

STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 92-37

AUTHORIZATION TO APPLY FOR AND ACCEPT A PROGRAM
ADMINISTRATION CONTINUATION GRANT FOR THE
WATER QUALITY MANAGEMENT PLANNING PROGRAM AND
CLEAN LAKES PROGRAM, AND APPROVAL OF PROGRAM WORKPLAN

WHEREAS:

1. The State Water Resources Control Board (State Water Board) administers the Federal Clean Water Act Sections 205(j)(2) and 604(b) Water Quality Management Planning Program and Section 314 Clean Lakes Program in California.
2. The State Water Board's Water Quality Management Planning and Clean Lakes Program Administration activity is funded under an annually renewable Continuation Grant from the overall Section 604(b) allocation awarded to the State by the U.S. Environmental Protection Agency (EPA).
3. The State Water Board must request the Continuation Grant for Federal Fiscal Year (FFY) 1993 by August 1, 1992.

THEREFORE BE IT RESOLVED:

That the State Water Board:

1. Approves the State Water Board's FFY 1993 Water Quality Management Planning Program Administration Workplan.
2. Authorizes the Executive Director, or his designee, to apply for the Water Quality Management Planning Program Administration Continuation Grant in an amount not to exceed \$766,417 and to accept the grant when offered.

CERTIFICATION

The undersigned, Administrative Assistant to the Board, does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 18, 1992.


Maureen Marché
Administrative Assistant to the Board

STATE WATER RESOURCES CONTROL BOARD
 WATER QUALITY MANAGEMENT PLANNING PROGRAM
 FFY 1993 CONTINUATION GRANT EXPENDITURE PROJECTION
 OCTOBER 1, 1992 THROUGH SEPTEMBER 30, 1993

Personnel (Salaries)

.2	Branch Chief	\$ 14,724
1.0	Environmental Specialist IV Supervisor	54,875
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1.0	Associate Governmental Program Analyst	46,498
1.0	Office Technician	<u>27,823</u>
	Gross Salaries	\$373,108
	Less Paid Time Off (14.9%)	<u>(55,593)</u>
	Net Salaries	\$317,515
	Fringe Benefits (30%)	95,254
	Contractual (External)	7,000
	Travel (In-state)	<u>15,731</u>
	Total Direct Charges	\$435,500
	Indirect Charges (80.17% of Total Direct Charges Less Contracts and Travel)	<u>330,917</u>
	GRAND TOTAL	<u>\$766,417</u>

WATER QUALITY MANAGEMENT PLANNING PROGRAM AND
CLEAN LAKES PROGRAM
FFY 1993 PROGRAM ADMINISTRATION WORKPLAN

SCOPE

The Water Quality Planning Unit (WQPU) of the State Water Resources Control Board's (State Water Board) Division of Water Quality administers the Federal Water Quality Management Planning Program authorized under Section 205(j)(2) and funded under Section 604(b) of the Federal Clean Water Act. The scope of work includes the administration, fiscal accounting, planning, technical overview, and close-out of all Phases IV, V, and VI Water Quality Planning projects and Clean Lakes projects (Section 314 of the Clean Water Act). Implementation of projects funded with FFY 1992 and 1993 funds will also be within the scope of work pending action by the State Water Board on project selection.

OBJECTIVES AND TASKS

1. Process for Selection of Projects

WQPU staff currently has a State Water Board-approved process for project selection. This process involves: advertisement for workplans, evaluation of workplans, and public participation. The evaluation of workplans will utilize the State's Water Quality Assessment and Clean Water Strategy methodology. A minimum of 40 percent of the total annual appropriation must be awarded to projects sponsored by regional public comprehensive planning organizations and/or interstate organizations.

2. Workplan Development for Individual Projects

Workplans will be required for each project to serve as a basis for grant award, to guide the State Water Board management of each project, and to provide a basis for the evaluation of each project. All awardees must commit to specific performance standards within the time and funds allocated. Overexpenditures will be the responsibility of the awardee. Guidelines for development of water quality planning project workplans were developed by WQPU staff and are made available to each potential applicant.

3. Preparation and Execution of Contracts

Upon approval of a workplan for each project, a contract will be prepared between the State Water Board and the program participant where appropriate. The contract will describe the work to be done and the specific products to be delivered. As program funding is limited and future appropriations are, in part, dependent on program performance, it is in the best interest not only of the State, but of all participants, to ensure that quality products are delivered in accordance with the contract. Accordingly, the contracts will also address

the subject of noncompliance. All contractors will agree to specific performance standards within the time and funds allocated. Specific time lines, lists of products, and budgets will be included in the contracts.

4. Technical Overview

WQPU staff will provide technical oversight and guidance to water quality planning project managers in addition to administrative overview. This input will commence with the development of detailed contract work statements and will continue throughout the duration of the project. WQPU staff will generally participate on the technical advisory committees for the respective projects. When it is determined that special expertise for technical oversight is needed, the WQPU project officer will assist the project lead agency, when possible, in securing the consultation. The WQPU project officers will also serve as technical advisors to projects requiring preparation of Quality Assurance Plans (QAPs). The project officers will perform the initial review of QAPs and act as liaison between the project personnel and the State Water Board's Quality Assurance Officer who is ultimately responsible for review and approval of QAPs prepared as part of the projects. Some QAPs will be reviewed by the State Water Board's contractor with expertise in QAP content. In specific cases, the U.S. Environmental Protection Agency (EPA) may request to review and approve the QAP. In such cases, EPA shall advise the WQPU, after reviewing the project workplans, which QAPs will be subject to EPA review and approval. WQPU staff will ensure that environmental data collected in Water Quality Planning projects is entered into the STORET database.

5. Project Coordination and Evaluation

Once workplans are approved and all necessary contracts are finalized, the actual water quality planning projects and related activities will begin. WQPU staff will coordinate and communicate with the various program participants during the term of the projects. Frequent informal meetings and telephone calls will be used throughout the duration of the projects to assess progress, program direction, and products. In addition, periodic written reports will be required of each project manager to monitor progress. WQPU staff will monitor adherence to schedules, product quality, and rates of expenditure in order to identify potential problems that may arise during the projects.

6. Reporting to EPA

Three specific mechanisms will be used for describing project activities and progress. These mechanisms are as follows:

A. Quarterly Status Reports (QSRs)

WQPU staff has developed a QSR Form (see Attachment A) as the primary project evaluation mechanism. The standards for assessing progress of the program will include milestones, interim and final outputs, and the rate of project expenditures as identified in the project workplans. The QSRs will be prepared by WQPU staff and distributed to EPA and the project managers. Whenever necessary, staff will present major project issues to EPA and the State Water Board for their information or for conflict resolution. When appropriate, staff will make recommendations to EPA and the State Water Board for project redirection or, in extreme cases, for project termination. The QSRs will serve as a basis for quarterly discussions with EPA.

B. State Water Board/EPA Progress Meetings

Meetings will be held at least twice annually between WQPU staff and EPA staff for the specific purpose of discussing State Water Board administration of the Water Quality Planning Program. During these meetings, the general progress of projects will be reviewed and any significant current or potential issues and their resolution will be addressed. Federal regulations, compliance with grant conditions, and adherence to the workplan output schedule (see Attachment B) will provide the standards for measuring the effectiveness of the State's administration of the program.

C. Annual Program Evaluation

As a result of the end-of-year evaluation, EPA will prepare an annual summary report on program progress and status. The report will evaluate the Water Quality Planning Program in general and provide a detailed analysis of individual projects where necessary.

7. Project Close-Out

When individual projects are completed, a final report must be prepared by or under the direction of the lead agency for each project. The final report must contain detailed discussions of scope of work, the methodology used, and any problems encountered in completing the project. The report must also include recommendations for implementing agencies and, to the degree feasible, commitments from these agencies to implement the recommendations for prevention, control, or abatement of the particular water quality problem(s). A schedule of actual implementation actions and recommendations for related follow-up work should be included whenever possible.

The process for submittal of the final reports to the State Water Board will vary depending upon the planning entity. All final reports prepared by the California Regional Water Quality Control Boards (Regional Water Boards) will be approved and/or adopted by the appropriate Regional Water Board or its Executive Officer, if that authority is so delegated by the Regional Water Board, and then submitted to the State Water Board's Project Officer. Final reports prepared by other planning entities (i.e., local agencies) will first be approved by their governing bodies and then submitted to the State Water Board's Project Officer. The State Water Board's Project Officer will review and evaluate the final reports and recommend one of the following actions:

- (1) Accept the final report as presented.
- (2) Accept the final report with conditions.
- (3) Disapprove the final report.

The State Water Board or its Executive Director will take the appropriate action necessary to close the project. In cases where the project's lead agency does not fulfill the requirements of its contract, the State Water Board may elect to pursue the Contract Noncompliance Provisions in the contract. The State Water Board's Project Officer will refer specific plans or recommendations to Regional Water Boards for their consideration, concurrence, and/or amendment into basin plans, where appropriate. All final reports and/or plans accepted by the State Water Board, or its Executive Director, will be submitted to EPA to fulfill the terms of the grant.

8. Tracking of Project Implementation

WQPU staff has implemented a system for tracking of post-project implementation of Water Quality Planning project findings and recommendations. This activity will be absorbed into the Water Quality Planning Program administration workload. This tracking involves a voluntary reporting program by the lead agency for each project. In addition, WQPU staff may conduct a limited survey to further document implementation actions.

Two approaches will be followed to document the degree to which water quality planning project recommendations are being implemented. Depending on the water quality planning grant phase under which the project was funded, application of the tracking methods may vary slightly as explained below.

A. Self-Reporting Evaluation by Project Lead Agencies

The first approach toward documentation of post-project implementation is dependent on the cooperation of each water quality planning project lead agency. To the degree

that voluntary cooperation can be obtained, each Phase I, Phase II, and Phase III water quality planning project manager will be requested to prepare and submit a self-reporting evaluation (see Attachment C) of post-project implementation of final report findings and recommendations. The project's lead agency will be requested to prepare the evaluation checklist tailored to the specific recommendations contained in the final project report. The agency will use the checklist to report to the State Water Board on a prearranged schedule. For those projects already completed or where the former management agency proves to be uncooperative, WQPU staff will attempt to monitor post-project implementation.

B. Evaluation by State Water Board Staff

The second approach toward documentation of post-project implementation involves a limited evaluation by the WQPU staff using the same format as the self-reporting evaluation form.

All Phase IV, Phase V, and Phase VI projects include specific language in workplans and contracts which require water quality planning project lead agencies to cooperate in the self-reporting evaluation process. While such a contractual requirement is legally binding only during the term of the contract, it should serve to encourage the continued cooperation of the project lead agencies.

A report on post-project implementation of water quality planning projects will be submitted to EPA by June 30, 1993.

9. Program Administration

WQPU staff will review and document project workplan and/or contract amendments (i.e., budget, schedule, or output revisions). WQPU staff will assist State and Regional Water Board project managers in preparing budgets by providing data and budgetary advice.

WQPU staff will act as primary liaison with EPA for the Water Quality Planning Program, review and transmit workplan modifications, and monitor compliance with any State Water Board or EPA approval conditions. Staff will also provide liaison with other federal agencies, where necessary.

Specific program administration activities performed by the WQPU include:

o Public Participation

Coordinate public participation activities for the overall Water Quality Planning Program and provide overview of

individual project's compliance with federal public participation requirements.

o Grants

Preparation of grant applications and all budget-related documentation necessary to receive and/or revise the federal project planning grants. Negotiate and prepare the annual program administration grant.

o Competitive Bidding

Ensure that all State and federal competitive bidding regulations are followed. Review bidding processes (i.e., contractor services) for individual projects.

o Equipment Procurement and Disposition

Ensure that equipment purchases comply with State and federal regulations. Administer the disposition of federally funded equipment at the end of each project.

o State Contracting Regulations

Review all project contracts for compliance with project workplans and State regulations. Process contract payments and maintain contract files.

o Contract Amendments

Review all water quality planning project contract amendment requests to ensure compliance with State and federal regulations and project workplans.

o Coordination of the Water Quality Planning Program with other Federally Funded and State and Regional Water Board Programs

In accordance with 40 CFR Part 130, WQPU staff coordinates the Water Quality Planning Program activity with other federally funded or mandated programs, such as Clean Water Act Sections 106, 305(b), and 319 programs. In addition, the WQPU will coordinate with other State and Regional Water Board programs, including the activities of the Basin Planning Unit, the Monitoring and Assessment Unit, the Nonpoint Source Section, the Bay-Delta Section, and the Standards Development Section to ensure that the water quality planning projects are fully utilized to resolve water quality problems.

o Budgeting

Maintain budget records for the projects and provide full fiscal accountability for all federal water quality

planning funds. Prepare State Water Board internal budgeting forms and coordinate with the State Water Board Budget Office on receiving budget authority for expenditures of the grant funds.

o Grant and Project Files

Maintain files on each water quality planning grant and individual projects under the grants to comply with federal regulations.

o Intergovernmental Review of Programs and Activities

Ensure compliance with Executive Order 12372 "Intergovernmental Review of Federal Programs" in addition to ongoing public participation activities.

o Project Workplan and/or Budget Review

Review all project workplans and budget revision requests and prepare revision submittals for EPA approval.

10. Tahoe Regional Planning Agency (TRPA)

WQPU staff will act as the State Water Board liaison to TRPA and the Lahontan Regional Water Board for all matters involving TRPA's development and implementation of its revised Section 208 Regional Plan. The WQPU staff will evaluate the annual reports required of TRPA by the conditional certification of the TRPA 208 Plan and evaluate any revisions proposed by TRPA for its 208 Plan.

11. Areawide 208 Water Quality Management Plan

To the degree that resources exist, the WQPU will continue to process future Section 208 related matters.

12. Clean Lakes Program (Section 314, Clean Water Act)

WQPU staff will act as the management unit for all State Water Board-submitted projects funded under the FFY 1990, 1991, and 1992 Clean Lakes Grant Program. The tasks and processes used to administer the Clean Lakes Program projects will be essentially the same as those used to manage the Water Quality Management Planning Program projects as noted herein.

It is also anticipated that any projects awarded under the FFY 1993 Clean Lakes Grant Program will be administered by the WQPU.

13. Funding Requirements

Attachment D shows the allocation of State Water Board Water Quality Planning Program Administration funds for FFY 1993. This budget is supported by a Program Administration Continuation Grant awarded annually by EPA.

PHASE IV QUARTERLY 205(J)(2) STATUS REPORT

PROJECT TITLE: Rider Creek NPS Sediment Management Plan

LEAD AGENCY: Santa Cruz County
 PROJECT MANAGER: Cathleen Powell
 CONTRACT NO: 9-149-250-0
 STATE BOARD PROJECT OFFICER: Greg Frantz
 PCA NO: 426-20

PAGE _____ of _____
 EFFECTIVE DATE: September 30, 1991
 OF REPORT

YEAR	J	F	H	A	M	J	J	A	S	O	N	D
1987												
1988												
1989												
1990						1						1,2a,2b
1991						1						1,2b,2c 5

TOTAL FEDERAL FUNDS: \$41,713
 REIMBURSEMENT TO DATE: \$18,668
 PROJECT ENDING DATE: December 31, 1991
 CONTRACT ENDING DATE: December 31, 1991

PROJECT DESCRIPTION	PRODUCTS	REMARKS
<p>Rider Creek is a major tributary to Corralitos Creek, an important water supply for the City of Watsonville and one of the last remaining streams in Santa Cruz County supporting a significant salmon and steelhead fishery.</p> <p>Rider Creek is plagued by chronically poor water quality due to excessive sedimentation. While the effects of erosion and sedimentation are well documented, no detailed problem inventory has been completed to date.</p> <p>The goal of this project is to locate nonpoint sediment sources in the Rider Creek watershed of Santa Cruz County, recommend treatment measures, and develop cost estimates for use in seeking construction grant funds to remedy these problems.</p>	<p>1. Quarterly Progress Reports 2a. Report - Public Participation Plan 2b. Report - Public Responsiveness Summaries 2c. Report - Public Participation Activity Summaries *3. Report - Field Investigations 4. Draft Report 5. Final Report</p>	<p>This project is currently on schedule. The sediment transport sampling and 75 percent of the field inventory of the Rider Creek watershed is completed.</p> <p>A TAC meeting was held on September 18, 1991 to review various sediment control projects in Santa Cruz County.</p>

LEGEND _____ - PROJECT DURATION ----- - REVISED COMPLETION DATE * - PRODUCT DATE CHANGE / - PRODUCT I - COMPLETED PRODUCT

WATER QUALITY PLANNING/CLEAN LAKES PROGRAMS
FFY 1993 ADMINISTRATION GRANT WORKPLAN

ACTIVITY	OUTPUT	DATE DUE
PROGRAM ADMINISTRATION		
Quarterly Status Reports		October 31, 1992 January 31, 1993 April 30, 1993 July 31, 1993
PHASE VII		
Advance Notice of Phase VII Funds	Letter to Local Agencies	June 15, 1992
Draft Program Implementation Procedure and Schedule to SWRCB	Draft Program Implementation Procedure	June 15, 1992
Approval of Draft Program Implementation Procedure and Schedule	Approval	June 24, 1992
Mail Procedural Guide and Request for Workplans to Local Agencies Requesting Material		
Early Workplan Submittals for Advance Administrative Review	Early Workplan Submittals	July 20, 1992
Workplans Due from Proponents	Workplans	September 21, 1992
Distribute Workplans to Evaluation Committee		October 5, 1992
Meet with Evaluation Committee		October 7, 1992
Staff Recommendation for Project Priority List	Proposed Project Priority List	November 13, 1992
Notify Clearinghouse of Intent	Recommended Project Priority List	November 30, 1992
Brief Board Members		December 1, 1992
Final Draft Project Priority List		December 1-11, 1992
Board Workshop	Final Draft Priority List	December 14, 1992
Board Meeting - Adopt Project Priority List		January 6, 1993
Submit Grant Application to EPA	Resolution Adopting Priority List	January 21, 1993
Contract Requests Submitted to Contracts Office	Grant Application	February 1, 1993
	Phase VII Contracts	April 15, 1993
CLEAN LAKES		
Mail Request for Workplans to Interested Parties		
Workplans Due from Proponents	Workplans	October 16, 1992
Select Projects	Draft Project List	November 16, 1992
Brief Board Members		November 30, 1992
Final Draft Project List		December 1-11, 1992
Notify Clearinghouse of Intent	Final Draft Project List	December 14, 1992
		January 4, 1993

WATER QUALITY PLANNING/CLEAN LAKES PROGRAMS
 FFY 1993 ADMINISTRATION GRANT WORKPLAN

ACTIVITY	OUTPUT	DATE DUE
CLEAN LAKES (continued)		
Board Workshop		
Board Meeting - Adopt Project List	Resolution Adopting Project List	January 6, 1993
Submit Grant Application(s) to EPA	Grant Application(s)	January 21, 1993
Contract Requests Submitted to Contracts Office	Clean Lakes Contracts	February 1, 1993
		April 15, 1993
PROJECT CLOSEOUT		
	5 Phase IV Projects	December 31, 1992
	2 Phase V Projects	December 31, 1992
	6 Phase V Projects	March 31, 1993
	3 Phase V Projects	June 30, 1993
	1 Clean Lakes Project	June 30, 1993
	2 Phase V Projects	September 30, 1993
	2 Clean Lakes Projects	September 30, 1993
PHASE IV CLOSEOUT	Closeout Documents	March 1, 1993
1994 CONTINUATION GRANT APPLICATION	Grant Application	May 31, 1993
POST-PROJECT IMPLEMENTATION	Reports	June 30, 1993

Review March 1987
 Dates: April 1988
 May 1989
 June 1990
 June 1991

CHECKLIST
 STATUS OF IMPLEMENTATION OF 205(J) PLAN RECOMMENDATIONS
 Phase II

Project: Management of Nutrient Inputs Into Southern California Coastal Lagoon Study

Title/Date of Final Report: Algal Community Response to Nitrogen and Phosphorus Loadings in Experimental Mesocosms: Management Recommendations for Southern California Coastal Lagoons, March 1987

Date of State Board Approval: October 22, 1987

Contractor: San Diego Association of Governments (SANDAG)

Contract or Project Director: Ruth Potter
 Telephone: (619) 236-5342

Report Recommendations:

Implemented
 YES NO

- | | |
|---|--------------|
| 1. San Diego Regional Water Quality Control Board should review Water Quality Control Plan, San Diego Basin, considering nutrient loading objectives and management recommendations outlined in this study. | See comments |
| 2. San Diego County lagoon authorities should consider implementing management and education recommendations into their management plans. | X |
| 3. Researchers at San Diego State University Department of Biology, should initiate experiments and monitoring studies to address research directions presented in this study. | X |

Comments on 1990 status:

Regional Board uses the information in the study extensively in analyzing NPDES permits involving discharges into coastal streams. However, Basin Plan has not been amended. Some of the lagoon authorities have constructed educational exhibits explaining lagoon ecology. Peggy Fong, one of the authors of the study, is continuing research on lagoon ecology.

Research at San Diego State University is continuing. A new related study is in progress at the Pacific Estuarine Research Laboratory in Tijuana Estuary.

Comments on 1991 Status: No change from 1990 status.

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