



Hogan-Whitney Ponds Consulting Project Coordinator
Request for Qualifications

January 6, 2023

Oxford County Soil and Water Conservation District (OCSWCD) is inviting responses from private sector consultants interested in entering into an agreement to provide project management and technical assistance related to grant funding issued by the State of Maine Department of Environmental Protection titled "*Hogan-Whitney Ponds Watershed Protection Project, Phase II.*"

A. PURPOSE AND SCOPE OF WORK

The primary purpose of the *Hogan-Whitney Ponds Watershed Protection Project, Phase II* is to significantly reduce erosion and the export of sediment and phosphorus into the ponds by installing conservation measures throughout the watershed. It is anticipated that 15 high and medium impact NPS sites and 15 residential nonpoint source (NPS) pollution sites will be remediated through this project. The project will also serve to increase public awareness about watershed issues and foster long-term watershed stewardship through two brochure mailings, social media outreach, outreach at four meetings, two workshops with residents, and three lessons to school-aged children.

Items within the scope of work include (see Attachment 1):

- Coordinate closely with OCSWCD to track project progress, expenses, matching funds, and submit semi-annual progress reports, final project report, and other deliverables.
- Assist OCSWCD with four (4) steering committee meetings. This includes assisting with development of meeting agendas and providing project updates at each meeting.
- Provide technical assistance for 30 sites with a goal of completing projects at 15 high and medium impact sites on roads and at commercial campgrounds, and 15 residential sites.
- Prepare NPS site plans for each site, assist with permit-by-rule applications, prepare cost-share agreements for each site, and provide construction oversight and/or follow-up communication for landowners completing matching grant projects.
- Prepare an NPS Site Report for each large NPS site addressed, update the Phase I NPS site tracker spreadsheet, and prepare a brief report summarizing residential projects including the problem, recommendations, landowner response to follow-up, and measures implemented for 15 residential matching grants as well as before and after photos of each site.
- Estimate pollutant load reductions and resources protected by the project and present results in annual Pollutants Controlled Reports (PCRs).

- Work closely with OCSWCD and HWPB to complete press releases, workshops, and public presentations for watershed residents.

B. TENTATIVE SCHEDULE

Submission Deadline	4:00 pm, January 27, 2023
Contract Award	February 6, 2023
Project finish	December 31, 2024

C. FORMAT AND REQUIREMENT OF RESPONSES

- All responses must include proof of insurance as outlined in Section J.
- All responses will include the name, address, telephone number(s) and email contact information of the authorized person in connection with the response along with information on others who are authorized to represent the individual, group, organization, or entity in connection with the response.
- All responses will be accompanied by the following:
 - a. A statement of experience working with State and EPA Regulations and 319 Project Procedures.
 - b. Identify the proposed Project Coordinator and key project team members and responsibilities. Provide an itemized rate per hour for identified project team.
 - c. Provide a brief resume for each person outlining their credentials and experience.
 - d. Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm or similar nature as contained in the Work Plan (Attachment 1).
 - e. Provide your general understanding of the watershed, project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.
 - f. Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including subconsultants.

D. CONSIDERATION OF RESPONSES

Request for responses will be evaluated based on the following Criteria:

1. *Qualifications of Firm (30%):* Preference shall be given to those firms with experience with managing grant-funded projects and implementing watershed-based plans.
2. *Qualifications of the Project Team (Key Staff) (45%):* Preference shall be given to those with key staff experience in items listed in the Work Plan (Attachment 1), and familiarity with the watershed and project partners.
3. *Experience in Working with State and EPA Regulations and 319 Project Procedures (25%):* Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and EPA and possess a thorough understanding of the rules and regulations regarding watershed management planning.

E. SELECTION OF THE CONSULTANT

It is the intent of OCSWCD to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant. The OCSWCD reserves the right to reject all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the project. OCSWCD assumes no responsibility for costs incurred in responding to the RFQ.

F. SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Submissions must be received electronically by OCSWCD by 4:00 pm, Friday, January 27, 2023, with the subject line: **“RFQ Consulting Project Coordinator for the Whitney-Hogan Ponds Phase II Watershed Protection Project.”** Please send responses to:

Michele Windsor
Oxford County Soil & Water Conservation District
oxfordcountyswcd@outlook.com

Questions regarding the bid process should be directed to Michele Windsor by email or by phone at (207) 744-3111.

G. CONDITIONS OF AWARD

Funding for this component of the project will be provided in whole or in part through a 319 Grant administered by the Maine Department of Environmental Protection (DEP). It is the intent of OCSWCD to award the project to the most qualified and responsive firm, provided that the proposal has been submitted in accordance with the requirements of this RFQ. The committee shall be the sole judge of the firm's qualifications and whether the proposal is in the best interest of the District.

Up to the time of the signature of the contract, OCSWCD shall have the right in its sole discretion to reject all the submissions for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the District to do so.

H. AMENDMENTS TO THE RFQ

The OCSWCD may revise this RFQ by using written addenda. Addenda will be posted on the OCSWCD website and emailed to all known bidders. The District may also request additional information if deemed necessary. Failure to provide such information may result in a submission being considered incomplete. OCSWCD reserves the right to be the sole judge of all such criterion.

I. CONFIDENTIALITY

Proposals will be kept confidential until after they have been evaluated.

J. INSURANCE CERTIFICATES

The contractor must be able to provide evidence of insurance coverage; The contractor will maintain insurance at least as hereinafter set forth so as to protect it and OCSWCD from any and all claims for personal injury and property damage, and for claims under the Workmen's Compensation Acts, including death arising out of operation of this agreement, for the entire pendency of this project; All insurance must be issued by an insurer licenses, authorized and maintaining an office to do business in Maine.

ATTACHMENT 1- WORK PLAN

Project Information

Project Title	Hogan-Whitney Ponds Watershed Protection Project, Phase II, #20230006
Applicant’s Organization	Oxford County Soil & Water Conservation District
Applicant’s Billing Address	17 Olson Rd, Suite 3, South Paris, ME 04281
Project Start Date	January 1, 2023
Project Completion Date	December 31, 2024

I. Waterbody and Watershed Information

a. Background

Waterbody Name	Hogan and Whitney Ponds
Waterbody Size (e.g., lake acres, stream miles)	Hogan Pond (MIDAS #3770) - 163 acres Whitney Pond (MIDAS #3772) - 161 acres
Watershed Area (acres or square miles)	4.8 square miles
Watershed Location (town(s), county(s))	Oxford in Oxford County; Poland and Mechanic Falls in Androscoggin County
Title and Date of Existing or Past Watershed-based Management Plan	Hogan Pond and Whitney Pond April 2018 – April 2028
Public Access to Waterbody	Public access is via Two Lakes Camping Area on Hogan Pond. The two lakes are separated by a natural, state-protected esker and are also connected by a navigable stream at the North end.

b. Waterbody and Watershed Physical Characteristics

Hogan and Whitney Ponds are located in Oxford, Maine and share a unique geological history shaped by the last ice age. The ponds are oriented north-south and are separated by an esker (a narrow formation of land deposited by glaciers) and connected to each other by a navigable stream. This esker ridge between Hogan and Whitney was formed by ice-walled tunnels at the base of the most recent continental glacier (Laurentide Ice Sheet) that covered Maine approximately 25,000 to 12,000 years ago. These two lakes lie in the larger Androscoggin River Watershed and drain to the Little Androscoggin River, which then flows to the main stem of the Androscoggin River.

While the two ponds share a common watershed and are separated by a short hop over the 25-40 foot high esker, each pond has its own unique characteristics. Hogan Pond is the larger of the two ponds at 163 acres with a maximum depth of 10 m and an average depth of 5m with a direct

drainage area of just 1 square mile, and Whitney Pond is slightly smaller at 161 acres and shallower than Hogan Pond with a maximum depth of 7m and an average depth of 4m. Whitney Pond's drainage area is similar in size as Hogan Pond's at approximately 1 square mile (see Location Map, Section V). Winter Brook is the major tributary for Hogan Pond, flowing north into the south end of Hogan Pond starting in Poland (2.8 square mile drainage area). Green Banks Stream is the primary inlet to Whitney Pond, flowing in from the southwest side of the watershed, crossing Rabbit Valley Road near Whitney Lane. Freshwater wetlands are prominent on the east side of Hogan Pond around Campground Lane and on the south end of Hogan Pond associated with Winter Brook.

The upper watershed is mostly forested, although there is some scattered residential development and agriculture, especially along roadways. Almost all of the watershed's roads, both private and municipal, are located within a half mile of the ponds including many private gravel roads, and steep sections of paved town roads including Rabbit Valley Road and Tiger Hill Road. Both ponds are moderately developed with approximately 175 seasonal and year-round residences at or near the shoreline. There are several large campgrounds on the shoreline including Two Lakes Campground on the east shore of Hogan Pond, and Dunns Camps (two locations- on the south end of both lakes). The Oxford Casino is located on the southeastern edge of the Hogan Pond direct drainage area. While the watershed is largely forested, large timber harvests have been occurring throughout the watershed in the last few years, especially around Rabbit Valley Rd.

c. Description of Waterbody Uses and Value

Recreation opportunities in Whitney and Hogan Ponds includes boating (both motorized and non-motorized), fishing, swimming and wildlife viewing. The Oxford Casino is also in the watershed which draws thousands of visitors to the area annually. Public boat access is located at Two Lakes Camping Area on Hogan Pond. There is no public access on Whitney Pond.

The Maine Department of Inland Fisheries & Wildlife manages the ponds as a warm water fishery. Eleven fish species are present, including smallmouth and largemouth bass, sunfish, chain pickerel, bullheads, white perch and American eel. Sea-run alewife were stocked in Hogan Pond until 1996 when the stocking effort was abandoned.

Wildlife in the watershed includes loons, deer, bear, fox, ducks, herons and moose. While the Maine Geolibary provides no evidence of endangered or threatened plant or wildlife species, the watersheds of Hogan and Whitney Ponds are home to high value wildlife habitat including more than 1,000 acres of undeveloped habitat blocks. This includes three large areas designated as inland waterfowl and wading bird habitat waterfowl areas (north end of Whitney Pond, south end of Hogan Pond and a large portion of Winter Brook, and a small section of the south end of the Winter Brook drainage area (see Location Map, Section V).

Water resources in the watershed include 68 acres of freshwater wetlands and 5.5 miles of perennial and intermittent streams that drain to the two ponds. Protecting these water resources will also protect biodiversity and enhance the watershed environment.

Hogan Pond is on the state list for invasive milfoil infestation. Milfoil has just begun to spread into Whitney Pond. In 2021, 1,960 gallons of variable-leaf milfoil was removed as part of a long-term effort to eradicate invasive species in the lake. Reducing current sources of NPS pollution in the lakes will benefit milfoil eradication efforts by reducing the amount of available nutrients available to these invasive aquatic plants.

II. Water Quality Problem or Threat

a. Water Quality Listing Status

Is water quality listed as impaired?	No
If impaired, what is the listed cause(s) and/or impaired use?	Not applicable
Name and date of any DEP TMDL report(s) for the waterbody.	Not applicable

b. Water Quality Overview

Both Hogan and Whitney Ponds currently meet State water quality standards but are listed on the DEP’s 2020 NPS Priority Watersheds List as “Threatened Lakes” due to their sensitivity to NPS pollution. The data provided below derive from biennial reports provided to HWP by Scott Williams. The most recent data is from an August 2019 data collection point due to an interruption to the regular schedule created by the pandemic.

Hogan Pond: DEP considers the water quality in Hogan Pond to be slightly below average based on the three primary trophic state or biological indicators: (a) water clarity as indicated by Secchi disk transparency (SDT), (b) total phosphorus (TP) and (c) chlorophyll-a. Lake Stewards of Maine (LSM) and local volunteers have gathered water clarity data on this pond since 1982. The long-term historical average for Hogan Pond is 4 meters which is below average for Maine lakes. The latest water quality readings included a SDT score of 4.33 m. Historical TP readings have measured 12 ppb while the most recent was 10 ppb. Chlorophyll-a (a direct measure of the planktonic algae density in the lake) measured 4 ppb in 2019. The historical average has been higher – 6.3 ppb. In addition, recent DO profiles show an anoxic condition (high oxygen depletion) below 3 meters providing moderate potential for phosphorus to internally recycle from bottom sediments and become available to algae.

Whitney Pond: LSM and DEP considers the water quality in Whitney Pond to be average based on the measurements of the three primary indicators. LSM and local volunteers have even more regularly measured water clarity in Whitney Pond since 1985. The historical average is 5.1 m, with a most recent average of 5.2 m. Average TP levels over time have been 12 ppb while the most recent was even lower at 7 ppb. Chlorophyll-a in Whitney was 2 ppb in 2019, with an historical average of 5.7 ppb. There was slight DO in deep areas of the lake (below 4 m) and a low possibility of internal loading of TP over time from internal recycling from bottom sediments.

III. Watershed Nonpoint Pollution Sources and NPS Mitigation Activities

a. Summary of Watershed Assessments and Priority Nonpoint Pollution Sources

Like many other lakes in Maine, Hogan and Whitney Ponds’ water quality is threatened by phosphorus enrichment. The HWP raised funds for and conducted a watershed survey in 2017 to identify sources of phosphorus (NPS erosion) in Hogan and Whitney Ponds. The survey followed DEP guidance. Technical support was provided by DEP, OCSWCD, and LSM. A 40-page final report from the survey was prepared and made available to the membership via the HWP Facebook page in March 2018.

The watershed survey was conducted in June 2017 and originally identified 95 erosion sites with 14 high impact, 46 medium impact, and 35 low impact sites. The largest number of problems

were associated with residential properties (61), private roads (13), town roads (11), and beach sites (6). Aside from soil erosion, no other significant sources of phosphorus were observed during the survey. Vegetative buffers (41), erosion control mulch (34), and diverters (29) were the top three residential proposed solutions and for the combined road problems diverters (30), culverts (23) and road coverings (23) were the most frequently offered solutions. Subsequently, a Watershed-Based Plan was approved by DEP and US EPA in April 2018.

b. Description of Watershed Activities to Address NPS Pollution

There is an active watershed association, the Hogan and Whitney Ponds Association (HWP), which has initiated many efforts to protect and improve water quality in the lakes. HWP has worked with LSM and Lake and Water Resource Management Associates to test water quality in both lakes since 1986. Test parameters include SDT, chlorophyll-a, TP and DO. DEP also periodically conducts baseline monitoring on the ponds. HWP has also been aggressive in monitoring and removing invasive milfoil plants in Hogan Pond, often with the assistance of funding from DEP through their grant program. These ongoing activities led to the realization on the part of HWP leadership that a broader approach to stewardship needed to be incorporated into their future plans. Thus, through the encouragement of LSM, the HWP initiated a watershed survey (2017), with the obvious next step of assembling a Watershed-Based Plan (2018).

These activities coalesced toward the development of a grant application to mitigate some of the identified problems. In 2019 HWP began a two-year project Hogan-Whitney Ponds Watershed Protection Project, Phase I (Project #20190005), funded in part by US EPA under Section 319 of the Clean Water Act). This project extended through the first nine months of the corona virus pandemic and had the goals of abating some of the larger problems and continuing to educate the membership and the larger community about stewardship responsibilities. Partnering with OCSWD, the Town of Oxford, and the Androscoggin River Watershed Council, HWP worked diligently to remediate 15 NPS abatement sites and 7 residential BMP cost-sharing sites. The NPS activities included reshaping ditches and armoring with stone or vegetation; improving road shoulder; stabilizing culverts and insets with stone; installing check dams, plunge pools, turnouts and runoff diverters; reshaping and crowning roads and driveways; and planting buffers. These combined 15 sites reduced the estimated pollution load to the two ponds by an estimated 131 tons of soil per year and 111 pounds of phosphorus per year. The 7 residential BMP sites entailed planting buffers, applying erosion control mulch, and redirecting rainwater via diverters and infiltration steps. The BMP efforts are estimated to have reduced soil loading in Hogan and Whitney Ponds by 3 tons/yr.

Educational outreach efforts during the Phase I grant included providing technical assistance to 25 sites in the watershed, promoting these conservation efforts through brochures, press releases, social media postings, and town and HWP meetings. Two educational workshops were also presented to residents to demonstrate erosion control techniques. One was on the topic of planting green buffers on the shoreline. Some of the private roads have associations that raise funds to conduct road maintenance. A road maintenance workshop was conducted in Phase I and was attended by members of several private road associations. These groups have been invited to participate in Phase II remediation efforts. Additionally, two permanent signs were prominently displayed on roads in the watershed to describe watershed improvement efforts.

Following this Phase II work, it is likely that one more Phase III effort may be needed to help

address the remaining high and medium NPS sites. The remaining sites and any future identified sites will be addressed through a planned-for mini-grant program created by HWP and building a robust LakeSmart campaign with available support from Lakes Environmental Association (LEA).

IV. Project Purpose

The primary purpose of the *Hogan-Whitney Ponds Watershed Protection Project, Phase II* is to significantly reduce erosion and the export of sediment and phosphorus into the ponds by installing conservation measures throughout the watershed. It is anticipated that 15 high and medium impact NPS sites and 15 residential NPS sites will be remediated through this project. The project will also serve to increase public awareness about watershed issues and foster long-term watershed stewardship through two brochure mailings, social media outreach, outreach at four meetings, two workshops with residents, and three lessons to school-aged children.

V. Environmental Outcome

This project will help maintain Class GPA standards by reducing phosphorus loading and the potential for algae blooms. The BMP installations on the NPS road sites and residential sites are estimated to reduce the pollutant loading to the ponds by 81 tons/year of sediment and 68.85 pounds/year of phosphorus. In addition, the project will provide public outreach to enhance watershed stewardship and result in installation or enhancement of vegetative buffers along 75 feet of shoreline where there currently is no buffer or an inadequate buffer in place.

VI. Partner Coordination, Roles and Responsibilities

Maine Department of Environmental Protection will administer project funding, serve as the project advisor and provide project and technical support.

The U.S. Environmental Protection Agency will provide work plan guidance and project funding, pending acceptability of final workplan and availability of federal funds.

Oxford County Soil & Water Conservation District, as the grantee, will serve as the project sponsor. The District will coordinate all project activities and provide financial oversight. OCSWCD will serve on the steering committee. The District's engineer will provide engineering services. The District will provide in-kind match for steering committee work.

The Hogan-Whitney Ponds Association will serve on and coordinate the work of the steering committee, provide cash and in-kind match for NPS abatement sites and engineering, help the consulting Project Coordinator oversee progress on NPS abatement sites and residential match sites, promote technical assistance and residential matching grants, and assist in all outreach efforts, including efforts to strengthen and expand our partnership with other local groups.

The Town of Oxford will provide in-kind match for five NPS projects on Rabbit Valley Road.

Two Lakes Camping Area will serve on the steering committee, provide both cash and in-kind contributions for BMP installation at three NPS sites, and assist with public education and outreach.

Dunns Camp will provide in-kind contributions for BMP installation at three NPS sites.

An Environmental Consultant will be hired following applicable procurement processes to serve as the Project Coordinator. The Coordinator will oversee all fieldwork, including NPS abatement projects and the residential matching grants, provide technical assistance, and assist with outreach activities.

VII. Tasks, Schedules and Estimated Costs

All press releases, outreach materials, project signs, and plans will acknowledge that the project is funded in part by the United States Environmental Protection Agency under Section 319 of the Clean Water Act. Project staff will consult with DEP on EPA’s public awareness terms and conditions for Section 319 grants before the project commences. In addition, project staff will consult with DEP and EPA before project signs are designed. Refer to the Service Contract, Rider A. Section III. D. Acknowledgement.

Project staff will exercise best professional judgment in the selection, design and installation of BMPs for NPS sites and will design and install BMPs at NPS sites according to design guidance described in Maine BMP guidance manuals or use other BMPs acceptable to the DEP. BMP design will incorporate climate change resiliency and aquatic organism passage to the extent practicable. Project staff will ensure that permits required for construction are secured prior to construction and BMPs are constructed in an acceptable manner, before reimbursing landowners according to applicable Cost Sharing Agreements. The project will not use project funds to undertake, complete or maintain work required by existing permits, consent decrees or other orders. DEP guidelines *“Using Project Funds for Construction of BMPs at Road-related Sites”* will be used to evaluate road-related NPS sites and determine if NPS project funds can be used to help a landowner pay for construction of road-related BMPs.

Task 1 – Project Administration

OCSWCD will administer the project according to the service contract with DEP. OCSWCD will track project progress, expenses, matching funds, and submit semi-annual progress reports, a final project report and other project deliverables. Further, OCSWCD will use appropriate competitive procurement procedures outlined in the DEP’s NPS Grant Administrative Guidelines to select a consulting Project Coordinator to assist in providing services. This contract will be reviewed by DEP. The Consulting Project Coordinator will coordinate and carry out all field site work: Technical Assistance, BMP Installations on NPS Sites, as well as Residential Matching Grants. They will draft CSAs, NPS Site Reports, PCR calculations and be responsible for Deliverables #2-5, 7 & 8. All of the above materials will be sent to OCSWCD, which will review them for completeness and accuracy, and submit them to the DEP AA. OCSWCD will continue use of the NPS Site Tracker spreadsheet tool to efficiently accumulate and record information about NPS sites observed during this project to enable continued activity in future years to maintain existing BMPs and address new NPS sites. Semi-annual progress reports will be produced as will a final project report.

Start and Completion Dates	Start: January 1, 2023 End: December 31, 2024	
Grant Cost: \$ 2,995	Match Cost: \$250	Total Cost: \$3,245
Breakdown of Grant by Cost Category: Salary & Fringe: \$2,040; Contractual: \$855; Travel: \$100		

Breakdown of Match by Cost Category: Supplies: \$250
--

Task 2 – Steering Committee

A steering committee will guide project activities and meet at least four times (semi-annually) during the grant. The committee will include representatives from OCSWCD, HWPA, DEP, the consulting Project Coordinator, the Town of Oxford, Two Lakes Camping Area, and other watershed residents. During Phase I we successfully conducted Zoom meetings (two in 2020) and we anticipate we may continue with that model as it is easier to coordinate schedules. Several Phase I recipients of NPS abatement and BMP residential grants have already agreed to serve on the committee.

Start and Completion Dates	Start: January 1, 2023 End: December 31, 2024	
Grant Cost: \$1,100	Match Cost: \$2,625	Total Cost: \$3,725
Breakdown of Grant by Cost Category: Contractual: \$1,000; Mileage: \$100		
Breakdown of Match by Cost Category: Salary & Fringe: \$1,000; Donated Services: \$1,275; Travel: \$100; Supplies: \$250		

Task 3 – BMP Installation at NPS Sites

OCSWCD and the consulting Project Coordinator will provide town road crews, the Two Lakes Camping Area, Dunns Camp, and landowners with technical assistance and cost-sharing to address at least 15 high and medium impact sites identified in the 2017 watershed survey. Participants will receive technical assistance and up to 50% cost sharing for construction costs. Most of the Phase I efforts focused on Rabbit Valley Road, a town road, which is a huge contributor to NPS pollution in both ponds. There is ample unfinished work on the upper section of the road for the Phase II work plan (5 sites). Some sites will require assistance from the OCSWCD engineer. Cost-share partners must provide match through cash, material or labor contributions, and agree to maintain projects for the life of the BMP(s). OCSWCD and the cost-share recipients will complete a cost-sharing agreement prior to construction. Additional sites include Two Lakes Camping Area (3 sites) and Dunns Camps (3 sites) and four private residential sites, the owners of which have agreed in principle to do the work.

Candidate sites (see Section XII) have been identified based on severity of impact specified in the watershed survey and verbal commitments have been made for all 15 sites. Final site selection may change pending completion of the cost-sharing agreement, engineering design and permit approval. Installing conservation practices at these sites will reduce the pollutant load to Hogan and Whitney Ponds by an estimated 76 tons of soil per year.

Start and Completion Dates:	Start: April 1, 2023 End: November 15, 2024	
Grant Cost: \$45,630	Match Cost: \$37,915	Total Cost: \$83,545
Breakdown of Grant Cost by Category: Contractual (Project Coordinator): \$11,950; Contractual Services (Engineer): \$3,380; Construction: \$30,000; Travel: \$300		
Breakdown of Match Cost by Category: Contractual (Project Coordinator): \$2,000; Contractual Services (Engineer): \$1,665; Donated Services, \$1,500; Construction, \$32,500; Travel: \$250		

Task 4 – Technical Assistance

Project partners will provide watershed residents with technical assistance for 30 sites. Implementation of technical assistance, plus residential matching grants, should reduce soil loading by an estimated 5 tons/year. HWPWA will utilize email, Facebook, and mailings to communicate the availability of technical assistance. Local newspaper articles (1/year) will be used to communicate activities and opportunities. Technical assistance will be offered at two HWPWA annual meetings. HWPWA will spread technical assistance information as part of its ongoing public education efforts to residents across the watershed.

Site conditions and general recommendations will be summarized in brief reports. Project partners will follow-up with landowners to get a commitment regarding which measure(s) the landowner plans to implement and when, and to see whether additional assistance is needed. The Project Coordinator will compile, in list form, a brief description of the problem and recommendations, landowner response to follow-up, and a summary of measures implemented.

Start and Completion Dates	Start: April 1, 2023 End: November 30, 2024	
Grant Cost: \$7,150	Match Cost: \$ 1,000	Total Cost: \$ 8,150
Breakdown of Grant Cost by Category: Contractual: \$7,150		
Breakdown of Match Cost by Category: Donated Services: \$750; Travel: \$250		

Task 5 – Residential Matching Grants

The 2017 watershed survey documented 61 residential sites that contribute NPS pollution. Residential sites comprised 64 percent of erosion sites found; the single largest land use. Because of their cumulative impact, OCSWCD believes a special outreach effort and cost-sharing program is needed to address and correct residential NPS problems.

The steering committee will offer residential matching grants on a cost-share basis to at least 15 residential properties. These sites will be chosen from the NPS site tracker list, which includes remaining watershed survey residential sites and will be based on severity of impact and probability of landowner cooperation. Cost-sharing will be on a 50-50 basis. A cost sharing agreement will be prepared for each recipient. OCSWCD, through the grant, will provide up to \$750 per site, to be matched by a \$750 minimum contribution from the landowner in cash, labor, equipment or supplies.

Most residential sites require simple erosion control measures – such as runoff diverters, dripline trenches and enhancing buffers – that are not anticipated to be excessively expensive. By putting special emphasis on vegetative buffers as a priority BMP, it is anticipated that at least 75 feet of buffer will be planted during the project. Potential sites have been identified. Final selection may change pending satisfactory completion of a cost-share agreement and permit approval. The availability of residential matching grants will be advertised in press releases, postings on the OCSWCD website, HWPWA Facebook page, town website, and as part of HWPWA’s ongoing public education efforts including email, or postcard mailing to watershed residents. Residential matching grants will be offered at two HWPWA annual meetings during the project. Implementation of residential matching grants (plus technical assistance) should reduce soil loading to Hogan and Whitney Ponds by an estimated 5 tons/year.

Start and Completion Dates:	Start: April 1, 2023 End: November 15, 2024
-----------------------------	---

Grant Cost \$15,765	Match Cost: \$10,600	Total Cost: \$ 26,365
Breakdown of Grant Cost by Category: Contractual (Project Coordinator): \$4,000; Contractual (Engineer):\$1,665; Construction: \$10,000; Travel: \$100		
Breakdown of Match Cost by Category: Construction: \$10,000; Donated Services: \$500; Donated Mileage: \$100		

Task 6 – Education & Outreach

Education & outreach efforts are critical to the success of the Phase II and are two-fold: 1) Educate the public about watershed protection and lake stewardship; 2) Spur a specifically identified subset of the watershed community to implement BMPs to control NPS pollution. Outreach efforts will also publicize activities and workshops aimed to advance further involvement in the community.

At least two press releases and 4 emails to watershed residents will provide information about the protection efforts and opportunities in the watershed and the importance of watershed stewardship.

Two workshops will demonstrate erosion control techniques: plans are to replicate the successful Phase I topics of camp road maintenance and buffer plantings.

Education efforts will include local students in the community as well. Two retired teachers from HWWA will work with the Oxford Elementary school afterschool program “OT to Play” to incorporate three related lessons the retirees have developed for this purpose. These lessons will teach the local students about watersheds, their habitat, and potential NPS pollution in a unique and fun way. The students’ artistic outputs will be displayed at Walmart or Hannaford. An anticipated outcome will be to use the success of the program to garner support at the Oxford elementary school and to expand this program in 2024 to include multiple classes of students.

At least four targeted presentations will be conducted. Presentations will be given at the 2023 and 2024 HWWA annual meetings to update members about progress, promote workshops and advertise technical assistance and matching grants. HWWA or OCSWCD will meet at least two times during this project with the Oxford Select Board to give updates.

Two brochures will be printed and mailed to watershed residents. These will feature successful NPS abatement and residential match projects, with “before” and “after” photographs and examples of stewardship, NPS pollution, and positive outcomes of the project

Start and completion dates	Start: January 1, 2023 End: December 31, 2024	
Grant Cost: \$ 3,950	Match Cost: \$ 3,110	Total Cost: \$7,060
Breakdown of Grant Cost by Category: Contractual: \$3,950		
Breakdown of Match Cost by Category: Donated Services: \$1,425; Travel: \$200; Supplies: \$1,485		

Task 7 – Pollutant Load Reduction Estimates

The Project Coordinator will estimate NPS pollutant load reductions and resources protected by this project. During design or installation of conservation practices at NPS abatement sites, appropriate field measurements will be recorded to prepare estimates of pollutant load reductions. Estimates will be prepared for all NPS abatement sites where an applicable

estimation method exists. Methods to be used are the EPA Region 5 Load Estimation Model (<https://www.epa.gov/nps/plet>) and/or the federal WEPP Road Model (<http://forest.moscowfsl.wsu.edu/fswepp/>). Results will be provided using DEP’s “Pollutants Controlled Report” (PCR), which will be submitted to the DEP Agreement Administrator by December 31 of each year until project completion. Documentation of the estimation procedures used for each site will be kept in the Grantee project file and will be available for DEP/EPA review.

Start and Completion Dates	Start: April 30, 2023 End: December 31, 2024	
Grant Cost: \$1,320	Match Cost: \$0	Total Cost: \$1,320
Breakdown of Grant Cost by Category: Salary & Fringe: \$150; Contractual: \$1,170		
Breakdown of Match Cost by Category: \$0		

VIII. Deliverables

An electronic copy of each deliverable will be provided to the DEP Administrator. Each deliverable will be labeled according to procedures described in DEP document *Nonpoint Source Grant Administrative Guidelines*, <http://www.maine.gov/dep/water/grants/319-documents/2016GrantAdminGuidelinesFinal2.docx>.

1. Subagreements, semi-annual progress reports, and final project report (Task 1).
2. NPS site tracker (Task 1).
3. NPS Site Report for each NPS Site (Task 3).
4. Summary of technical assistance provided – brief description of problem(s), recommendation(s) & outcomes (Task 4).
5. Summary of residential matching grants, including pre & post-construction photos (Task 5).
6. Copies of all outreach materials, including newspaper articles, web postings, brochures, and press releases (Task 6).
7. Summary of workshop buffer planting, including pre & post-planting photos (Task 6).
8. Pollutants Controlled Report (PCR) each year until project completion (Task 7).

IX. Project Coordinator

Name	Michele Windsor
Organization	Oxford County Soil & Water Conservation District
Mailing Address	17 Olson Street, Suite 3, South Paris, ME 04281
Telephone Number	207-744-3111
Email Address	oxfordcountyswcd@outlook.com
Unique Entity Identifier (UEI)	KTKDU17J47A5

