

ATTACHMENT D

PROJECT SCOPE of WORK

Pennsylvania Chesapeake Bay Program

Period of performance from January 1, 2024 through December 31, 2025

Community Clean Water Action Plan Coordinator

The role of <GRANTEE/COUNTY> **Community Clean Water Action Plan (CCWAP) Coordinator** is exclusively focused on leading, coordinating and supporting the work of implementing <GRANTEE/COUNTIES> Phase 3 WIP Countywide Action Plan (CAP). Utilizing the goals and objectives laid out in the CAP(s), the Coordinator will exercise considerable independence, leadership and judgment in planning, scheduling, coordinating, and completing the work.

The purpose of this position is to provide support and coordination to assist with the development and implementation of CAP(s) developed at the county level to achieve specified nutrient and sediment reduction goals established as part of Pennsylvania's Phase 3 Watershed Implementation Plan (WIP).

The CCWAP Coordinator serves as the point of contact to their assigned county(ies) and are funded through an agreement between DEP and the lead organization of the county planning team. Coordinators provide regular progress updates to DEP's Bureau of Watershed Restoration and Nonpoint Source Management, Chesapeake Bay Watershed Restoration Division WIP coordination staff. Coordinators support county efforts to implement their Countywide Action Plan.

The agreements will be multi-year agreements, with annual scopes of work describing what the county intends to do in the next calendar year relative to further implementation of the CAP(s). Each CAP is to be updated on a two-year basis.

Work Objectives (Specific job requirements and/or job description, major work elements to be accomplished):

- Work with and coordinate local, state and federal efforts pertaining to implementation of the CAP
- Engage, guide and support Countywide Action Team to ensure success of the CAP.
- Completion of required training
- Forge strong relationships and grow countywide coalitions to support and assist with the CAP.
- Represent the county on technical and community-based workgroups and special committees as appropriate.
- Facilitating planning team efforts and coordinating regular meetings.
- Seeking financial and technical resources to support County efforts.
- Assisting county(ies) with permitting of plan-related projects.
- Developing and updating CAPs and progress for annual reporting.
- Facilitating and coordinating collecting data and reporting implementation of practices for annual progress reporting.
- Facilitating and coordinating practice verification process within designated county(ies).
- Working with local, state, and federal partners to ensure the coordination of efforts at local and state levels required to implement the CAP.
- Preparing and delivering formal presentations regarding the CAP.

Outputs to be Tracked:

- Progress and milestones identified in the CAP reporting and tracking progress template.
- Implementation of projects relating to the CAP.
- Funding and resources used for implementation of the CAP.

- Milestone updates to the CAP.
- Progress of programmatic commitments identified by the CAP.

Methods and Procedures (Systematic techniques that will be used to carry out the CCWAP Coordinator's work objectives.):

- Provide visionary, adaptive leadership to coordinate targeted watershed planning and implementation efforts.
- Provide oversight, expertise and coordination of efforts with county-based planning team to further implementation of the CAP.
- Ensure all aspects of the planning and implementation effort are well-coordinated and communicated, guiding the planning team to develop annual priorities and work plans to implement multi-year strategic goals.
- Maintain an understanding of current implementation challenges and develop comprehensive solutions to address challenges.
- Support, plan and facilitate all meetings of the CAP planning team.
- Engage, guide and support partner organizations in aligning their work with the County's common agenda to increase the impact of work happening across the county (e.g., identifying opportunities for joint programming).
- Forge strong relationships to broaden and build support for the CAP and Pennsylvania's Phase 3 WIP.
- Identify and/or raise funding needed to sustain and expand the County's efforts to implement the CAP.
- Plan, coordinate and conduct independent projects and special studies of county-based planning efforts.
- Compile, analyze, and present planning data and recommendations for the implementation and evaluation of the CAP and the translation of that data at the county and local level.
- Develop and update county plans and progress and submit annual reports

Countywide Action Plan Implementation Grant

Project(s) will be completed in accordance with the <GRANTEE/COUNTIES> CAP. This should include implementing Best Management Practices that reduce nutrient and sediment loads as outlined below or any other Best Management Practice that is found within the Countywide Action Plan(s) and is approved by the program. Progress on the implementation of these Best Management Practices will be incorporated in regular work progress reports.

Outputs to be Tracked:

- Implementation of projects relating to the CAP.
- BMPs should be entered into PracticeKeeper or Field Doc, whichever is applicable
 - Completed BMPs are verified by time/date-stamped photographs of the practice uploaded to FieldDoc or PracticeKeeper
 - Select the CAP grant fund source from the drop-down menu when entering practices
- Track funding and resources used for implementation of the CAP.

Total Budget:	\$ XXX,XXX.00
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