

**Project:** 2

**Agency:** Oklahoma Conservation Commission

**Title:** FY 2007 - 2008 319(h) Project 2 Oklahoma Conservation Commission Implementation of the NPS Management Program July 2007 – June 2008

## INTRODUCTION

**Project Purpose:** The purpose of this project is to provide staff support and funding to implement Oklahoma's Comprehensive Nonpoint Source Pollution Program, including planning, assessment, education, and implementation activities between July 1, 2007 and June 30, 2008.

**Background:** The mission of the NPS Program in Oklahoma is to conserve and improve water resources through assessment, planning, education, and implementation. In establishing an effective program to address NPS pollution, a hierarchy of tasks is followed to insure that a sound and pragmatic approach is undertaken. As outlined in the mission statement, there are four major components addressed in the Nonpoint Source Management Plan: Assessment, Planning, Education, and Implementation.

The NPS Management Plan establishes the short-term and long-term goals of the State's NPS program. The long-term goal of the program is:

*By 2015, the State of Oklahoma's NPS Program will establish a State-approved Watershed Restoration Action Strategy, TMDL, or implementation plan (unless the original basis for listing a waterbody is no longer valid) to restore and maintain beneficial uses in all watersheds impacted by NPS pollution in the 1998 303(d) List. By 2020, the State will attain and maintain beneficial uses in waterbodies listed on the 1998 303(d) list as threatened or impaired by NPS pollution.*

The five short-term goals established in the plan to work towards this long-term goal are:

- Follow the priorities established by the Unified Watershed Assessment, TMDL schedule, and the NPS Working Group to reduce NPS loading in the top ten priority watersheds to levels that allow for support of beneficial uses.
- Identify pollutant sources within watersheds listed on the 1998 303(d) list as threatened or impaired by NPS pollution. Completion of ten source assessments per year would translate to the completion of 150 within fifteen years, addressing most of streams on the 303(d) list.
- Increase the existing coverage of water quality enhanced education programs by sixty percent for a statewide coverage of 100 percent by 2015. These enhanced programs currently exist in approximately 41 of 77 or 53% of Oklahoma counties. The NPS program will also spread these efforts to each of the top 10 priority watersheds identified by the NPS Working Group.
- The State will draft ten Watershed Restoration Action Strategies annually until 2015 to address the remaining Priority One UWA watersheds not addressed in Table 1, according to the priority established by the NPS Working Group. This will equate to 150

WRASs drafted by 2015 or WRASs for all priority I watersheds as established by the UWA.

- The NPS program will work with other State and Federal programs to identify alternative sources of funding to target and implement practices to achieve the long-term goal of beneficial use attainment by 2020 based on implementation plans developed by the State.

These goals are primarily the responsibility of the OCC, although the Office of the Secretary of the Environment, the Oklahoma Water Resources Board, the Oklahoma Corporation Commission, the Oklahoma Department of Environmental Quality, the Oklahoma Department of Agriculture and other agencies all play substantial supporting roles. This project will work towards these goals by providing the staff<sup>1</sup>, supplies, and equipment to do the work, setting the framework, goals, and milestones for the work to be done during FY07 (planning) and demonstrating BMPs in priority watersheds (implementation). Two major goals of the program, assessment and continuing and expanding the Blue Thumb Program (education), are now covered under additional FY 07 workplans.

**Project Overview:** This project will be conducted by the OCC with assistance from the Office of the Secretary of the Environment, Oklahoma Conservation Districts, and other agencies, as necessary. Activities will be completed statewide, unless otherwise specified, although a primary focus is in priority watersheds. These activities will be completed between July 1, 2007 and June 30, 2008.

### **Activities FY 2007 /2008 319(h) Project 2. OCC Implementation of the NPS Management Program July 2007- June 2008**

The FY 2007 OCC program is made up of five major tasks necessary to implement the June 2000 revision of the Section 319 Nonpoint Source Management Program and Assessment Report. These tasks follow the categories outlined in the mission statement of the program: planning, education, and implementation. Assessment and a considerable portion of education (BT) are funded under separate projects.

|         |                                   |
|---------|-----------------------------------|
| Task 1. | Administrative                    |
| Task 2. | Base Planning Programs            |
| Task 3. | Base Program Education Activities |
| Task 4. | Base Implementation Programs      |

#### **Task 1. OCC Administration**

**Description:** This task includes twelve months of OCC administration of the 319 grant program including financial management, secretarial support, cooperation and coordination with other state and federal agencies, review of legislation and interaction with State legislators to encourage them to continue to support the NPS program, and other miscellaneous administrative duties necessary for maintenance of the program. Activities

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<sup>1</sup> Descriptions of staff responsibilities are found in the current OCC Quality Management Plan, which is updated annually. An allocation of each staff member's time is specified under each task.  
*Oklahoma's FY 2007/2008 319(h) Project 2 Workplan- Submitted June 2007, corr. Submitted July 11, 2007, Approved December 19, 2007*

under this task will be completed by the OCCWQ Division Director, WQ Cost Share and Finance Director, the OCC Grants Management Specialist, and the OCCWQ Executive Secretary.

All §319(h) federal monies must be matched at a 60:40 ratio by nonfederal funds, either through soft match, such as certain in-kind services, or hard match. Federal funds cannot be used to match §319(h) funds.

**Goals/Objectives:** To administer the NPS program to achieve meaningful, cost-effective outputs including reports, technical assistance, and BMP implementation that will provide timely implementation of the State's NPS Management Program between July 2007 and June 2008.

**Subtask Scheduled Completion Dates or Milestones**

| Subtask # | Subtask Description  | Date Due                  |
|-----------|--|---------------------------|
| 2.1.1     | Comprehensive Financial Management of Project Tasks- includes writing contracts with cooperators, processing invoices, requesting financial outlays, submitting reimbursement requests to OSE, preparing annual budgets, participating in state audits of federal funds, tracking grants, and holding fiscal meetings among OCC staff- completed by the WQ Programs Director and WQ Cost Share and Finance Director, and the OCC federal Grants Manager) | ongoing                   |
| 2.1.2     | Employ an Executive Secretary - primary responsibilities include: expense tracking, typing and filing of all correspondence within the Water Quality Section; secretarial support to the Nonpoint Source Working Group; purchasing of supplies; functioning as the Section's receptionist; and many other duties as assigned.  | 7/1/07 – 6/30/08, ongoing |
| 2.1.3     | Miscellaneous administrative activities necessary to work towards the goals of the NPS Management Program. These tasks range from purchase and maintenance of equipment to tracking time spent on various projects. This also includes the maintenance of personnel matters. These tasks are the responsibilities of OCCWQ administrative staff.   | 7/1/07 – 6/30/08, ongoing |

**Deliverables**

|         | <b><i>Deliverable</i></b>                                  | <b><i>Completion Date</i></b> |
|---------|--|-------------------------------|
| 2.1.1.a | Monthly reimbursement requests - <b>deliverable to OSE</b> | Monthly                       |

**Measures of Success**

1. Maintain accounting records and budgets such that exceedances of the allowable 10% deviation from itemized budgets are reduced by 50% in monthly budget reviews completed by OSE.

2. Maintenance of correspondence and project-related paperwork such that all pertinent reports, correspondence, and miscellaneous paperwork can be found in electronic or paper files for at least 98% of the active OCC 319 projects.
3. Maintenance and Updates to the OCC Website such that at least 75% of approved Quality Assurance Project Plans, Workplans, and reports will be available via the internet for current and historical 319 projects.
4. Reduce unliquidated obligations to a level such that annual expenditures under the program equal or exceed annual funding levels.

### Budget

Task One activities should consume an estimated total of 4,220 man-hours out of the total Project six man-hours of 53,208<sup>2</sup> or eight percent of the man-hours allocated to 2007-2008 projects (2 – 4). In other words, seven percent of OCC permanent staff and intern time is allocated towards Task One duties.

| Personnel                           | Estimated Man Hours per Subtask of Task 1. |              |            | Total Time   | % of total time** |
|-------------------------------------|--|--------------|------------|--------------|-------------------|
|                                     | 1  | 2            | 3          |              |                   |
| Grants Management Specialist        | 850  |              | 0          | 850          | 100               |
| WQ Division Director                | 100  | 0            | 340        | 440          | 21                |
| WQ Cost Share and Finance. Director | 850  | 0            | 0          | 850          | 41                |
| Executive Secretary                 | 0  | 2080         | 0          | 2080         | 100               |
| <b>Total</b>                        | <b>1,800</b>                               | <b>2,080</b> | <b>340</b> | <b>4,220</b> | <b>8</b>          |

\*\*based on amount of time spent on this Project 2 task as compared to total time per year. Total time per year includes time spent under FY 2007 - 2008 Projects 2 - 4.

### Task 1. Cost Estimates (Administrative costs- base funding).

|                      | State      | Federal          | Total            |
|----------------------|------------|------------------|------------------|
| Total Salary         | \$0        | \$94,766         | <b>\$94,766</b>  |
| Total Fringe         | \$0        | \$40,518         | <b>\$40,518</b>  |
| Total Indirect Costs | \$0        | \$15,325         | <b>\$15,325</b>  |
| Travel               | \$0        | \$0              | <b>\$0</b>       |
| Supplies             | \$0        | \$0              | <b>\$0</b>       |
| Motor Pool Contract  | \$0        | \$0              | <b>\$0</b>       |
| Copier Contract      | \$0        | \$0              | <b>\$0</b>       |
| <b>Total</b>         | <b>\$0</b> | <b>\$150,609</b> | <b>\$150,609</b> |

### Task 2. Base Planning Programs

**Description:** Planning activities necessary to complete implementation of the State's NPS Management Program. This task is primarily the responsibility of the OCC water quality division. Within the division, primary responsibilities for completion of this task lie with the

<sup>2</sup> 53,208 man hours, or 6,651 days times eight hours, is the total number of hours OCC permanent staff and interns will work as part of FY 2007 - 2008 Projects 2-4. This number includes paid holidays and paid leave. Oklahoma's FY 2007/2008 319(h) Project 2 Workplan- Submitted June 2007, corr. Submitted July 11, 2007, Approved December 19, 2007

WQ Division Director, WQ Division Assistant Director, technical writers, WQ Cost Share and Finance Director, and the Environmental Projects Coordinator. Further delineation of responsibilities is shown under the subtask schedule. This task allows for public participation in the program through the activities of the NPS Working Group. Included under this task is a contract for legal services. The increasing numbers of lawsuits and increasing complexity of State and Federal statutes have made it beneficial to confer with legal counsel to insure that the program operates within the intent and limits of the statute, but also within the best-interests of the NPS program.

**Goals/Objectives:** To conduct statewide planning activities to implement the NPS program. To meet state and federal planning requirements such as the 303(d) List and the 319 Assessment Report and to plan statewide and watershed programs to remedy water quality problems during the FY 2007 project year between July 1, 2007 and June 30, 2008. To allow the public to comment on and participate in the design of the State's NPS Program.

**Subtask Schedule**

| Subtask # | Description   | Due Date                  |
|-----------|---|---------------------------|
| 2.2.1     | Develop and update proposals and work plans for 319 and other funding sources for implementation of the NPS management program- responsibilities are the same as above  | As needed                 |
| 2.2.2     | Represent OK at NPS & EPA meetings, workshops, conferences; cooperation and coordination with State and Federal agencies on NPS issues (as required by State law, and facilitated by the NPS Working Group and OSE), attending meetings as necessary for activities such as NPS Total Maximum Daily Loads (TMDLs), education programs, coordination of monitoring programs, and coordination of implementation efforts. This is the responsibility of the all OCC staff | 7/1/07 – 6/30/08, ongoing |
| 2.2.3     | Chair and coordinate the NPS working group. Plan and provide a venue and agenda for meetings. Post to members a summary of each meeting and conduct substantial communication through email and postal service correspondence. Chaired by OCCWQ Division Director, and many other OCCWQ staff share duties necessary to hold meetings and receive input from the working group.   | As generated              |
| 2.2.4     | Represent the NPS Program on Oklahoma's Water Quality Monitoring Council- Completed by the Monitoring Director, WQ Division Director, and legal services  | As needed                 |
| 2.2.5     | Support and review the development of Oklahoma's Water Quality Standards, Use Support Assessment Protocols, and biocriteria. OCC is mandated by state law to attend all OWQS hearings. Completed by the WQ Division Director, Monitoring Director, technical writers, and legal services  | As needed                 |
| 2.2.6     | Participate in the TMDL working group and will contribute to  | As scheduled              |

|       |   |                           |
|-------|---|---------------------------|
|       | the next update of the integrated report. OCC will also review TMDLs for load allocations and will contribute to Watershed plans drafted by other agencies. Completed by the WQ Division Director, the Monitoring Director and the Technical Writers.   |                           |
| 2.2.7 | OCC will coordinate with NPS working Group, as necessary, to complete targeting exercises in at least one of the State's top priority watersheds for FY 2008 and beyond Priority Watershed Projects   | Final June 2008           |
| 2.2.8 | Legislative Review- Participate in meetings and related efforts to further the goals of the NPS program. Provide recommendations to the Oklahoma Conservation Commission for consideration of changes to existing laws that will help further the mission and the efficiency of the NPS program. This is generally the responsibility of the OCC Executive Director, OCC Assistant Director, and the WQ Division Director, WQ Programs Senior Technical Writer, and the Monitoring Director.  | 7/1/07 – 6/30/08, ongoing |
| 2.2.9 | Review Conservation District's Long Range Plans finalized during project period. District Long-Range Plans are planning documents, discussing the districts' conservation goals and activities for the next five years. Districts also draft annual plans, based on the Long-Range plans. Long-range plans are drafted by the conservation districts, and reviewed and approved by the OCC. Long-range plans are renewed every five years, on a rotating basis such that not all of the 88 districts renew their plan at once. Report will summarize water quality-related goals and activities toward those goals. | June 2008                 |

### Deliverables

|        | <b>Deliverable</b>   | <b>Completion Date</b>   |
|--------|--|--|
| 2.2.1. | 319 workplan revisions   | As needed  |
| 2.2.2  | NPS Working Group Agendas, Minutes, or emails summarizing NPS working group activities during project period.  | Electronically to EPA Project Officer and other EPA NPS Working Group representatives, formal submittal June 2008. |
| 2.2.7. | Targeting results for one NPS Priority watershed   | June 2008  |
| 2.2.9  | Review and summary of long-range plans to determine inclusion of water quality information in long-range plans | June 2008  |

### Measures of Success

1. Conservation districts will have specific stream health information for planning conservation and prevention of NPS pollution. Ten of the eighty-eight Conservation Districts will utilize information summarized in OCC WQ reports or otherwise provided to them in their long-range plans.
2. Results from these planning efforts will be successful and efficient enough that at least sixty percent of the activities these planning efforts suggest will be drafted into 319 or other workplans or otherwise funded or completed by FY 2009.
3. Continued State legislative and monetary support for the NPS Program such that at least \$1,000,000 is funded annually for the Locally-Led State Cost-Share Program and that at least, an additional \$250,000 is funded annually for priority watershed projects. In addition, of the usual five or so legislative measures that the State legislature proposes each year that affect the NPS program, at least 3 of those will pass or fail relative to the best interests of the program.
4. One Watershed-Based Plan will be drafted.
5. Coordination with other State and Federal Agencies on NPS and water quality-related issues such that written notices of dissatisfaction regarding OCC's coordination with other agencies and groups are reduced by fifty percent.

## Budget

Task 2 activities will require an estimated seven percent of total OCCWQ permanent staff's and interns man hours for FY 2007/2008 projects 2 - 4.

| Personnel                       | Estimated Man Hours per Subtask of Task 2. |             |            |           |            |           |            |            |            | Total        | % of total time |
|---------------------------------|--|-------------|------------|-----------|------------|-----------|------------|------------|------------|--------------|-----------------|
|                                 | 2.2.1                                      | 2.2.2       | 2.2.3      | 2.2.4     | 2.2.5      | 2.2.6     | 2.2.7      | 2.2.8      | 2.2.9      |              |                 |
| WQ Div. Director                | 8  | 500         | 40         | 50        | 50         | 30        | 40         | 140        | 20         | 878          | 42              |
| Div. Asst. Director             | 260  | 440         | 32         | 20        | 20         | 20        | 40         | 40         | 0          | 872          | 42              |
| Tech. Writers (4)               | 120  | 420         | 40         | 20        | 220        | 40        | 340        | 20         | 170        | 1390         | 17              |
| Env. Proj. Coord.               | 0  | 100         | 0          | 0         | 0          | 0         | 0          | 0          | 10         | 110          | 5               |
| GIS Tech.                       | 0  | 140         | 0          | 0         | 0          | 0         | 0          | 0          | 0          | 140          | 10              |
| Cost Share and Finance Director | 0  | 110         | 0          | 0         | 0          | 0         | 0          | 0          | 0          | 110          | 5               |
| <b>Total</b>                    | <b>388</b>                                 | <b>1710</b> | <b>112</b> | <b>90</b> | <b>290</b> | <b>90</b> | <b>420</b> | <b>200</b> | <b>200</b> | <b>3,500</b> | <b>7</b>        |

## Task 2. Cost Estimates

| Component                                 | State      | Federal          | Total            |
|---|------------|------------------|------------------|
| Total Salary                              | \$0        | \$98,064         | <b>\$98,064</b>  |
| Total Fringe                              | \$0        | \$41,821         | <b>\$41,821</b>  |
| Total IDC*                                | \$0        | \$19,355         | <b>\$19,355</b>  |
| Travel                                    | \$0        | \$9,642          | <b>\$9,642</b>   |
| Supplies                                  | \$0        | \$3,363          | <b>\$3,363</b>   |
| Motor Pool Contract                       | \$0        | \$2,883          | <b>\$2,883</b>   |
| Copier Contract                           | \$0        | \$316            | <b>\$316</b>     |
| Targeting and WBP development Contracts** | \$0        | \$100,000        | <b>\$100,000</b> |
| Legal Services Contract                   | \$0        | \$5,000          | <b>\$5,000</b>   |
| <b>Total</b>                              | <b>\$0</b> | <b>\$280,444</b> | <b>\$280,444</b> |

\*- indirect costs are considered administrative costs.

\*\*Task 2 includes \$100,000 of incremental costs to support targeting and development of watershed based plans for future watershed implementation. All other costs in Task 2 are considered base implementation costs.

## Task 3. Base Program Training Activities

### Description:

As a group, the OCC staff is highly trained and knowledgeable. Various state agencies, tribes, districts and other groups routinely request information and training regarding monitoring methods, data analysis, fish identification, education programs, and various other topics. In order to maintain this level of training, it is important to continue training of our own staff through courses, seminars, conferences, etc. The purpose of this subtask is to provide training to outside parties as well as training within OCCWQ.

### Subtask Schedule

| Subtask # | Description  | Due Date              |
|-----------|--|-----------------------|
| 2.3.1.a   | Provide training and consultation to outside agencies, tribes, groups, and other groups. to include, but not limited to, annual fish school (fish Identification), biological collections, data analysis, project planning, monitoring design, aquatic ecology courses, implementation programs, and assistance with Blue Thumb Programs | July 2007 – June 2008 |
| 2.3.1.b   | Acquire training for OCCWQ staff funded through this grant in topics related to the NPS program to include, but not limited to, GIS analysis, data analysis, monitoring methods, program planning, and aquatic ecology.  | July 2007 – June 2008 |

### Deliverables:

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|         | <b>Output</b>   | <b>Completion Date</b>                         |
|---------|---|--|
| 2.3.1.a | Summary report of trainings to outside entities provided by OCCWQ | June 2008                                      |
| 2.3.1.b | List of trainings attended by OCCWQ                               | Included with monthly reports (output 2.4.1.c) |

### Measures Of Success

For the period between July 1, 2007 though June 30, 2008, the following successes are anticipated:

1. OCC will share information and knowledge through trainings, general information sharing, document/procedure review, etc. on at least twelve occasions during the project period.
2. OCC staff will attend at least ten training events and will incorporate knowledge, techniques, and/or partnerships developed from at least four of those into its program.

### Budget

Task 3 activities are predicted to require an average of two percent of total permanent OCC staff and intern allocated under FY 2007-2008 project 2 - 4.

| Personnel                               | Est. Man Hours per Subtask of Task 3 |            | Total      | % of total |
|---|--------------------------------------|------------|------------|------------|
|   | 1                                    | 2          |            |            |
| WQ Division Director                    | 0                                    | 40         | 40         | 2          |
| WQ Div. Assistant Director              | 20                                   | 80         | 100        | 5          |
| Tech. Writers (3)                       | 160                                  | 280        | 440        | 5          |
| Environmental Programs Coordinator      | 0                                    | 40         | 40         | 2          |
| WQ Div. Cost Share and Finance Director | 0                                    | 30         | 30         | 2          |
| GIS Technician                          | 40                                   | 40         | 80         | 6          |
| Network Administrator                   | 0                                    | 50         | 50         | 4          |
| Data Manager                            | 0                                    | 80         | 80         | 2          |
| <b>Total</b>                            | <b>220</b>                           | <b>640</b> | <b>860</b> | <b>2</b>   |

### Task 3. Cost Estimates

| Component           | State | Federal  | Total           |
|---------------------|-------|----------|-----------------|
| Total Salary        | \$0   | \$21,511 | <b>\$21,511</b> |
| Total Fringe        | \$0   | \$9,625  | <b>\$9,625</b>  |
| Total IDC*          | \$0   | \$3,739  | <b>\$3,739</b>  |
| Travel              | \$0   | \$895    | <b>\$895</b>    |
| Supplies            | \$0   | \$826    | <b>\$826</b>    |
| Motor Pool Contract | \$0   | \$709    | <b>\$709</b>    |
| Copier Contract     | \$0   | \$77     | <b>\$77</b>     |

|              |            |                 |                 |
|--------------|------------|-----------------|-----------------|
| <b>Total</b> | <b>\$0</b> | <b>\$37,382</b> | <b>\$37,382</b> |
|--------------|------------|-----------------|-----------------|

\*- indirect costs are considered administrative costs. All other costs in Task 3 are considered base implementation costs.

#### **Task 4. Implementation of NPS Management Program Activities.**

**Description:** One year of staff support, supplies, travel, and miscellaneous costs necessary to support implementation of NPS Management Program Activities. The NPS Management Program has outlined numerous activities that must be implemented in a program to control NPS pollution. Activities include the NPS annual report, semiannual reporting, and management of current projects outlined in the NPS Program. This includes management of 319 projects from FY 2002 – FY 2005 -2006. Task 4 activities will be completed between July 1, 2007 and June 30, 2008. This task is responsible for taking the results of one mechanism of the program (planning) to the next level of implementation.

Subtask 2.4.1 Program Reports: Reports necessary to communicate progress at implementing the NPS Management Program. Includes the 319 NPS Annual Report, Monthly Reports to the Conservation Commissioners, and Legislative Reports as requested. Base funding. This subtask is the responsibility of the Environmental Projects Coordinator and the Technical Writers. Support comes from the GIS technician, the Data Entry Clerk, and the WQ Assistant Director.

Subtask 2.4.2.Support for Quality Control Program: collection of quality data requires implementation of a quality control program. Some of the required quality control procedures are completed by the field staff during sample collection and schedule quality assurance sessions. Quality Assurance activities of field staff that will coincide with this project period are covered under FY 05-06 Project 7. However, these activities must be supported by core staff, funded under this project. These tasks include generation of the QMP, updating and drafting QAPPs, reviewing data, and conducting the quarterly QA sessions. This subtask is the responsibility of the QA Officer and other Technical Writers, the data manager, data entry clerk, and the WQ Assistant Director.

Subtask 2.4.3 Implementation program management: OCC will continue to manage all OCC 319(h) projects and Priority Watershed Projects and provide necessary staff support where needed to implement the activities and to complete the necessary reporting. This will include semiannual review, monitoring in priority watersheds, project implementation and oversight by OCC, drafting reports, and oversight for contracts for implementation of each of the OCC's 319 (h) projects. This subtask is the responsibility of the Environmental Projects Coordinator, and the WQ Division Director. Support is provided by the Monitoring Director, Water Quality Specialists, Data Entry Clerk, Data Manager, Financial and Cost-Share Director, WQ Division Assistant Director, and GIS Technician.

Subtask 2.4.4 Technical Transfer of NPS Control Information and Technology: To further NPS pollution control, the NPS Management Program describes several activities that serve to transfer new technology and to convey water quality data to the public. OCCWQ will maintain a water quality web site that will make water quality monitoring data and OCCWQ reports and other activities available to the public. As new NPS control technology becomes available, OCC will evaluate and adapt it to meet Oklahoma needs.

Also included in this task are an infinite number of information requests from federal, state and local agencies, as well as private citizens. These requests include everything from raw data to entire reports from past projects to amalgamations of multiple reports. These information requests also include maps such as locations of impaired streams, reference streams, and information regarding the location of wetlands. This subtask is the primarily the responsibility of the Network Administrator, the WQ Assistant Director, GIS Specialist, technical writers, the Wetlands Programs Coordinator, the Environmental Programs Coordinator, the Data Manager, and the Data Entry Clerk.

Subtask 2.4.5. State Wide Implementation of NPS Controls: Numerous nonfederally funded efforts are implemented to reduce NPS pollution in the State every year. Examples of these efforts include the OCC Locally-Led Cost-Share Program (both legislatively allocated monies for putting practices on the ground and time and effort contributed by conservation districts to oversee these efforts), the Oklahoma Energy Resources Board Environmental Restoration Program, and countless cleanup days along State Roads, in parks, and along streams and waterways. In addition, every year a large number of landowners implement BMPs without cost-share assistance, simply because the practice can improve their land and protect its usefulness.

These efforts will be summarized to document the necessary match (in addition to that provided by State salaries, contractors, and district support) for this project. This match will be documented in reimbursement requests submitted to OSE, but will also be summarized in an end-of-project letter report. The following is a description of the basic types of Statewide BMP programs that will be used as sources of match for this grant.

OCC will implement a state funded program statewide for land owners to install best management practices to reduce NPS pollution and soil erosion. The purpose of the program by OCC rule OAC 155:20 1-1 is to provide financial assistance to land users identified as eligible for applying soil and water conservation or water quality best management practices. The program will function to demonstrate NPS controls and to promote voluntary implementation of NPS controls by adjacent land owners.

The Administrative Officer and State Cost-Share Coordinator manage this program. The Cost-Share Coordinator reviews the plans submitted to ensure that they are correct and meet the specifications of the program. The Administrative Officer oversees the overall program and corresponds with the 88 conservation districts, keeping them informed, answering questions, collecting data and reporting on implementation, tracking allocations, and many other duties related to running such a large program.

The conservation districts implement the locally-led program, interacting with the landowners, and as necessary, with NRCS and other appropriate entities to draft the conservation plans necessary to implement the program. The conservation districts devote significant staff time to overseeing these programs. Districts also devote significant staff time to additional water quality efforts, ranging from education to long-range plan development. This time will be summarized to document match.

OCC has established a list of eligible cost-share conservation practices that will protect our soil and water natural resources. The OCC staff and Conservation Districts will plan and

administer implementation of the approved practices. Cost share funds will be distributed through Conservation Districts according to OCC rules OAC 155:20. An accounting of the practices implemented, costs, and anticipated environmental benefits will be included in the 2007 and 2008 319 Annual reports and in a Federal Fiscal year report summarizing Statewide BMPs implemented with nonfederal monies.

The budgets for the FY 2007 -2008 Project 2 –4 require \$ 1,570,067 of nonfederal funds to match the federal FY 2007 319(h) funds. At least \$1,316,209 of those funds will be in the form of non-federally funded implementation of best management practices across the State.

The Oklahoma State Legislature has allocated funds to this locally led cost-share program for the past ten years. These funds are matched at least 40% by the landowner, but often are matched closer to 50% or greater. Locally led and landowner match funds dispersed during the project period will be used to match the federal funds. Documentation and tracking of match is completed in such a manner as to insure that match is not double counted. For instance, Conservation District staff time devoted towards supporting the locally-led cost-share program will not be counted as match for priority watershed projects and vice-versa.

Conservation Districts will submit monthly progress and financial reports to the commission. OCC will compile a report of cost-share practices used as match for FY 2007 319 dollars.

One of the most frequent causes for listings for beneficial use impairment in the 2002 Integrated Report is turbidity. Oklahoma has a long history of oil and gas production that, unfortunately, has resulted in many abandoned extraction and exploration sites that contribute sediment, salts, and hydrocarbons to area water resources. The Oklahoma Energy Resources Board (OERB) is responsible for remediation of environmental problems caused by orphaned exploration / production well sites in Oklahoma. The restoration is funded by a voluntary one-tenth of one percent assessment on the sale of oil and natural gas in Oklahoma. Any producer or royalty owner who does not wish to participate in the program can apply for a refund January 1 to March 31 each year. Historically, 95 percent of all OERB contributions remain in the fund.

Sites to be remediated are recommended by the Oklahoma Corporation Commission. At no cost to the landowner, the OERB activities include removing equipment, concrete, and trash, repairing erosion and saltwater “scars” left on the land, and removing hydrocarbon or other waste products. In 2002, approximately \$3,538,877 worth of restoration activities were completed at over 1000 abandoned sites across the State. OCC will document OERB restoration efforts in priority watersheds during this project period to supplement necessary match not provided by the OCC Locally-led Cost-share Program.

Oklahoma State agencies are required by State statute to cooperate with each other to protect, foster, and promote the general welfare, and the environment and natural resources of the State. Therefore, a MOU is not necessary with OERB to provide this information. However, monies used to repair erosion and saltwater scars will be used as match. A letter report will document the type of repair, location, and date of completion of the activities that will be used as match.

In addition to OERB implementation and locally-led cost-share program implementation, OCC, the City of Tulsa, and the Oklahoma Scenic Rivers Commission have successfully acquired funding for a Conservation Reserve Enhancement Program (CREP) for the State of Oklahoma. Although federal USDA funding will support much of the implementation of riparian protection through the program, state funding will be used to support the technical support staff that will draft conservation plans and sell the program to watershed producers. This CREP project was pursued as a follow-up to 319 programs in the Eucha/Spavinaw and Illinois River Watersheds to extend the riparian protection supported through the 319 projects to additional acreage. OCC will utilize State funds to hire a CREP Coordinator. The CREP coordinator will be responsible for annual reports on the CREP program for USDA. These reports will summarize practice adoption, water quality monitoring results, and program successes and failures.

**Goals/Objectives:** To implement the statewide and watershed activities outlined in the NPS Management Program.

### Subtask Schedule

| Subtask # | Description   | Due Date                             |
|-----------|---|--------------------------------------|
| 2.4.1.a   | Request for information for 2006 Annual Report goes out to NPS Working Group  | October 2007                         |
| 2.4.1.b   | Annual 319 Report   | January 2008                         |
| 2.4.1.c   | Conservation Commission Monthly Reports- monthly activities summaries provided to the Oklahoma Conservation Commission.   | Submitted<br>March and<br>September. |
| 2.4.1.d   | Legislative Reports on NPS related concerns will be prepared if requested by the Oklahoma Legislature.  | Due as directed                      |
| 2.4.2     | OCC will implement a quality assurance program for all data collection. Implementation of this program will insure that data collected by OCC is of appropriate quality and consistency for the uses it was intended for. This task will be the responsibility of the Senior Tech Writer/Quality Assurance Officer, the Data Manager, Data Entry Clerk, the WQ Assistant Director, and the technical writers. | July 2007 –<br>June 2008             |
| 2.4.2.a   | Quality Management Plan   | March 2008                           |
| 2.4.2.b   | Quarterly Calibration/QA- OCC will maintain calibration of all field meters according as outlined in the QMP and project QAPPs  | Quarterly                            |
| 2.4.2.c   | Annual field review of field procedures.  | April 2008                           |
| 2.4.2.d   | Data management review and QA.  | Ongoing                              |
| 2.4.2.e   | QA problem resolution.  | Ongoing                              |
| 2.4.2.f   | Submission of updated OCC SOPs  | June 2008                            |
| 2.4.2.g   | Annual updates of current QAPPs to address necessary changes  | June 2008                            |
| 2.4.3.a   | Semiannual review of projects   | April and<br>October                 |

|         |  |                                 |
|---------|--|---------------------------------|
| 2.4.3.b | Draft reports as necessary for each of the 319(h) Projects   | As scheduled in work programs   |
| 2.4.3.c | OCC will provide oversight for implementation of each of its 319 (h) projects.   | Ongoing                         |
| 2.4.4.a | Support and research developing technology through research, dissemination of information, reporting, and attendance and presentation at national conferences (6 conferences per year)   | Ongoing                         |
| 2.4.4.b | Improving data accessibility and sharing by making OCC data and reports available via the internet and by entering OCC data into Storet  | Ongoing                         |
| 2.4.5.a | State cost share funds allocated   | July 1, 2007                    |
| 2.4.5.b | Conservation practices for the locally led Conservation Cost-Share Program approved by the Conservation Commissioners  | Nov. 6, 2007                    |
| 2.4.5.c | Funds available to conservation districts  | January 1, 2008 – June 30, 2008 |
| 2.4.5.d | Federal Fiscal Year Report on nonfederally funded Statewide BMPs from Locally-led cost-share program, OERB Restoration Activities, and Construction Site Activities in Phase II communities. Will document match and will include information on location, type of practice, amount of nonfederal funds, and date of completion. | June 2008                       |
| 2.4.5.e | Annual Report on CREP program  | December 2007                   |

### Deliverables

| Subtask # | Description  | Due Date            |
|-----------|--|---------------------|
| 2.4.1.b   | Annual 319 Report  | January 2008        |
| 2.4.1.c   | OCC Monthly Reports  | March and September |
| 2.4.2.a   | Quality Management Plan  | March 2008          |
| 2.4.2.f   | Submission of updated OCC SOPs   | June 2008           |
| 2.4.2.g   | Letter Report documenting no necessary changes or updated QAPPs, as appropriate  | June 2008           |
| 2.4.3.a   | Semiannual reports   | March and September |
| 2.4.3.b   | Project reports  | As scheduled        |
| 2.4.4.b   | Letter report detailing the update of OCC reports and data available through the internet and STORET   | June 2008           |
| 2.4.5.d   | Federal Fiscal Year Report documenting match consisting of Cost-share Program, OERB Restoration Activities, and Construction Site Activities | June 2008           |
| 2.4.5.e   | Annual Report on CREP program-deliverable to USDA. Copies to EPA   | December 2007       |

## Measures of Success

1. Increase the number of reports and outputs delivered in a timely manner by 50%.
2. Implementation of NPS BMPs in Oklahoma's 303(d) listed watersheds to include at least:
  - a. 20 critical area plantings
  - b. 35 grassed waterways.
  - c. 100 alternate water supplies (ponds, tanks, etc.)
  - d. 150 pasture or range management (seeding, planting, etc.)
  - e. 20 terraces
  - f. 300 abandoned oil and gas extraction/exploration sites remediated.
3. Reduction in the number of streams listed on the 303(d) list for sediment and nutrient-related causes by at least ten segments per year.
4. Less than five percent of the data collected during this period will be flagged in our database as being of limited use

## Budget

Task four activities are expected to consume 36 percent of FY 2007 - 2008 Project 2 –4 man-hours.

| Personnel                            | Estimated Man Hours per Subtask of Task 4. |            |              |              |              |               |            |
|--------------------------------------|--|------------|--------------|--------------|--------------|---------------|------------|
|                                      | 1  | 2          | 3            | 4            | 5            | Total         | % of total |
| WQ Division Director                 | 108  | 0          | 556          | 48           | 10           | 722           | 35         |
| Division Assist. Director            | 448  | 0          | 500          | 100          | 60           | 1108          | 53         |
| Data Manager                         | 1540                                       | 0          | 0            | 460          | 0            | 2000          | 96         |
| Data Entry Clerk/Summer Intern (PT)  | 1300                                       | 0          | 0            | 0            | 0            | 1300          | 100        |
| Tech. Writers (4)                    | 5740                                       | 280        | 210          | 260          | 0            | 6490          | 78         |
| Environmental Project Coordinator    | 790  | 0          | 1100         | 0            | 40           | 1930          | 93         |
| WQ Financial and Cost Share Director | 160  | 0          | 830          | 0            | 100          | 1090          | 52         |
| GIS Technician.                      | 400  | 0          | 400          | 330          | 50           | 1180          | 84         |
| Network Administrator                | 0  | 0          | 0            | 1100         | 0            | 1100          | 96         |
| State Cost Share Coordinator         | 0  | 0          | 0            | 0            | 1248         | 1248          | 100        |
| CREP Coordinator                     | 0  | 0          | 0            | 0            | 2080         | 2080          | 100        |
| <b>Total</b>                         | <b>10,486</b>                              | <b>280</b> | <b>3,596</b> | <b>2,298</b> | <b>3,588</b> | <b>20,248</b> | <b>38</b>  |

## Task 4 Cost Estimates.

| Component    | State    | Federal** | Total            |
|--------------|----------|-----------|------------------|
| Total Salary | \$70,128 | \$378,849 | <b>\$448,977</b> |
| Total Fringe | \$33,730 | \$165,560 | <b>\$199,290</b> |
| Total IDC*   | \$0      | \$63,571  | <b>\$63,571</b>  |
| Travel       | \$2,000  | \$19,463  | <b>\$21,463</b>  |

|                     |                    |                  |                    |
|---------------------|--------------------|------------------|--------------------|
| Supplies            | \$3,000            | \$23,511         | <b>\$26,511</b>    |
| Motor Pool Contract | \$7,200            | \$20,158         | <b>\$27,358</b>    |
| Statewide BMPs      | \$1,250,209        | \$0              | <b>\$1,250,209</b> |
| Equipment           | \$0                | \$5,500          | <b>\$5,500</b>     |
| Copier Contract     | \$0                | \$4,407          | <b>\$4,407</b>     |
| <b>Total</b>        | <b>\$1,366,267</b> | <b>\$681,019</b> | <b>\$2,047,286</b> |

\*- indirect costs are considered administrative costs.

\*\*\$673,633 of salary, fringe, indirect costs, equipment, and contracts are incremental funds used to provide management and technical support of incrementally-funded priority watershed projects. All other task 4 costs are base funding.

### Project 2 Outputs

|         | <b>Deliverable</b>  | <b>Due Date</b>   |
|---------|---|---|
| 2.1.1.a | Monthly reimbursement requests -<br><b>deliverable to OSE</b>   | Monthly   |
| 2.2.1.  | 319 workplan revisions  | As needed   |
| 2.2.2   | NPS Working Group Agendas, Minutes,<br>or emails summarizing NPS working<br>group activities during project period.                                   | Electronically to EPA Project Officer<br>and other EPA NPS Working Group<br>representatives, formal submittal<br>June 2008. |
| 2.2.7.  | Targeting results for one NPS Priority<br>watershed   | June 2008   |
| 2.2.9   | Review and summary of long-range plans<br>to determine inclusion of water quality<br>information in long-range plans                                  | June 2008   |
| 2.3.1.a | Summary report of trainings to outside<br>entities provided by OCCWQ  | June 2008   |
| 2.3.1.b | List of trainings attended by OCCWQ   | Included with monthly reports<br>(output 2.4.1.c)   |
| 2.4.1.b | Annual 319 Report   | January 2008  |
| 2.4.1.c | OCC Monthly Reports   | March and September   |
| 2.4.2.a | Quality Management Plan   | March 2008  |
| 2.4.2.f | Submission of updated OCC SOPs  | June 2008   |
| 2.4.2.g | Letter Report documenting no necessary<br>changes or updated QAPPs, as<br>appropriate   | June 2008   |
| 2.4.3.a | Semiannual reports  | March and September   |
| 2.4.3.b | Project reports   | As scheduled  |
| 2.4.4.b | Letter report detailing the update of OCC<br>reports and data available through the<br>internet and STORET  | June 2008   |
| 2.4.5.d | Federal Fiscal Year Report documenting<br>match consisting of Cost-share Program,<br>OERB Restoration Activities, and<br>Construction Site Activities | June 2008   |
| 2.4.5.e | Annual Report on CREP program-<br>deliverable to USDA. Copies to EPA  | December 2007   |

| <b>Project 2 master budget</b>           | <b>Task 1</b>    | <b>Task 2</b>    | <b>Task 3</b>   | <b>Task 4</b>      | <b>Total State</b> | <b>Total Federal</b> | <b>Total</b>       |
|--|------------------|------------------|-----------------|--------------------|--------------------|----------------------|--------------------|
| total salary                             | \$94,766         | \$98,064         | \$21,511        | \$448,977          | \$70,128           | \$593,190            | <b>\$663,318</b>   |
| total fringe                             | \$40,518         | \$41,821         | \$9,625         | \$199,290          | \$33,730           | \$257,524            | <b>\$291,254</b>   |
| total IDC                                | \$15,325         | \$19,355         | \$3,739         | \$63,571           | \$0                | \$101,990            | <b>\$101,990</b>   |
| travel                                   | \$0              | \$9,642          | \$895           | \$21,463           | \$2,000            | \$30,000             | <b>\$32,000</b>    |
| Supplies                                 | \$0              | \$3,363          | \$826           | \$26,511           | \$3,000            | \$27,700             | <b>\$30,700</b>    |
| motor pool contract                      | \$0              | \$2,883          | \$709           | \$27,358           | \$7,200            | \$23,750             | <b>\$30,950</b>    |
| Other (Statewide BMPs)                   | \$0              | \$0              | \$0             | \$1,250,209        | \$1,250,209        | \$0                  | <b>\$1,250,209</b> |
| Copier Contract                          | \$0              | \$316            | \$77            | \$4,407            | \$0                | \$4,800              | <b>\$4,800</b>     |
| Legal Services Contract                  | \$0              | \$5,000          | \$0             | \$0                | \$0                | \$5,000              | <b>\$5,000</b>     |
| Equipment                                | \$0              | \$0              | \$0             | \$5,500            | \$0                | \$5,500              | <b>\$5,500</b>     |
| Targeting/WBP Contracts                  | \$0              | \$100,000        | \$0             | \$0                | \$0                | \$100,000            | <b>\$100,000</b>   |
| <b>State Task Totals</b>                 | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      | <b>\$1,366,267</b> | <b>\$1,366,267</b> |                      | <b>\$1,366,267</b> |
| <b>Federal Task Totals</b>               | <b>\$150,609</b> | <b>\$280,444</b> | <b>\$37,382</b> | <b>\$681,019</b>   |                    | <b>\$1,149,454</b>   | <b>\$1,149,454</b> |
| <b>OCC annual program support total:</b> | <b>\$150,609</b> | <b>\$280,444</b> | <b>\$37,382</b> | <b>\$2,047,286</b> | <b>\$1,366,267</b> | <b>\$1,149,454</b>   | <b>\$2,515,721</b> |