promote a cost-share program to implement best management practices (BMPs) such as low impact development and stormwater retrofits, two stage ditches, wetland restoration, and others that address the water quality concerns outlined in the

Deep River – Portage Burns Waterway WMP. Details of the cost-share program shall be submitted to the State for approval in accordance with the *Section 319 Cost-share Program Development Guidelines* prior to program implementation.

The Grantee shall continue to meet with the steering committee to guide the implementation of the cost-share program and to educate stakeholders on the BMPs. This committee shall meet no less than quarterly. Steering committee meetings shall be advertised in the local media and open to the public.

Task: C After the State has determined that the WMP includes all elements of the *Watershed Management Plan Checklist* and the cost-share program described in Task B has been approved, the Grantee shall implement the approved cost-share program. BMPs shall be implemented only in critical areas as described in the Deep River – Portage Burns Waterway WMP. The Grantee shall geolocate all BMPs installed as a result of this grant and submit the final shapefile to IDEM.

BMPs shall conform to the Natural Resources Conservation Service Field Office Technical Guide (NRCS FOTG) or other applicable, approved specifications. Up to seventy-five (75) percent of the cost of BMPs will be provided by the federal Section 319 funds (with the exception of Comprehensive Nutrient Management Plan (CNMP) development, where up to ninety (90) percent of the cost will be provided), and at least twenty-five (25) percent must be provided by the landowner or other non-federal source as match. All BMPs must meet the terms and conditions of the 319A or 319U Cost-Share Form, including documentation of actual costs for all BMPs. Urban BMPs (319U Form) must be approved by the IDEM Project Manager before grant funds are allocated to the BMP project. Design costs may be included in the total cost of the BMP, and will be reimbursed after the BMP is implemented.

The Grantee shall utilize the Region 5 Load Estimation Model (or other approved model) to provide, when applicable, sediment and nutrient load reductions for every BMP implemented as a result of this project, including BMPs not funded with this grant.

Section 319 funds may not be used to comply with any National Pollutant Discharge Elimination System (NPDES) permit or State rule. The Grantee shall assure that all animal feeding operations (AFO) that receive financial assistance pursuant to this grant have a CNMP in place. Any AFO that is subject to NPDES permit requirements or is designated to be a concentrated AFO (CAFO) under 40 CFR Section 122.23 is ineligible for Section 319 funding.

Task: D The Grantee shall develop a Quality Assurance Project Plan (QAPP) for the monitoring activities and submit it to the State for approval at least one (1) month prior to initiating monitoring activities. The Grantee shall conduct all monitoring activities and submit all data in accordance with the approved QAPP.

The Grantee shall conduct a volunteer monitoring program to identify potential problems and increase public involvement based on Hoosier Riverwatch methods. Chemical monitoring shall be conducted on at least a monthly basis during the recreation season (April – October) for four (4) years at no less than nine (9) sites in the watershed. Parameters to be monitored shall include at least dissolved oxygen, orthophosphate, nitrate, nitrite, pH, turbidity, and temperature. Flow shall be calculated during each sampling event to allow for load calculations. Macroinvertebrate and habitat assessment shall be conducted at the same nine (9) sites no less than one (1) time per year, preferably during July through October. The

exact locations of the monitoring sites shall be specified in the QAPP to be approved by the State.

Task: E The Grantee shall conduct an education and outreach program designed to bring about behavioral changes that will lead to reduced nonpoint source pollution in the watershed. The Grantee shall at a minimum:

1. Develop and distribute quarterly e-newsletters to watershed stakeholders that provide updates on the progress of the WMP, opportunities for public involvement, information on best management practices and the cost-share program, and future scheduled activities.
2. Submit quarterly press releases to the local media that provide updates on the progress of the WMP, opportunities for public involvement, information on best management practices and the cost-share program, and future scheduled activities.
3. Submit no less than one (1) public service announcement to the local radio station(s) that educates listeners about at least one water quality problem/improvement practice.
4. Submit no less than three (3) newspaper articles to the local media to raise awareness about the project, water quality problems, and implementation practices
5. Develop and distribute at least 500 copies of a watershed brochure to stakeholders. The brochure should include information that shows what problems have been found to exist in the watershed, what areas have been identified as critical, and practices that can be implemented to meet the goals identified in the WMP
6. Install at least four (4) watershed signs for the purpose of increasing watershed awareness.
7. Update the existing website (hosted through NIRPC) for the watershed project on at least a quarterly basis.
8. Develop a Facebook page for the watershed project and update it at least monthly.
9. Conduct no less than three (3) Hoosier Riverwatch training workshops to train volunteer stream monitors and educate participants on watersheds, land use and nonpoint source pollution.
10. Conduct no less than three (3) workshops (indoor educational activities) to educate stakeholders on BMPs that reduce pollutant loading from urban and/or agricultural areas as identified in the WMP goals
11. Hold at least one (1) field day (outdoor educational activity) to promote agricultural conservation practices.
12. Develop and collect no less than three (3) end-of-event surveys for workshops, field days, or information meetings to evaluate project activities.
13. Conduct no less than four (4) Fall Festivals to raise awareness about the project and share project accomplishments to date.
14. The Grantee shall provide an electronic copy of all products produced as a result of this grant to the State.

Task: F The Grantee shall prepare and submit an electronic copy of a progress report to the State with each invoice, on at least a quarterly basis. A total of no less than fifteen (15) quarterly progress reports shall be prepared and submitted by the Grantee to the State. The Grantee shall prepare and submit two (2) electronic copies of a final written summary project report to the State by the close of this project.

**EXHIBIT C
SCHEDULE FOR PROJECT TASKS**

The tasks and the associated time periods necessary for the project are as follows:

<p>Grant Agreement Commencement through Third Month</p> <p>January 1, 2014 - March 31, 2014</p>	<p>Submit draft WMP addressing elements 1 through 3 of the Checklist. Form steering committee of local stakeholders to guide the development of the WMP. Develop and submit QAPP to IDEM for volunteer stream monitoring program. Develop and distribute quarterly e-newsletters to watershed stakeholders. Develop watershed project website and Facebook page. Submit quarterly press releases to local media. Develop and distribute watershed brochures.</p> <p>Task A, D, E</p>
<p>Fourth Month</p>	<p>First quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F</p>
<p>Fourth Month through Sixth Month</p> <p>April 1, 2014 - June 30, 2014</p>	<p>Submit draft WMP addressing elements 4 through 10 of the Checklist and IDEM comments from the previous draft. Conduct quarterly steering committee meeting to guide the development of the WMP. Begin coordinating with PU-C on watershed modeling. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and develop Facebook page. Submit quarterly press releases to local media. Conduct Hoosier Riverwatch training workshop. Develop and collect end-of-event survey after workshop. Distribute watershed brochures. Submit newspaper article. Task A, D, E</p>
<p>Seventh Month</p>	<p>Second quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F</p>
<p>Seventh Month through Ninth Month</p> <p>July 1, 2014 - September 30, 2014</p>	<p>Review IDEM baseline assessment data and incorporate it into the WMP. Submit draft WMP addressing elements 11 through 16 of the Checklist and IDEM comments from the previous draft. Conduct quarterly steering committee meeting to guide the development of the WMP. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press</p>

	releases to local media. Develop and install watershed signs. Conduct Fall Festival. Task A, D, E
Tenth Month	Third quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Tenth Month through Twelfth Month October 1, 2014 - December 31, 2014	Review load reductions called for in the Deep River TMDL and incorporate them into the WMP. Submit draft WMP addressing elements 17 through 24 of the Checklist and IDEM comments from the previous draft. Conduct quarterly steering committee meeting to guide the development of the WMP. Conduct monthly chemical monitoring at nine sites. Conduct macroinvertebrate and habitat assessment one time. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Submit public service announcement to the local radio station(s). Task A, D, E
Thirteenth Month	Fourth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Thirteenth Month through Fifteenth Month January 1, 2015 - March 31, 2015	Submit draft WMP addressing elements 25 through 33 of the Checklist and IDEM comments from the previous draft. Conduct quarterly steering committee meeting to guide the development of the WMP. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Submit newspaper article. Task A, E
Sixteenth Month	Fifth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Sixteenth Month through Eighteenth Month April 1, 2015 - June 30, 2015	Submit FINAL WMP. Develop cost-share program and submit to IDEM for review. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page.

	Submit quarterly press releases to local media. Conduct Hoosier Riverwatch training workshop. Distribute watershed brochures. Task A, B, D, E
Nineteenth Month	Sixth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Nineteenth Month through Twenty-first Month July 1, 2015 - September 30, 2015	Begin to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Conduct BMP workshop. Develop and collect end-of-event survey after workshop. Distribute watershed brochures. Task B, C, D, E
Twenty-second Month	Seventh quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Twenty-second through Twenty-fourth Month October 1, 2015 - December 31, 2015	Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Conduct macroinvertebrate and habitat assessment one time. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Conduct Fall Festival. Task B, C, D, E
Twenty-fifth Month	Eighth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Twenty-fifth through Twenty-seventh Month January 1, 2016 - March 31, 2016	Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Conduct BMP workshop. Distribute watershed brochures. Submit newspaper article. Task B, C, E

Twenty-eighth Month	Ninth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Twenty-eighth through Thirtieth Month April 1, 2016 - June 30, 2016	Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Conduct Hoosier Riverwatch training workshop. Conduct agricultural field day. Develop and collect end-of-event survey after field day. Distribute watershed brochures. Task B, C, D, E
Thirty-first Month	Tenth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Thirty-first through Thirty-third Month July 1, 2016 - September 30, 2016	Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Conduct BMP workshop. Distribute watershed brochures. Conduct Fall Festival. Task B, C, D, E
Thirty-fourth Month	Eleventh quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F
Thirty-fourth through Thirty-sixth Month October 1, 2016 - December 31, 2016	Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Conduct macroinvertebrate and habitat assessment one time. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Task B, C, D, E
Thirty-seventh Month	Twelfth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F

<p>Thirty-seventh Month through Thirty-ninth Month January 1, 2017 - March 31, 2017</p>	<p>Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Task B, C, E</p>
<p>Fortieth Month</p>	<p>Thirteenth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F</p>
<p>Fortieth Month through Forty-second Month April 1, 2017 - June 30, 2017</p>	<p>Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Task B, C, D, E</p>
<p>Forty-third Month</p>	<p>Fourteenth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F</p>
<p>Forty-third Month through Forty-fifth Month July 1, 2017 - September 30, 2017</p>	<p>Continue to promote and implement the cost-share program. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Task B, C, D, E</p>
<p>Forty-sixth Month</p>	<p>Fifteenth quarterly progress report and invoice due for work accomplished during the period, if not previously submitted this quarter. Task F</p>
<p>Forty-sixth Month through Forty-eighth Month October 1, 2017 - December 31, 2017</p>	<p>Finish the promotion and implementation of the cost-share program. Submit shapefile of BMP locations to IDEM. Conduct quarterly steering committee meeting to guide the cost-share program. Conduct monthly chemical monitoring at nine sites. Conduct macroinvertebrate and habitat assessment one time. Develop and distribute quarterly e-newsletters to watershed stakeholders. Update watershed website and</p>

	Facebook page. Submit quarterly press releases to local media. Distribute watershed brochures. Conduct Fall Festival. Prepare final written summary project report. Task B, C, D, E, F
Grant Agreement Termination Date December 31, 2017	Submit to the State two (2) electronic copies of the final written summary project report by the close of this Grant Agreement. Task F

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