



## Hancock County Soil & Water Conservation District

474 Bucksport Rd (US Route 1)  
Ellsworth, ME, 04605  
207-667-8663  
<https://hancockcountyswcd.org>

### **REQUEST FOR QUALIFICATIONS**

Consulting Project Manager for the  
Branch Lake Phase III Watershed Protection Project

**February 1, 2023**

Hancock County Soil & Water Conservation District (HCSWCD) is inviting responses from qualified consultants interested in serving as the Project Manager for a two-year grant funded project issued by the State of Maine Department of Environmental Protection titled "*Branch Lake Watershed Protection Project, Phase III.*" HCSWCD is working closely with the Branch Lake Association (BLA), and the Ellsworth Water Department, partners in the project.

#### **A. PURPOSE AND SCOPE OF WORK**

The purpose of the project is to protect the water quality of Branch Lake by reducing the export of sediment and phosphorus into the lake by raising public awareness and addressing NPS pollution throughout the watershed. The project aims to address high and medium impact sites at 8 road sites, 3 driveway sites, and a logging site as well as on an additional 10 residential properties identified during the watershed survey and to complete 10 LakeSmart evaluations. The project will raise public awareness through the LakeSmart program, newsletters, press releases, social media, road association meetings, and two buffer planting workshops, a buffer plant mailing, two annual BLA meetings, and distribution of a final project brochure. The consulting Project Manager will be responsible for the following contractual services:

- Tracking project progress, project expenses and match, coordinating with HCSWCD to prepare DEP reimbursement requests, and semi-annual progress reports, and a preparing a final project report;
- Assisting HCSWCD with development of an NPS Site tracker;
- Coordinating and facilitating 4 online steering committee meetings;
- Providing technical support to HCSWCD for BMP implementation projects including site visits, review of NPS site plans, etc., as requested by HCSWCD;
- Providing up to 4 hours of support to Branch Lake Association on their LakeSmart program;
- Assisting with development of education and outreach materials including preparation of 2 press releases, 2 BLA newsletter articles, attendance at one BLA annual meeting, and assisting BLA with a buffer plant mailing;
- Providing senior review of Pollutant Controlled Reports; and
- Submission of all grant deliverables to Maine DEP in coordination with HCSWCD.

#### **B. TENTATIVE SCHEDULE**

Submission Deadline	4:00 pm on February 21, 2023
Contract Award	March 3, 2023
Project finish	December 31, 2024

#### **C. FORMAT AND REQUIREMENT OF RESPONSES**

- 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 include:
  - a. A statement of experience working with State and EPA Regulations and 319 Project Procedures.
  - b. Identification of the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified project team.
  - c. A brief resume for each person outlining their credentials and experience.
  - d. 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. 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. Any other information you feel to be relevant to the selection of your firm or the makeup of the project team including subconsultants.
- All responses must include proof of insurance as outlined in Section J.

#### **D. CONSIDERATION OF RESPONSES**

Responses will be evaluated based on the following Criteria:

1. *Qualifications of Firm (30%):* Preference will be given to firms with experience managing grant-funded projects and implementing watershed-based plans, especially within the Branch Lake watershed and the Downeast Region.
2. *Qualifications of the Project Team (Key Staff) (40%):* Preference will 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 Working with State and EPA Regulations and 319 Project Procedures (30%):* Preference will 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 NPS grant projects.

#### **E. SELECTION OF THE CONSULTANT**

It is the intent of HCSWCD 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. HCSWCD reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the project. HCSWCD 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 Hancock County Soil & Water Conservation District by **4:00 pm, Friday, February 21, 2023**, with the subject line: **"RFQ Consulting Project Manager for the Branch Lake Watershed Protection Phase III Project."** Please send responses to:

Mark Whiting, Chairman of the Board  
Hancock County Soil & Water Conservation District  
[hcswcdinfo@hancockcountyswcd.org](mailto:hcswcdinfo@hancockcountyswcd.org)

Questions about the RFQ process should be directed to Mark Whiting by email or phone at [\(207\) 667-8663](tel:2076678663).

**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 HCSWCD 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 HCSWCD.

Up to the time of the signature of the contract, HCSWCD shall have the right in its sole discretion to reject any and all of 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 HCSWCD to do so.

**H. AMENDMENTS TO THE RFQ**

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

**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 HCSWCD 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 with a maintained Maine office licensed and authorized to do business in Maine.

**ATTACHMENT 1- WORK PLAN**

<b>Project Title</b>	Branch Lake Watershed Protection Project, Phase III
<b>Applicant’s Organization</b>	Hancock County Soil & Water Conservation District
<b>Applicants Billing Address</b>	474 Bucksport Road (US Route 1), Ellsworth, ME 04605
<b>Project Start Date</b>	January 2023
<b>Project Completion Date</b>	December 2024

**I. Waterbody and Watershed Information**

**a. Background**

<b>Waterbody Name</b>	Branch Lake (MIDAS # 4328)
<b>Waterbody Size (e.g., lake acres, stream miles)</b>	2,702 acres
<b>Watershed Area (in acres or square miles)</b>	30.7 mi <sup>2</sup>
<b>Watershed Location (town(s), county(s))</b>	Ellsworth, Orland, and Dedham - Hancock County
<b>Title and Date of Existing or Past Watershed-based Management Plan</b>	Branch Lake & Harriman Pond Watershed-Based Protection Plan, March 2022
<b>Public Access to Waterbody</b>	There are two public boat launches on Branch Lake- Branch Lake State Park and the City of Ellsworth boat launch

**b. Waterbody and Watershed Physical Characteristics**

Branch Lake (MIDAS 4328) is a 2,702-acre, dual-basin lake located in the Town of Ellsworth in Hancock County. Branch Lake has a maximum depth of 124 feet, an average depth of 32 feet, and a flushing rate of 0.41 flushes/year. Its two basins are locally known as the upper and lower lake.

Branch lake’s watershed spans 30.7 square miles with the majority of this land in the City of Ellsworth (75%), followed by Dedham (11%), and Orland (14%). The watershed includes three smaller ponds: Rocky Pond (MIDAS 4330) to the west, Harriman Pond (MIDAS 4306) to the north, and Mill Pond to the south (see Location Map, File # 3). Branch Lake is fed by several tributaries on the north end of the lake including Tannery Brook, Dean Brook, John Gray Brook, and Winkumpaugh Brook. Winkumpaugh Brook flows south from Harriman Pond into Branch Lake. In addition, Rocky Pond Brook flows into Branch Lake from Rocky Pond, and Howard Brook flows into the lake on the southeast shore. The lake is also fed by a number of smaller unnamed tributaries. Water leaving Branch Lake flows through Mill Pond at the south end of the lake. From Mill Pond, water flows over the Branch Lake Dam before traveling east through Branch Lake Stream to Leonard Lake, flowing into the Union River and eventually into the Union River Bay and Mt. Desert Narrows in the Atlantic Ocean.

Land cover in the watershed is dominated by forestland including deciduous forest (33%), evergreen forest (18%), and mixed forest (18%). Open water (including Branch Pond, Harriman Pond, and Rocky Pond) makes up 16% of the total watershed area. Shoreline development is

fairly extensive, especially around the upper basin of the lake, with over 200 developed properties on the shoreline. Much of the shoreline of the upper basin is lined with private gravel roads including Branchview Drive, Phillips Way, and Cove Way, providing access to the residential development on the shoreline. The upper watershed of Branch Lake includes several town and state roads, including Winkumpaugh Road, Happytown Road, Bald Mountain Road, Ranch Hill Drive, and Bangor Road (Route 1). Development in the lower basin is limited as a result of the expansive area of protected land including city-owned conservation land for source water protection that covers most of the south end of the lake and the area around the drinking water intake on the southwest shoreline, as well as Branch Lake State Park on the west shore (see Location Map, File # 3).

### **c. Description of Waterbody Uses and Value**

Branch Lake serves as the public water supply managed by the City of Ellsworth, servicing approximately 3,300 residential users, as well as numerous churches, restaurants, hospitals, and other commercial facilities. Despite its importance as a public drinking water supply, Branch Lake is still used extensively for recreation including boating, swimming and fishing due to its proximity to Bangor, Ellsworth, and Acadia National Park. Branch Lake State Park covering more than 1,000 acres of land on the west shore, is a prominent feature of the watershed. Other landmarks include a 50-site commercial campground and a large YMCA camp (Camp Jordan) on the north shore. There are two state-owned public boat launches that provide access to the lake including at the state park, and a state launch and public beach on the southwest shore of Mill Pond. The public also has access to five miles of hiking trails on 239-acres of land bordering the shoreline in the Branch Lake Public Forest.

The City of Ellsworth and conservation partners have made significant efforts to protect the drinking water supply through land conservation efforts resulting in 2,957 acres of protected land in the watershed (15% of the watershed area). Conserved lands contribute to the protection of large undeveloped habitat blocks that cover 12,044 acres, or 72% of the watershed area. These large undeveloped areas benefit wildlife by providing extensive areas of habitat, and also help to protect water quality by reducing the potential for delivery of pollutants in stormwater runoff caused by development.

The Branch Lake watershed also contains a wealth of water resources including 3,220 acres of lakes and ponds, 44 miles of streams, 601 acres of freshwater wetlands, and 2,371 acres of riparian habitat. The wetlands are primarily associated with headwater streams, with the largest wetland adjacent to Howards Brook. Five wetlands identified as Inland Wading Bird and Waterfowl Habitat (IWWH) are located within the watershed, along with two significant vernal pools located within Branch Lake State Park. Two large deer wintering areas are located along the shoreline on the south end of Branch Lake and the northwest corner of the lake.

The lake provides scenic benefits for recreational users, and habitat for numerous species of wildlife. In 2021, 19 adult loons (*Gavia immer*) were documented on the lake. Branch Lake's clear, cool, and deep water with adequate levels of dissolved oxygen supports an avid coldwater fishery. Maine Department of Inland Fisheries and Wildlife reports 21 species of fish in Branch Lake including coldwater fish such as landlocked salmon, brown trout, lake trout (togue), brook trout, and rainbow smelt. Warmwater fish include brown bullhead, white sucker, chain pickerel,

redbreast and pumpkinseed sunfish, smallmouth bass, and white perch. Branch Lake is considered critical habitat for Atlantic salmon and potential habitat for alewives.

**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?	n/a
Name and date of any DEP TMDL report(s) for the waterbody.	n/a

**b. Water Quality Overview**

Branch Lake currently meets state water quality standards but is listed on the State's NPS Priority Watersheds List because it is a public water system. Most public water systems that provide drinking water from surface waters such as lakes and rivers are on the list, as they require an additional level of protection to protect public health. Upstream Harriman Pond is also listed as threatened due to its outstanding water quality and the threat of continued development in its small watershed. Protecting the watershed of Harriman Pond is necessary to maintain the excellent water quality in both Harriman Pond and downstream Branch Lake.

Since data collection began in 1974, there have been 44 years of Secchi disk transparency (SDT) readings and 18 years of water chemistry collected at Station 1 (deep hole in upper basin).<sup>1</sup> SDT ranges from 6 m to 13 m with an average of 8.8 m at Station 1, from 5.6 m to 11 m with an average of 8.7 m at Station 2, and from 5.2 to 8.8 with an average of 7.4 m at Station 3. Station 3 SDT readings are limited by depth due to the Secchi disk hitting the bottom. TP has ranged from 1.0 ppb to 6.8 ppb with an average of 3.7 ppb at Station 1. Chl-a data ranges from 0.9 ppb to 8.2 ppb with an average of 2.4 ppb.

Water quality in Branch Lake is considered good and is classified as oligotrophic (clear, minimal plant growth) based on SDT and TP measurements.

**III. Watershed Nonpoint Pollution Sources and NPS Mitigation Activities**

Historically water quality has been very good in Branch Lake, however, it is threatened by development pressure which can lead to phosphorus enrichment from developed land in the watershed.

**a. Summary of Watershed Assessments and Priority Nonpoint Pollution Sources**

Branch Lake & Harriman Pond Watershed-Based Protection Plan (2022) - This watershed-based plan, approved by Maine DEP and EPA, was created by the Branch Lake Association to prioritize NPS pollution sites identified during the 2021 watershed survey. The plan outlined steps for addressing NPS pollution in order to protect the high quality water in Branch Lake and Harriman Pond. Priorities identified by the Steering Committee included repairing or improving culverts and ditches at major stream crossings on both town and private roads, meeting with road

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<sup>1</sup> In addition to Station 1, 17 years of SDT data and 7 years of water chemistry data has been collected at Station 2 in the lower basin, and 12 years of SDT data at Station 3 (northeast corner), along with 4 years of TP surface grabs.

associations and offering cost-sharing to address both road and residential sites (including driveways- 28 sites), working with town officials to address road sites, and hosting workshops to increase the number of buffers on the shoreline and LakeSmart properties.

Branch Lake NPS Watershed Survey (2021)- A locally-funded watershed survey was conducted to assess sources of NPS pollution on developed land in the Branch Lake watershed. The survey identified 184 sites across 11 different land-use types. The greatest number of sites were documented on residential properties (37% or 68 sites), closely followed by private roads (31% or 57 sites). Most sites were located directly around the shoreline of Branch Lake and Harriman Pond. Twenty-five NPS sites were documented in Dedham, either in the Harriman Pond subwatershed or just outside of it. Almost half of the sites ranked medium impact (49% or 91 sites), while 28% (52 sites) were ranked high impact and only 22% (41 sites) were ranked low impact. The majority of high impact sites were located on private roads (58% or 30 sites) and town roads (27% or 14 sites). There were an additional 32 medium impact road sites documented during the survey. The majority of medium and low-impact sites were located on residential properties (34 and 27 sites, respectively).

Stream Habitat Survey (2014)- In 2014, the Maine Department of Marine Resources Maine Coastal Program led a task force that conducted stream habitat surveys identifying priority fish habitat and potential barriers. The survey found 34 potential barriers to fish passage in the Branch Lake watershed. It also identifies the Branch Lake watershed as priority habitat for Atlantic Salmon. The Branch Lake Dam, on the south end of Mill Pond (outside the watershed), was documented as a barrier to fish passage. Several of the potential barriers overlap with NPS sites identified during the 2021 watershed survey. Addressing these sites would not only reduce NPS but also increase wildlife habitat.

Source Water Protection Plan (2004)- A Source Water Protection Plan was developed for Branch Lake in 2004 by the Ellsworth Water Department and Maine Rural Water Association. The plan identified Potential Contaminant Sources (PCSs) in the watershed, including shoreline development, a large unsewered subdivision, engineered subsurface wastewater disposal systems, and contaminants associated with boat launches and public swimming beaches.

#### **b. Description of Watershed Activities to Address NPS Pollution**

In addition to Source Water Protection efforts by the City of Ellsworth, the Branch Lake Association has been actively working with landowners and road associations to prevent NPS pollution. Harriman Pond landowners are working toward formation of a lake association. Below are some examples of NPS efforts in the Branch Lake watershed:

City of Ellsworth Source Water Protection (Ongoing)- In addition to land conservation in the Branch Lake watershed, the City has developed zoning districts and ordinances that limit development and restricts permitted uses in the shoreland zone. The City has also completed five sediment and erosion control grants and offers a rolling Enviro-Grant that road associations and landowners can apply for to address runoff in the watershed.

Road Grant Program (2021-Present)- The Branch Lake Association's (BLA) Road Grant Program supports road associations making improvements that will reduce NPS pollution by awarding



grants of up to \$2,500 to road associations around Branch Lake. The program was started in 2020, and in 2021 awarded a total of \$7,500 to three different road associations.

LakeSmart (2019-Present)- BLA re-instated their LakeSmart program which had been dormant for about a decade. Since re-inception, 34 surveys have been completed and 14 awards have been granted on the shoreline of Branch Lake.

Building Permit Letter Program (2018-Present)- Each month, the BLA receives a list of building permits issued by the City of Ellsworth. BLA then sends letters to each permit recipient reminding them of shoreland zoning regulations and their obligations to ensure their contractors follow the rules.

It is anticipated that at least six phases will be needed to address current sources of NPS pollution in the watershed. Following this proposed phase, three additional phases are anticipated to address the remaining NPS sites through cost-share grants and the FOM LakeSmart program.

#### **IV. Project Purpose**

The purpose of the Branch Lake Watershed Protection Project, Phase III is to protect the water quality of Branch Lake by reducing the export of sediment and phosphorus into the lake by raising public awareness and addressing NPS pollution throughout the watershed. The project aims to address high and medium impact sites at 8 road sites, 3 driveway sites, and a logging site as well as on an additional 10 residential properties identified during the watershed survey and to complete 10 LakeSmart evaluations. The project will raise public awareness through the LakeSmart program, newsletters, press releases, social media, road association meetings, and two buffer planting workshops, a buffer plant mailing, two annual BLA meetings, and distribution of a final project brochure.

#### **V. Environmental Outcome**

The project will protect the water quality in Branch Lake by reducing delivery of sediment and phosphorus to the lake (and upstream Harriman Pond) and help maintain class GPA standards. Reduction in NPS pollution is difficult to predict given project participation is voluntary and sediment run-off is site dependent; however, as a result of this project, it is reasonable to estimate an annual sediment and phosphorus load reduction of 10 - 20 tons and pounds, respectively.

#### **Partner Coordination, Roles and Responsibility**

**Hancock County Soil & Water Conservation District (HCSWCD)** will serve as the grantee for the project, and will provide project administration, technical assistance to landowners and town officials (prepare NPS site plans and cost-share agreements) prepare NPS site reports and annual pollutant load reduction reports, serve on the Steering Committee, and assist with education and outreach (buffer annual meeting presentations). Board Chair Mark Whiting will provide \$1,820 in-kind match to the project.

**Branch Lake Association (BLA)** will participate on the Steering Committee, lead education and outreach efforts including conducting 10 LakeSmart evaluations, distribution of two BLA newsletters plus 4 electronic newsletters, administer the private road grant program, host two

annual meetings, present at six road association meetings each year, conduct two buffer planting workshops, and assist with the buffer plant mailing. BLA will provide \$19,248 in-kind match and \$14,200 in cash match for a total of \$33,448 in match (see File # 3, Attachment 2).

**Ellsworth Water Department** will serve on the steering committee and provide assistance with outreach to landowners including in-house printing and mailing to all shorefront property owners with an in-kind match of \$900 (see File # 3, Attachment 3).

**Town of Dedham** will work with HCSWCD to implement BMPs at four town road sites, providing cash match of \$15,000 (see File # 3, Attachment #4).

**Road Associations** including Branchview Drive Road Association will participate in private road NPS projects (see File # 3, Attachment 5).

**Harriman Pond Landowners** will serve on the Steering Committee and prepare and mail an annual newsletter to all Harriman Pond landowners (see File # 3, Attachment 6).

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

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

An **environmental consultant** will be hired to serve as the Project Manager, track grant expenses and project match, submit project deliverables, coordinate and facilitate steering committee meetings, assist with preparation of education and outreach materials, and provide technical support to HCSWCD as needed for NPS projects.

## **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.

MDEP 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**

HCSWCD will administer the project according to the service contract with DEP. HCSWCD will track project progress, expenses, matching funds, and submit reports (semi-annual progress reports and final project report) and other deliverables and prepare a subcontract agreement to hire a qualified Project Manager to help complete specific project tasks. HCSWCD will establish an 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. The consulting Project Manager will prepare semi-annual progress reports and final project report and assist HCSWCD with setting up the NPS Site Tracker.

Start and Completion Dates:	December 2022 – December 2024	
Grant Cost: \$13,408	Match Cost: \$2,218	<b>Total Cost: \$15,626</b>
Breakdown of Grant by Cost Category: \$3,483 (salary & fringe), \$6,109 (contractual), \$23 (travel), \$25 (supplies), \$3,768 (indirect costs)		
Breakdown of Match by Cost Category: \$1,495 (salary & fringe), \$723 (donated services)		

**Task 2 – Steering Committee**

HCSWCD will coordinate four Steering Committee meetings over the two-year planning period. Committee members will include representatives from HCSWCD, BLA, City of Ellsworth, Harriman Pond landowners, Branchview Drive Road Association, and Maine DEP. The meetings are anticipated to be held remotely via video conferencing. Meetings will be coordinated and facilitated by the consulting Project Manager.

Start and Completion Dates	January 2023 – November 2024	
Grant Cost: \$4,160	Match Cost: \$1,927	<b>Total Cost: \$6,087</b>
Breakdown of Grant by Cost Category: \$1,040 (salary & fringe), \$3,120 (contractual)		
Breakdown of Match by Cost Category: \$1,927 (donated services)		

**Task 3 – Residential BMP Installations**

HCSWCD will coordinate with landowners to conduct NPS site visits, develop NPS site plans and cost-share agreements, and complete NPS projects at 10 high and medium-impact residential NPS sites identified during the 2021 Watershed Survey. Each grant recipient will sign a cost-share agreement prior to construction outlining the match requirement (capped at \$1,000, or 50% of the total project cost), with verification of proper installation to complete the agreement.

A brief report of the residential projects will be submitted as a deliverable. The report will generally summarize conditions encountered, recommendations made and include before and after photos. One report will list descriptive information for all sites receiving the Conservation Practice Matching Grants.

Start and Completion Dates	April 2023 – September 2024	
Grant Cost: \$25,636	Match Cost: \$16,044	<b>Total Cost: \$41,680</b>
Breakdown of Grant Cost by Cost Category: \$9,035 (salary & fringe), \$1,326 (contractual), \$15,000 (construction), \$225 (travel), \$50 (supplies)		
Breakdown of Match by Cost Category: \$1,044 (donated services), \$15,000 (construction)		

**Task 4 – Roads, Driveways, and Other Non-Residential BMPs**

HCSWCD will coordinate site visits with road associations and landowners to complete construction projects that will result in installation of BMPs at 12 sites including 4 town road sites, 4 private road sites, 3 driveway sites, and 1 logging site. NPS sites and grant funding will be prioritized based on the severity of a site's impact on water quality and landowner cooperation. The grantee and the cost-share recipient will complete a cost-share agreement prior to construction outlining grant and match requirements, with verification of proper installation to complete the agreement. The DEP NPS Site Report form, including before and after photographs, will be prepared for each completed site under this task. MDEP 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 road-related BMPs.

Start and Completion Dates	April 2023 – October 2024	
Grant Cost: \$59,280	Match Cost: \$62,908	<b>Total Cost: \$122,188</b>
Breakdown of Grant Cost by Cost Category: \$17,070 (salary & fringe), \$2,730 (contractual), \$39,000 (construction), \$405 (travel), \$75 (supplies)		
Breakdown of Match by Cost Category: \$3,908 (donated services), \$59,000 (construction)		

**Task 5 – Education & Outreach**

HCSWCD will publish two press releases, present at two BLA annual meetings, assist BLA with buffer workshops and prepare a final project brochure. BLA will conduct 10 LakeSmart evaluations, prepare two newsletters plus four electronic newsletters, conduct two buffer workshops, present at four road association meetings, host two annual meetings, provide project updates on the BLA website and social media outlets, and serve as liaison between landowners and HCSWCD to help build support for cost-share grants. The consulting Project Manager will oversee this task and prepare draft and final outreach materials, present at one annual BLA meeting and provide BLA support with road association meetings and buffer workshops as needed. The Ellsworth Water Department will print and mail source water protection information to all property owners on the shoreline of Branch Lake (approximately 360 landowners). Harriman Pond landowners will distribute two newsletters to approximately 50 property owners and include the City’s source water protection mailing with one of their newsletters.

Start and Completion Dates	January 2023 – September 2024	
Grant Cost: \$8,309	Match Cost: \$17,612	<b>Total Cost: \$25,921</b>
Breakdown of Grant Cost by Cost Category: \$4,212 (salary & fringe), \$3,364 (contractual), \$67 (travel), \$10 (supplies), \$656 (other)		
Breakdown of Match by Cost Category: \$325 (salary & fringe), \$12,929 (donated services), \$4,358 (other)		

**Task 6 – Pollutant Controlled Reports**

HCSWCD will estimate NPS pollutant load reductions and resources protected under this project. During design or installation of conservation practices at NPS sites, appropriate field

measurements will be recorded to prepare estimates of pollutant load reductions. Estimates will be prepared for all NPS sites unless there is not an applicable estimation method. Acceptable methods for documenting NPS pollution reductions are: Pollutant Load Estimation Tool (PLET) and/or the U. S. Forest Service WEPP Road Model at <http://forest.moscowfsl.wsu.edu/fswepp/> Results will be provided using DEP’s "Pollutants Controlled Report" (PCR), which will be submitted to the MDEP, by December 31<sup>st</sup> of each project year.

Start and Completion Dates	May 2023 – December 2024	
Grant Cost: \$1,690	Match Cost: \$0	<b>Total Cost: \$1,690</b>
Breakdown of Grant Cost by Cost Category: \$1,300 (salary & fringe), \$390 (contractual)		
Breakdown of Match by Cost Category: n/a		

**IV. Deliverables**

An electronic copy of each deliverable will be provided to the DEP Contract Administrator (AA). 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. Subcontract agreement, semi-annual progress reports, NPS Site Tracker, final project report (Task 1).
2. Summary table listing outcome of Residential NPS projects: NPS site, map/lot and address, landowner name, brief description of problem(s), BMPs recommended, and BMPs implemented (Task 3).
3. NPS site reports for each NPS abatement site, including pre- and post-construction photos (Tasks 3 & 4).
4. Summary table listing outcome of LakeSmart evaluations: map/lot and address, landowner name, brief description of evaluation outcomes and commendation/award status. Copies of all education/outreach materials produced and/or events including workshops and meetings as well as copies of press releases, newsletter articles, water department mailing, final project brochure and buffer planting outreach materials (Task 5).
5. Pollutants Controlled Report (PCR) for each year until project completion (Task 6).

**X. Project Coordinator**

Name	Mark Whiting, Chairman of the Board
Organization	Hancock County Soil & Water Conservation District
Mailing Address	474 Bucksport Road (US Route 1), Ellsworth, ME 04605
Telephone Number	(207) 667-8663
Email Address	<a href="mailto:mark.c.whiting@gmx.com">mark.c.whiting@gmx.com</a>

**XI. Project Budget**

<b>Federal Funds (604(b) or 319):</b>	<b>\$112,483</b>
<b>Non-Federal Match:</b>	<b>\$100,709</b>
<b>Proposed Total Cost:</b>	<b>\$213,192</b>

**Part 1. Estimated Personnel Expenses: (Applicant staff only)**

Position Name & Title	Hourly Rate	Number of Hours	Salary & Fringe	Total Applicant Personnel Expenses
Mark Whiting, Board Chair	\$65.00	28	\$65.00	\$1,820
Jeff Norment, Technical Lead	\$65.00	556	\$65.00	\$36,140
<b>Totals</b>		<b>584</b>		<b>\$37,960</b>

**Part 2. Budget Estimates by Cost Category**

Cost Category	Federal Funds (CWA 319)	Non-Federal Match	Total Cost
Salary & Fringe (from Part 1)	\$36,140	\$1,820	\$37,960
Subgrant			
Contractual	\$17,039		\$17,039
Donated Services – Labor		\$20,531	\$20,531
Construction	\$54,000	\$74,000	\$128,000
Travel	\$720		\$720
Supplies	\$160		\$160
Other	\$656	\$4,358	\$5,014
Indirect Costs	3,768		\$3,768
<b>Totals</b>	<b>\$112,483</b>	<b>\$100,709</b>	<b>\$213,192</b>

**Part 2 Notes:**

**Contractual** – Project Manager (217 hrs @ \$78/hr), Travel (195 miles @ \$0.45/mi); Supplies (\$25)

**Donated Services-Labor** – BLA and Steering Committee time calculated @ \$26.77/hr

**Construction Match-** BLA private road program (\$10,000), landowner cost-share (\$64,000)

**Travel grant-** HCSWCD: calculated @ 0.45/mi

**Supplies Grant-** Office supplies, copies, misc.)

**Other Grant-** Ellsworth Water Dept. printing and mailings (410 color copies plus envelopes estimated with postage @\$1.60/letter)

**Other Match-** BLA (\$3,300 printing and postage for 2 newsletters, \$600 buffer plants for two workshops, \$300 supplies for two annual meetings); Harriman Pond landowners (printing and postage for 2 newsletters to 50 landowners/year @\$1.58/letter)

**Part 3. Sources of Non-federal Match and Estimated Amounts**

Sources of Non-federal Match	Amount
Hancock County SWCD (in-kind match)	\$1,820
Watershed volunteers (in-kind match)	\$1,284
Branch Lake Association (in-kind match)	\$19,247

Branch Lake Association (cash match-private road grants)	\$10,000
Branch Lake Association (cash match-other)	\$4,200
Construction match (cash & in-kind)	\$64,000
Harriman Pond Landowners (cash match)	\$158
<b>Total</b>	<b>\$100,709</b>