

Project: 1
Title: Coordination and Management of Oklahoma's NPS Program
Agency: Office of the Secretary of the Environment
Objective: Provide support for coordination and management of the FY 05/06 319 (h) grant and related activities, including departmental and technical review, coordination of interagency technical review, and management and maintenance of Oklahoma's Nonpoint Source Grants Reporting and Tracking System.

Task 1: Coordinate Oklahoma's NPS Program

Component A: Management and Oversight (including but not limited to technical review, workplan revisions, and track output commitments) for Oklahoma's NPS Grants

Activity 1: Prepare Contracts between OSE and OCC for activities related to the FY 05/06 319(h) nonpoint source work program.

Time spent on Component over the five-year period: 10.22%

FTE: 0.249

Total Funding: \$ 29,041(\$14,520 from 2005 and \$14,521 from 2006)

Component B: Grant Management

Activity 1: Provide updates to the FY 05/06 workplan

Activity 2: Provide financial reports to EPA

Activity 3: Request from EPA and reimburse grant funds to agencies monthly based on agency requests and progress toward project objectives

Activity 4: Compile MBE/WBE information from subgrantees

Time spent on Component over the five-year period: 35.60%

FTE: 1.17

Total Funding: \$69,842 (\$34,921 from 2005 and \$34,921 from 2006)

Component C: Manage Oklahoma's GRTS Information

Activity 1: Update, compile, and enter 319(h) information into GRTS

Activity 2: Attend the GRTS Users Conference

Time spent on Component over the five-year period: 4.62%

FTE: 0.114

Total Funding: \$13,321 (\$6,661 from 2005 and \$6,660 from 2006)

Component D: Compile and Prepare the FY 07 319(h) workplan and application for transmittal to EPA

Activity 1: Coordinate with OCC to hold Nonpoint Source Working Group

Activity 2: Nonpoint Source Working Group Priority Watershed Voting

- Activity 3: Prepare draft workplans to be reviewed by Nonpoint Source Working Group
- Activity 4: Submit Workplans and Application to EPA for Review

Time spent on Component over the five-year period: 3.22%
FTE: 0.052
Total Funding: \$9,909 (\$4,955 from 2005 and \$4,954 from 2006)

Component E: Coordinate and host mid-year and end-of-year reviews

Time spent on Component over the five-year period: 3.02%
FTE: 0.046
Total Funding: \$9,553 (\$4,776 from 2005 and \$4,777 from 2006)

Task Milestones:

<i>Component</i>	<i>Deliverable</i>	<i>Completion Date</i>
A	Signed contract between OSE and OCC	September 2005
	Semi-Annual Progress Reports	Semiannually
B	Provide Annual Financial Reports to EPA Finance	Annually
	Complete payment to agencies based on requests	30 th of Each Month
	Provide MBE/WBE	Annually
C	Enter Oklahoma's 319(h) Information into GRTS	90 days after award
	Attend the GRTS Users Conference	2005/2006
D	FY 07 319(h) workplan and application	July 1, 2007 (Award)
	Activity 1 – Nov 2006	
	Activity 2 – Dec 2006	
	Activity 3 – Jan 2007	
	Activity 4 – Mar 2007	
E	Host mid-year and end-of-year reviews	As scheduled

Task 2: Provide support for Oklahoma's Environmental Task Forces/Working Groups/WAGS relating to the prevention of Nonpoint Source Pollution

Component A: Oklahoma Working Groups

- Activity 1: Assist with coordination of and participation in Oklahoma's Nonpoint Source Working Group
- Activity 2: Coordinate Unified Watershed Assessment Work Group
- Activity 3: TMDL Working Group
- Activity 4: Task Forces relating to NPS as directed by the Governor

Time spent on Component over the five-year period: 12.22%

FTE: 0.270

Total Funding: \$25,892 (\$12,946 from 2005 and \$12,946 from 2006)

Component B: Nonpoint Source information updates to OSE’s Web page

Time spent on Component over the five-year period: 1.6%

FTE: .029

Total Funding: 5,350 (\$2,675 from 2005 and \$2,675 from 2006)

(This training is already being accomplished thru other funding sources.)

Task Milestones:

<i>Component</i>	<i>Deliverable</i>	<i>Completion Date</i>
A	Letter Report of Working Group/Task Force Activities	As needed
B	NPS Information Updates	As needed

Task 3: Education and Action focusing on litter as a pollutant in Oklahoma’s Waterways...Take Pride in Oklahoma

Take Pride in America is a national partnership that aims to seek, support, and recognize volunteers who work to improve our public parks, forests, grasslands and wildlife refuges, as well as our cultural and historic sites, local playgrounds and other recreation areas. Part of the President’s USA Freedom Corps call to service, Take Pride is an opportunity for citizens and communities to demonstrate local pride, initiative, and stewardship. The program, established by the U.S. Department of the Interior, also energizes national and local resource and recreation needs. The Office of the Secretary of the Environment serves as the lead for this endeavor in Oklahoma.

Component A: Provide assistance for Community-based Watershed Clean Ups.

Activity 1: Identify communities and environmental organizations to hold/promote Lake/Stream/Watershed Clean-Ups.

Activity 2: Provide financial assistance in the form of mini-grants to the communities/environmental organizations

Deliverables:

<i>Activity</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Community-Based Clean Up	May – Sept
2	Application for community based cleanup mini-grants	January 2006

grants

3 Letter Report of Project Success

Time spent on Component over the five-year period: 13.64%
FTE: 0.332
Total Funding: \$41,092 (\$20,546 from 2005 and \$20,546 from 2006)

Task 4: CONFERENCE ON LOW IMPACT DEVELOPMENT (LID) (This task was re-allocated from the FY 01 319(h) Project 7 CA# C9-996100-09)

Organize and host the CONFERENCE ON LOW IMPACT DEVELOPMENT (LID). The target audience for this conference will be municipal decision makers including mayors, city managers, and city planners from across Oklahoma. The conference will showcase LID alternatives which address nonpoint source pollution issues while naturally beautifying communities. Special sessions will also be held for builders and developers. Tulsa Mayor Kathy Taylor, Secretary of State Susan Savage, and the Oklahoma Urban Land Institute will provide input to the conference.

Cost: \$37,500 (Federal \$30,000)

Outputs: Conference Announcement August 2007
Attendee List December 2007
Evaluation December 2007

Time spent on Component over the five-year period: 6.22%
FTE: 0.152
Total Funding: \$37,500 (\$15,000 from 2005 and \$15,000 from 2006 and \$7,500 from Program Income – sponsorship/registration)

Measures of Success:

1. Increase in the number of subrecipient deliverables/outputs submitted in a timely fashion by 25%
2. Submit FY 07 Workplan and Application by March 1, 2007
3. Provide training to 14 watershed leaders
4. Support 30 community based watershed clean-ups

Total Staffing: 2.67 FTEs

Total Budget/Project Period: 60 months

Total Budget:

	FY 2005	FY 2006
State:	\$3,750	\$3,750
Federal:	\$117,000	\$117,000
Total:	\$120,750	\$120,750

Budget Breakdown for Office of the Secretary of Environment (Project 1):

	FY 2005	FY 2006
Personnel	\$ 61,248	61,249
Fringe Benefits	\$ 18,987	18,987
Travel	\$ 3,725	3,725
Equipment	\$	
Supplies	\$ 4,216	4,215
Contractual	\$ 32,574	32,574
Construction	\$	
Other	\$	
Total Direct Charges (sum of 6a-6h)	\$ 120,750	120,750
Indirect Charges	\$	
TOTALS (sum of 6i and 6j)	\$ 120,750	120,750