EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-20

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	National Pretreatment Support

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Work shall not start and cost cannot incur until July 1, 2020. On July 1,2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2021		0
This Action:		4,200
Total:		4,200

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Rebecca Christopher	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-564-2444 FAX Number:
Project Officer Name: Tangela Cooper	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:
Other Agency Official Name: Tammy Adams	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:
Contracting Official Name: Camille W. Davis	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-20

TITLE: National Pretreatment Program Support

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Rebecca Christopher **WACOR** Phone: (202) 564-2444 Fax (202) 564-6431 Christopher.Rebecca@epa.gov	**USPS Mailing Address** Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	**Courier Address** EPA East Building 1201 Constitution Ave., NW Room 7146E Washington, DC 20004
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PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

PURPOSE: The Water Permits Division (WPD) within the Office of Wastewater Management (OWM) is responsible for the development and implementation of the National Pretreatment Program, which is a component of the National Pollutant Discharge Elimination System (NPDES) program. This program and its regulations address requirements for and oversight of Publicly Owned Treatment Works (POTWs) and Industrial Users (IUs, who are non-domestic dischargers), as well State programs to oversee the POTWs and IUs. These regulations and programs require states and POTWs to develop local pretreatment programs to assess, manage, and regulate pollutants introduced into POTWs from IUs. The goals of such pretreatment programs include reducing the risk to human health and aquatic life resulting from the POTW wastewater (effluent) discharges and sludge disposal options by preventing the interference of the POTW treatment plant operations and pass through of pollutants, to improve opportunities to recycle, reclaim, and reuse municipal and industrial wastewaters and sludges, and to prohibit the introduction of pollutants which result in the presence of toxic gases, vapors, or fumes that may cause acute worker health and safety problems. To achieve these goals, OWM is committed to developing and updating guidance materials and instructional materials to communicate such existing, new, and newly revised requirements to IUs, municipalities, states, and EPA Regions.

OBJECTIVE: This work assignment will provide a broad base of technical and administrative tools to support EPA's implementation of the Pretreatment Program Regulations (40 CFR 403). Contractor support shall provide resources needed to support EPA and its State partners in the development of outreach materials (e.g., guidance, fact sheets, case studies, briefings), support training opportunities (e.g., workshops and webinars), and support assessment of POTW and

state strategies (using EPA checklists and models, and compiling data from EPA databases).

In addition, new regulations, standards, and policies have been issued or in the process of being developed, for which existing guidance materials and instructional materials need to be updated and communicated, or for which new outreach materials need to be developed.

TASKS:

Task 1: Support for policy development, rule revision guidance updates and emerging issue analysis
Rule Revisions Follow-up Activities: Policy analysis support, Guidance Manual Update and Informational Brochure Development [3.4, 3.7, 3.8]

EPA revised the General Pretreatment Regulations at 40 CFR Part 403 numerous times:

- Streamlining", 70 FR 60135, October 14, 2005,
- CROMERR", 70 FR 59848-89, October 13, 2005)
- NPDES Electronic Reporting Rule, 80 FR 64064-158, October 22, 2015, with proposed amendment, 85 FR 11909-27, published February 28, 2020 with comment period until April 28, 2020

Additional rules affecting pretreatment program implementation include

- Unconventional Oil and Gas Extraction Effluent Guidelines, 81 FR 41845-57, June 28, 2016,
- Dental Effluent Guidelines, 82 FR 27154-78, June 14, 2017.
- NPDES Applications and Program Updates Rule" [84 FR 3324, February 12, 2019]
- "Management Standards for Hazardous Waste Pharmaceuticals" (84 FR 5815, February 22, 2019).

Consequently, EPA continues to review existing guidance manuals and informational brochures and prioritize them for updating in order to ensure consistency with current regulation and policy.

Additional support for analysis is also requested to support future and ongoing policy and regulatory development. The Office of Wastewater Management (OWM), in support of effluent limitations development for both NPDES Permits and IU Control Mechanisms, works with other EPA Offices to communicate results of studies, the development of new analytical methods and the use of monitoring tools. OWM may summarize the results of these projects and their applicability to permit writers and pretreatment programs into an informational brochure or "frequently asked questions" document of approximately 5 pages in length.

Additionally, formal regulatory action notwithstanding, issues of emerging concern with significant policy implications may surface requiring prompt review and analysis to inform

Agency response. For instance, PFAS, water reuse, and biosolids have recently surfaced as priorities for Agency leadership, with significant implications for the Pretreatment regulations and program implementation. These emerging issues may require the consolidation of information into spreadsheets, briefing documents, and issue papers for internal, pre-decisional policy development and management awareness.

For this task, the contractor shall support EPA by:

- For all documents:
  - Participating in EPA workgroup conference calls, collecting and compiling written comments and verbal comments received during the conference calls.
- For existing documents selected for revision:
  - Reviewing the existing manuals and identifying provisions that have been the subject of regulation or policy change since publication;
  - Recommending draft text to incorporate new regulation and policy change into the draft manuals.
- For documents that have received comments:
  - Recommending text to address comments received within 2 weeks of receipt of comments;
  - Editing the draft documents to incorporate EPA's decision on the recommended ways to address received comments within 2 weeks of EPA direction;
  - Following receipt and incorporation of edits from EPA management review, the contractor shall process final document for publication and/or webposting.

<u>Subtask 1A. Guidance Manual Updates</u> [3.4, 3.8]: Document updates are currently in various stages of completion: some document updates are being drafted, some are in draft form and being reviewed by stakeholders and management, and some are being finalized after resolution of received comments. Documents #1 and #2 are companion documents and "over-arching" general programmatic documents, that may need additional edits as the other documents (further down on the list below) are updated and revised. For all documents, contractor shall provide technical editing services prior to web publication and conform to Agency web publication requirements. Per technical direction from WACOR, contractor shall assist EPA in comment resolution processes outlined below for each manual.

1. *Procedures Manual for EPA and States Reviewing a POTW Pretreatment Program Submission* ("Procedures Manual" update to October 1983 document) – WACOR has a draft final document into which stakeholder comments (EPA Regional staff and State Coordinators) have been incorporated. EPA will provide electronic file to contractor. Contractor shall support EPA to identify needed revisions to this document, as needed, to ensure agreement with associated topics discussed in the documents below (particularly the Guidance Manual for POTW Pretreatment Program Development), as the documents below are updated and revised.
2. *Guidance Manual for POTW Pretreatment Program Development* ("Development Manual" update to October 1983 document) – WACOR is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to

contractor. Contractor shall support EPA by revising document upon receiving comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting responses to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in the Procedures Manual (#1, above) and drafting revised text to ensure agreement between these two companion documents.

3. *Guidance for Developing Control Authority Enforcement Response Plans* ("ERP Manual" update to September 1989 document) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA by revising document upon receiving comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in Manuals #1 and #2 (above) and drafting revised text to ensure agreement between these three documents.
4. *Industrial User Permitting Guidance Manual, Appendix I – Combined Wastestream Formula and Appendix J – Production-Based Standards* (Appendices were previously a standalone document entitled Guidance Manual for the Use of Production-Based Pretreatment Standards and the Combined Wastestream Formula, update to September 1985 document) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA by revising document upon receiving comments from EPA and in soliciting stakeholder comments (EPA Regional staff, State Coordinator, and POTWs/National Association of Clean Water Agencies). EPA expects to conduct comment solicitation in stages [e.g., first EPA followed by states and NACWA]. Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA in identifying corresponding topics in Manuals #1 and #2 (above) and drafting revised text to ensure agreement between these three documents.

Contractor is advised to calculate the manpower and costs requirements for the activities required to bring one of the above guidance manuals to completion in a publishable form during the option period.

<u>Subtask 1A Deliverables</u>: Contractor shall recommend revisions to address comments within 2 weeks of receipt of comments from EPA and other stakeholders. Contractor shall revise final documents within 2 weeks of WACOR concurrence in suitable format for publication, and website posting.

<u>Subtask 1B. Informational Brochures</u> [3.4, 3.7, 3.8]: For items #1-3 below, documents are

currently in various stages of completion: some document updates are being drafted, some are in draft form and being reviewed by stakeholders and management, and some are being finalized after resolution of received comments. Information from some of these documents will ultimately be incorporated into updates to the Guidance Manuals listed in Subtask 1A. For all documents, contractor shall provide technical editing services prior to web publication and conform to Agency web publication requirements. Per technical direction from WACOR, contractor shall assist EPA in comment resolution processes outlined below for each document.

1. *Streamlining Significant Non-Compliance (SNC) Factsheet* ("SNC Factsheet" based on 2005 regulation changes) – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA in soliciting stakeholder comments (EPA Regional staff only). Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA by preparing document for finalization (technical editing, formatting, 508 compliance for webposting).
2. *Pretreatment Program pH Requirements for Industrial Users* ("pH FAQs") – EPA is currently reviewing a draft document prepared under a different contract. EPA will provide electronic file to contractor. Contractor shall support EPA in soliciting stakeholder comments (EPA Regional staff only). Contractor shall support EPA by indexing comments received and drafting revised text to address the comments received, incorporating EPA approved revisions as necessary. Contractor shall support EPA by preparing document for finalization (technical editing, formatting, 508 compliance for webposting).

Per technical direction from WACOR, the contractor shall also anticipate developing 1 informational brochure (e.g., "Frequently Asked Questions" [FAQs] format or case study reports), designed to help NPDES permit writers and Pretreatment Program Coordinators on a variety of topics pertinent to program implementation, typically by reformatting previously published materials (e.g., excerpting preamble language from a published regulation on a particular topic). Example subjects might include recent changes in the federal regulations, recent studies completed on particular industry sectors, policy issues or Frequently Asked Questions compilations for various topics.

<u>Subtask 1B Deliverables</u>: Draft document shall be completed within 30 days of technical direction. Upon receipt of comments from EPA, contractor shall submit revised draft-final version of document to EPA within 2 weeks of EPA comments. Contractor shall revise final documents within 2 weeks of WACOR concurrence in suitable format for publication, and website posting.

Subtask 1C. Policy development support analyses. [3.1, 3.8]: In anticipation of emerging issues, including but not limited to PFAS, water reuse, and biosolids, which will require rapid analysis in support of management decisionmaking. Contractor shall not conduct original research for this subtask; task is to collect, compile, and analyze primary sources provided by EPA. Contractor is advised to calculate the manpower and cost requirements for the

development of 3 analyses during the period of performance. Contractor shall assume LOE comparable to an analysis of 50 primary sources provided by EPA (such as NPDES permits) and preparation of a written summary no greater than 3 pages in length. These tasks are anticipated to be high visibility with potential need for an expedited turnaround.

Subtask 1C Deliverables: Draft document shall be completed within 2 weeks upon receipt of technical direction. Upon receipt of comments from EPA, contractor shall submit revised draft-final version within seven working days of receipt of EPA comments. Contractor shall reconcile any remaining comments and prepare in a format suitable for publication within 5 working days upon receipt of EPA comments.

Task 2: EPA-Regional and State Technical Activities Support [3.1, 3.4, 3.7, 3.8, 3.9, 6.0, 6.1, 7.0, 9.0]

Subtask 2.A. Audits and Inspections [9.0]: The contractor shall support EPA in conducting on-site program reviews and more formal program "audits" or inspections of States and/or POTW Pretreatment programs [Pretreatment Compliance Audit or PCA, and Pretreatment Compliance Inspection or PCI, respectively]. Inspections shall include an assessment of the extent to which States, POTWs or industrial discharges to POTWs, are complying with requirements in approved Pretreatment Programs, POTW National Pollutant Discharges Elimination System (NPDES) Permits and IU permits, State and federal regulations. The contractor shall follow the procedures outlined in the EPA audit guidance manual, preparing forms and a narrative summary. See Control Authority Audit Checklist and Instructions (EPA #833/B-10-001, February 2010) http://www3.epa.gov/npdes/pubs/final_pca_checklist_and_instructions_%20feb2010.pdf and updates, and also Form 3560. Refer also to updated IU Inspection and Sampling Manual (EPA #831/B-17-001, January 2017, https://www.epa.gov/sites/production/files/2017-01/documents/iuinspect.pdf). For Pretreatment Compliance Inspections (PCIs), the same general procedures are followed. For both PCAs and PCIs, certain program elements (e.g., legal authority review, local limits development) may be identified by the EPA Regional coordinator per site for exclusion from the overall review.

Audits and Inspections shall be performed by credentialed staff that satisfy the following requirements:

- Inspector credentials as required by Contractor Credentials Guidance Memo (dated 31 May 2013), including, but not limited to, completion of mandatory inspector training requirements identified in EPA Order 3500.1
- Minimum 3 years' experience performing pretreatment audits and inspections of POTWs and industrial users, including:
    - Pretreatment program development and evaluation
    - Standards application (standard and specific prohibitions, categorical standards, local limits)
    - Local limits development

  If a team of two or more employees is conducting an audit or inspection, at least one member of the team should have a minimum of five years' experience performing pretreatment audits and inspections.

- Satisfactory knowledge and skills required in Table 2.2 of IU Inspection and Sampling Manual

EPA or the State will furnish the contractor with background documents (POTW permit and fact sheet, annual report, prior audit report) particular to each POTW Pretreatment Program, with which the contractor is expected to be familiar prior to the audit/inspection. Such familiarization is expected to take approximately 8 hours of collective staff time prior to each audit. The contractor shall not conduct any sampling or analysis of POTW or industrial user influent or effluent, nor statistical sampling.

Locations:
The contractor shall estimate its manpower and cost requirements to conduct PCIs or PCAs for approximately 7-10 small-to-medium POTW pretreatment programs (<15 Significant Industrial Users) and no more than 3 PCIs or PCAs at large POTW pretreatment programs with more than 15 SIUs. Locations will be identified pending funding. Contractor shall assume this subtask will require two experienced technical employees with the qualifications outlined above.

All audits and inspections are pending technical direction from WACOR.

Subtask 2A Deliverables: Draft audit/inspection report due within 30 days of conducting onsite activities. Draft report will be revised and finalized within 10 days of the WACOR providing comments to contractor.

Subtask 2B. Program reviews [3.1, 3.4]: Per technical direction from WACOR, the contractor shall support EPA's assistance to Regions in examining received State or POTW pretreatment reports, typically as a more in-depth analysis of a single programmatic element. Typical documents for review include "industrial waste inventories" (or "survey" identifying industrial pollutant sources to POTWs), local limits development packages, local ordinances (assessment of legal documents supporting local pretreatment program strategy), or annual POTW reports (submissions in compliance with 40 CFR 403.12(i)). Contractor is advised to calculate the manpower and cost requirements needed for five program reviews.
No travel is required for these reviews.

Subtask 2B Deliverables: Draft program review summary, within 30 days of written technical direction to begin the effort. Draft reports will be revised and finalized within 10 days of the WACOR providing comments to contractor.

Subtask 2C. Meeting Support, Conferences, Training Events [3.9, 6.1]: The contractor shall support EPA in conducting training on pretreatment, industrial and municipal wastewater topics. General Meeting and Training Support shall include procuring conference space, compiling and updating already developed training materials or developing specialized training materials for a particular program subject or area (e.g., ICIS data entry and using ECHO, dental regulation implementation, hazardous waste, anaerobic digesters), drafting proposed agenda following conference call with EPA, overseeing registration and enrollment of students in the training, compiling handout materials for electronic distribution prior to the training, distributing name cards and other printed materials for students the day of the training, and presenting materials (as

part of a team of EPA, state, and municipal representatives). Depending on the specific training event and topics, the bulk of the student handout materials may be provided electronically for download.

Training events are in development and pending funding and technical direction from WACOR. The contractor is advised to calculate its manpower and cost requirements based on training support expected for no more than seven events of 2-day duration for approximately 150 municipal and state employees, coordinated with EPA Regional pretreatment staff, on general pretreatment program topics. Locations will be comparable to costs for a training in Chicago, IL.

When securing space for events, contractor shall give preference to no-cost local municipal or state or federal facilities for conference space before contracting with conference space for cost. Hotel "block of rooms" for participants shall only be needed to be reserved for the Regional and municipal/state event, and location will be communicated to contractor by EPA WACOR after consultation with applicable EPA Region staff.

Subtask 2C Deliverables: The contractor shall support EPA with development of agenda, presentation materials, and instructors. A draft agenda shall be finalized at least 30 days prior to each event. Draft presentation and training material shall be finalized within 15 days prior to each event. Agenda, presentations, training materials and compilation of student handouts shall be finalized 5 days prior to each event. Contractor shall finalize meeting notes and action items within 10 days following the event. Comments from EPA shall be incorporated within 5 days of EPA technical direction. Contractor shall develop event evaluations and finalize evaluation reports within 10 days following the event.

Subtask 2D. Webinar Support [6.0, 6.1]: The WACOR will identify 4 topics which the contractor shall develop (or convert an existing topic) into a training module format (typically Microsoft PowerPoint compatible) and provide webinar support. The Webinars have not been scheduled as of yet and may be spaced equally throughout the period of performance. For planning purposes, the contractor shall assume that a webinar will be approximately 1.5 hours in length and may be 'attended' by up to 1000 connections and shall be archived and posted with access on the EPA website for future viewing.
Topics will be determined during scheduled conference calls with the WACOR within 30 days of work assignment issuance. Anticipated topic areas may include:

- Calculating Permit Limits for Industrial Users (Combined Wastestream Formula and Production-Based Standards)
- Legal authority and Enforcement Response Plans
- Reporting under 40 CFR 403.12(j) and (p)
- Data tools for Permit Writers and Permittees
- Hauled Waste and Anaerobic Digesters
- Industrial User Inspections

Subtask 2D Deliverables: The contractor shall be responsible for providing staff support for the following items:

- Assist EPA with setting up webinar date, identifying necessary equipment and making appropriate reservations for webinar.
- Assist EPA in Notifications/Advertisement of Webinar, including an announcement on EPA's webpage. Announcements shall be broadcast at least 30 days prior to event.
- Assist in setting up and managing enrollment for the webinar using the appropriate designated EPA platform (e.g., Adobe Connect), support for managing registration of participants and providing webinar logistics.
- Work with EPA to finalize slides and other training materials (limited support required). Agenda, presentations, and training materials shall be finalized 5 days prior to each event.
- Develop and distribute certificates of participation to attendees.
- Develop event evaluations and finalize evaluation reports within 5 days following the event.
- Assist EPA to arrange for recording and archiving of the webinar on an EPA webpage within 5 days of event.

Task 3: EPA National Program Implementation Support [3.1, 3.4, 3.7, 6.0, 7.0]

The contractor shall provide general program support for a variety of technical and administrative activities.

Subtask 3A. Oversight Activities [3.1]: EPA has developed permit quality checklists for use in assessing NPDES permits issued to POTWs and IU permits. EPA checklists and assessment guidance are currently being developed in a separate work assignment. EPA will focus on indirect dischargers in the food processing sector both in cities with and without pretreatment programs. EPA has developed a draft checklist and guidance for this review process.

For states where EPA is the Pretreatment Program Approval Authority, following technical direction, the contractor shall draft Pretreatment PQR reports that characterize the results of the permit assessment (e.g., identifying action items to return permits to compliance with regulatory requirements and policy, deficiencies in documentation, etc.) using a format provided by the WACOR, report on compliance activity status (typically obtained from EPA Integrated Compliance Information System database (ICIS-NPDES)).

Contractor shall anticipate conducting approximately 5- 8 PQRs. Work shall not begin until technical direction is received from WACOR.

In addition, gleaning information from the above PQR review(s), the contractor may be asked to compile permitting and implementation best practices from completed State PQRs into a multi-state summary guide for NPDES and POTW permit writers.

Subtask 3A Deliverables:

- Draft State Pretreatment PQR report shall be completed within 30 days of technical direction.

- The contractor shall edit the draft documents to incorporate EPA's comments within 2 weeks of receipt of EPA's comments.
- Draft outline for permitting and implementation best practices for POTWs receiving food processing waste document within 30 days of technical direction.

Subtask 3B. Data Management [3.1, 3.4]. EPA maintains facility level and compliance information in its ICIS-NPDES database. Pretreatment Program relevant data is mostly limited to POTW facility level information as this time. However, additional data will be required to be input into the system per the NPDES Electronic Reporting Rule (October 22, 2015 http://www2.epa.gov/compliance/final-national-pollutant-discharge-elimination-system-npdes-electronic-reporting-rule). Nevertheless, implementation of the pretreatment program by Approval and Control Authorities at all levels (federal, state, and POTW) is "data heavy", necessitating overseeing of IU and POTW inventories and their development, sorting, and tracking of activities. To support such oversight, sorting, and tracking, the Contractor shall support EPA in the following activities:

1. Per technical direction from WACOR, contractor shall support EPA to develop Industrial User inventories for a defined geographical area (e.g., a named state, such as New York, or a sewershed for a particular POTW, such as POTWs in SNC where State or EPA is the Control Authority). Contractor shall use existing EPA databases and records, as well as other publicly available sources to compile a preliminary inventory. Contractor shall support EPA in cataloguing potential Industrial Users per the definition of Significant Industrial User (40 CFR 403.3(v)) and identifying any missing information that may prevent identification of facility level data for Significant Industrial Users. This support may include drafting correspondence to receive clarifying information from prioritized Industrial Users, review of additional reports received from the Industrial Users, and limited onsite inspections.
2. Per technical direction from WACOR, contractor shall support EPA to extract WACOR identified facility data from ICIS and present the data in spreadsheets/format for programmatic review. For purposes of estimating cost and manpower, Contractor shall assume 2 extractions of

Subtask 3B Deliverables:

1. Contractor shall provide list of potential SIU inventory per identified POTW within 15 days of WACOR identification of POTW.
2. Contractor shall provide requested spreadsheets of ICIS data within 30 days of assignment.

Subtask 3C. Support EPA communications and outreach [3.7, 6.0, 7.0]: Per technical direction from WACOR, contractor shall:

1. Attend and summarize discussions from conference calls with EPA Regional Pretreatment Coordinators (typically monthly) and conference calls with State Pretreatment Coordinators (typically held every other month). Contractor shall add metadata to call summaries when posting to SharePoint.

2. Summarize or index significant discussions (including from Listserve) when identified by EPA. Contractor shall assume 4 listserv summarizations for purposes of estimating cost and manpower.
3. Assist EPA with enhancements and maintenance of EPA Pretreatment Program share sites, including support of uploading documents to Pretreatment Program SharePoint sites;
4. Support EPA with Pretreatment public website enhancements and maintenance.
5. Develop new training materials to be used by EPA HQ or Regional staff for topics for which materials do not currently exist, such as Advanced Local Limits, categorical determinations, and development of new training exercises related to standards calculations and conversions between mass and concentration.

Subtask 3C Deliverables:

1. Draft conference call summaries within five working days of the call date.
2. Listserv summaries within five working days of technical direction from EPA.
3. Posting of documents to share sites within five working days of identification.
4. Website edits within five working days of technical direction from EPA.

QUALITY ASSURANCE STATEMENT

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. A QAPP is not required for this work assignment.

OTHER REQUIREMENTS

Software Applications and Accessibility

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Files that are available on the website will be delivered to the contractor. Web-based intranet and internet information and applications. See: http://www.section508.gov.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2007 or higher)
- Preferred presentation format: Power Point, Office 2007 or higher
- Preferred graphics format: Each graphic is an individual graphic file (.bmp, .gif, .jpeg, .tif, .png files preferred – contractor shall deliver full-sized images or vector-based graphics unless otherwise requested.)
- Preferred portable format: Adobe Acrobat, Version 6.0

Reporting

Progress reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs)

are expended.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as, free from viruses.

Travel

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract. Travel is expected to occur for specifically Task 2.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CL-COR.

Conference / Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Table: Deliverables Schedule

Task	Deliverables Summary	Due Date
Task 1.A: Guidance Manual Updates	1. Recommend text to address comments received 2. Finalize draft documents for publication and webposting	1. Within 2 weeks of receipt of comments from EPA 2. Within 2 weeks of EPA direction
Task 1.B: informational brochures or FAQs	1. Draft Fact Sheet 2. Revisions to Fact Sheet 3. Finalize draft documents for publication and webposting	1. Within 30 days of receipt of information from WACOR 2. Within 2 weeks of EPA comments

		3. Within 2 weeks of EPA direction
Task 1C: Policy development support analyses	1. Draft document 2. Revisions to document 3. Finalize to publication standards	1. Within 2 weeks of receipt from WACOR 2. Within 7 days of EPA comments 3. Within 5 days of EPA comments
Task 2.A: Audits and Inspections	1. Draft Audit and/or Inspection Report 2. Final Audit and/or Inspection Report	1. Draft reports due within 30 days of conducting onsite activities. 2. [Draft] final reports will be revised and finalized within 10 days of WACOR providing comments to contractor
Task 2.B: Program Reviews	1. Draft Program Review Report 2. Final Program Review Report	
Task 2.C: General Meeting and Training Support	1. Draft agenda 2. Draft presentation and training material 3. Final agenda, presentations and training materials 4. Draft meeting notes 5. Finalize meeting notes 6. Summary of conference evaluations	1. At least 30 days prior to event 2. At least 15 days prior to event 3. At least 5 days prior to event 4. Within 10 days following event 5. Within 5 days of EPA direction 6. Within 10 days following event
Task 2.D: Webinars	1. Announcement of webinar 2. Finalize agenda, presentations and training material 3. Summarize evaluations 4. Archiving and posting webinar	1. At least 30 days prior to event 2. At least 5 days prior to event 3. Within 5 days of event 4. Within 5 days of event

Task 3A: Continued Oversight Activities	1. Draft PQR Report 2. Edits of draft PQR Report 3. Outline of Best Practices Guide for permit writers	1. Within 30 days of technical direction 2. Within 2 weeks of receipt of EPA comments 3. September 3, 2019
Task 3B: Data Management Strategy	1. Updated spreadsheets 2. Edits to Draft Revised Data Entry Guidance.	1. Within 30 days of receipt of materials from EPA 2. Edits submitted within 2 weeks of EPA direction
Task 3C: EPA communications and outreach	1. Conference call summaries 2. Listserv summaries 3. Revised/posting of documents on SharePoint or EPA website	1. Within 5 working days of call date 2. Within 5 working days of technical direction 3. Within 5 working days of technical direction

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-35

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Phase 3 Mystic River Watershed

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2021		0
This Action:		442
Total:		442

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ray Cody	(Signature)	(Date)	Branch/Mail Code: Phone Number: 617-918-1366 FAX Number:
Project Officer Name: Tangela Cooper	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

PERFORMANCE WORK STATEMENT
EPA CONTRACT NO. EP-C-16-003
EPA WORK ASSIGNMENT NUMBER 4-35

1. TITLE: Phase 3 Mystic River Watershed Cooperative Stormwater Management Support and Green Infrastructure as a Hazard Mitigation Strategy

2. WORK ASSIGNEMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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Alternate Work Assignment Contracting Officer Representative (Alternate WACOR):

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3. ESTIMATED PERIOD OF PERFORMANCE

July 1, 2020 to June 30, 2021

4. BACKGROUND

During 2016 through 2018, EPA issued work assignments to Environmental Research Group (ERG), WA 1-35 under Contract EP-C-16-003 and WA 4-61 under Contract EP-C-012-021, to support EPA Region 1 in carrying out Phases 1 and 2 of the Mystic River Watershed Eutrophication Analysis. The focus of these early phases was to support EPA Region 1 by developing analytical tools to estimate phosphorus load reductions that are needed from the

Mystic River watershed to attain applicable Massachusetts surface water quality standards (MA SWQS) related to cultural eutrophication. An additional objective of the Phase 2 work was to conduct a stormwater (SW) management optimization analysis using EPA Region 1's Opti-Tool in a pilot subwatershed. The Opti-Tool management analysis is intended to demonstrate the value of analyzing existing available watershed information to identify the most cost-effective SW control measures (SCMs) and develop low-cost SW management strategies for achieving phosphorus reductions and addressing other watershed water resource issues faced by communities.

In 2018 EPA issued WA 2-35 to build on Phase 1 and 2 work and begin Phase 3, a cooperative stormwater management technical support process with two pilot watershed communities. The Phase 3 process initiated in 2018 involved forming a Phase 3 Technical Support Team and beginning a process of working worked closely with the two-pilot watershed MS4 communities to collaboratively address stormwater (SW) management implementation needs with technical support information tailored to advance wise watershed management activities in the Mystic River watershed and beyond. Over the course of several meetings, various experts, including municipal staff, EPA, Massachusetts Department of Environmental Protection (MassDEP), project partners, and contractor technical experts, met to discuss stormwater priorities and solutions to municipal stormwater management. Discussions and solutions were ultimately narrowed collaboratively to focus on municipal regulations regarding local stormwater requirements and the use of small-scale, low-cost structural stormwater controls for municipal projects. As part of this Phase 3 work with the two pilot communities, supporting technical memos and design sheets were developed.

In 2019 EPA issued WA 3-35 to expand the Phase 3 process to replicate the sustained relationships, collaborative meetings, open dialog, and local ownership of solutions important to project success with the goal of expanding innovative stormwater management at the local level in the Mystic River watershed. At the same time, EPA presented a narrowed scope as a basis of discussion with communities (based on earlier Phase 3 work). EPA invited MS4 municipalities that previously expressed interest in the process during the Phase 3 solicitation to participate in the Phase 3.5 collaborative and received interest from four communities. From late 2019 through the first half of 2020, EPA and the project team worked to finalize the workplan for this process, to organize and hold collaborative working meetings, and decide upon deliverables for EPA's Contractor to provide based on conversations with the municipal representatives. Discussions and solutions were ultimately narrowed to focus on municipal regulations for stormwater management for redevelopment projects as well as local management opportunities for tracking maintenance and stormwater quality benefits of dispersed stormwater controls on private properties.

The project schedule for WA 3-35 anticipated that all collaborative meetings and deliverables would be completed prior to June 30, 2020. Due to the recent Covid 19 pandemic, the Technical Support Team (EPA Region 1, the contractor and other project partners) decided to restructure the collaborative meetings and extend the schedule for meetings. EPA anticipates

this stormwater collaborative work to be completed by September 30, 2020 or sometime thereafter within the period of WA 4-35.

Additionally, this WA continues work that was scoped under WA 3-35 to complement a project being conducted by the Mystic River Watershed Association (MyRWA) and the Resilient Mystic Collaborative (RMC). MyRWA and RMC had secured funding from the Commonwealth of Massachusetts to identify, rank and prioritize local and regional green infrastructure (GI) opportunities throughout the upper watershed ("MyRWA Project"). However, the MyRWA/RMC Project will focus solely on identifying medium to large-scale GI opportunities in the watershed and will not investigate the opportunities for using dispersed small-scale GI practices in the built environment. This precipitate a modification of WA 3-35 (referred to as Amendment 1 herein) which was intended to parallel the MyRWA project by investigating small-scale GI practice opportunities and build on the earlier tasks of this WA.

The Mystic River Watershed has significant documented vulnerabilities to freshwater flooding and water quality issues. Freshwater flooding in the Mystic River and its tributaries is a chronic problem, as documented along the Aberjona River, Mill Brook, Alewife Brook, the Mystic River and business districts of Winchester and Cambridge, Massachusetts. Recent modeling completed by the City of Cambridge documents significant vulnerability to freshwater flooding throughout the river corridors, with severe potential economic damage at the Fresh Pond and Alewife areas It has be recently estimated that a single 1% probability rainfall event would cause a drop in gross revenue product of $3.4 to $4.6 million per day (in current dollars) in 2030, and $12 to $16 million per day (in current dollars) in 2070.

Natural and nature-based solutions to stormwater runoff control, such as GI and low impact development (LID), are especially challenging to implement in urban watersheds such as the Mystic due to space constraints, aging infrastructure, and large amounts of impervious cover. However, GI can increase community resiliency to stormwater flooding, heat and/or drought by more closely replicating predevelopment hydrologic conditions in the landscape. Even widespread use of dispersed small-scale GI practices has the potential to provide for numerous cumulative benefits to local communities including helping to either increase the effectiveness of existing flooding controls or reduce the size and cost of controls specifically designed for flood mitigation yet to be built. Leveraging funding and expertise to implement local GI and LID practices is important for the future of the Mystic River watershed communities living close to each other and local waterways.

The RMC is a voluntary partnership among fourteen municipalities within the Mystic River Watershed that are currently working collectively to identify and pursue opportunities to decrease stormwater flooding on a regional basis. A new state-funded GI scoping project will focus on identifying potential medium to large-scale GI opportunities in the freshwater portion of Mystic River watershed. More specifically, MyRWA's and the RMC's stated goals are to integrate green infrastructure (GI) and low impact development (LID) strategies into municipal Hazard Mitigation Plans (HMP) across an urbanized watershed.

As with previous work conducted in the watershed under earlier work assigments, work under this WA is intended to support elements of EPA's TMDL Vision process by providing technical support for watershed restoration efforts in the Mystic River watershed. This project provides an opportunity to target multiple Total Maximum Daily Load Vision Goals: developing an "Alternative" to a Total Maximum Daily Load; "Engaging" with partners at multiple levels including the state, the watershed advocacy group, and local communities; and "Integrating" a plan to address multiple Clean Water Act programs, such as point and non-point water pollution, other EPA programs such as Superfund and Environmental Justice, and other federal programs such as Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Planning program.

The Mystic River watershed is a 76-square mile watershed located in the Greater Boston, Massachusetts area that encompasses all of, or portions of, 22 urban and suburban communities. The watershed has numerous water resource issues related to uncontrolled stormwater runoff from developed landscapes. Extensive areas of impervious cover and development in the watershed are primary causes of water quality impairments, flooding and excessive low flow conditions during droughts. The freshwater portion of the watershed faces multiple water quality impacts related to cultural eutrophication including excessive algal growth, harmful cyanobacteria blooms and excessive native and invasive macrophyte growth. Sources of nutrients from the watershed include stormwater runoff, illicit sewer connections, Combined Sewer Overflows (CSO's), Sanitary Sewer Overflows (SSO's), erosion and non-point runoff. Stormwater runoff from watershed impervious surfaces is the dominant source of nutrient loading from the watershed. Several environmental justice communities are located within the watershed and there is high development pressure throughout the entire watershed.

The Mystic River Watershed was designated as an Urban Waters Partnership Location in 2013. The Partnership works to improve coordination and focus among federal agencies on problems in the watershed. The focus of efforts in the Mystic River Watershed include: urban water restoration and monitoring, water quality awareness, scientific research, and environmental education. The partners are United States Geological Survey (USGS), US Forest Service, US Army Corp of Engineers, National Park Service, Housing and Urban Development (HUD), and FEMA. Work under this WA may have the potential for future collaboration.

This work assignment will support the following key areas of focus for EPA: National Pollution Discharge Elimination System (NPDES) stormwater permitting, environmental justice, nutrients, and elements of the Total Maximum Daily Load Vision process.

5. PURPOSE AND OBJECTIVE

The purpose of this WA is to further support the ongoing collaborative process (Phase 3.5) that is a natural continuation of Phases 1, 2, and 3 of the Mystic Eutrophication analysis; specifically: a cooperative SW watershed management support process for continuing work

with municipalities in the Mystic River Watershed and create streamlined deliverables as described below.

Due to the challenges of the Covid 19 pandemic, including remote working, the closure of federal, state, and local offices, and unforeseen municipal workloads, the technical support team has agreed to restructure and reschedule the planned meetings for Phase 3.5 of the collaborative. The team plans to hold shorter collaborative meetings on specific topics in addition to the final collaborative meeting. Because of these additional meetings and the new time and resource constraints on municipal partners during the pandemic, the technical team is planning to extend the project schedule, including for deliverables that will be presented to the communities. **EPA expects that this schedule expansion will not change the level of effort for the contractor to complete the deliverables. The extension will allow for more flexible scheduling in light of the Covid-19 pandemic and the unanticipated shift in workload for municipal partners. This is a no-cost extension to accommodate scheduling shifts due to Covid-19 and to accommodate refinement / reallocation of LOE resulting from feedback received from Mystic communities under Task 4 (now completed).**

Through rescheduling a series of working meetings, the Technical Support Team will collaborate to develop streamlined informational materials designed to effectively communicate important scientific and technical information needed by communities to develop technically sound, and affordable SW management programs. This will be accompanied by pragmatic point of use approaches from infrastructure owners and personnel (e.g., Department of Public Works (DPW)) that have the authority and responsibility to act. Together the information generated will help facilitate local ownership of SW related issues and infrastructure and transferability for use in other developed watersheds throughout New England, where municipalities face similar water resource management challenges.

This project is founded in the development of local implementation champions that adapt approaches to fit local municipal management cultures. This strategic approach focused on the essentials of a sustainable stormwater management program, particularly, effective regulations and opportunistic GI approaches that are easily implemented and maintained.

In addition, this WA will continue the work under WA 3-35 to provide technical support to EPA regional staff to work collaboratively with federal and state partners, the Mystic River Watershed Association (MyRWA) and the RMC to develop recommendations for GI implementation strategies to mitigate flood impacts in the Mystic River watershed and for adoption into community Hazardous Mitigation Plan (HMPs). Specifically, this amendment will complement and build on MyRWA's analysis by focusing on the value and contribution that widespread use of small-scale dispersed GI practices can offer for addressing flooding.

To the extent EPA is able to effectively coordinate with MyRWA re: HMP, work under this amendment and MyRWA's regional GI project will strive to accomplish the following objectives:

1) **Learn** cost-effective means of identifying, evaluating and prioritizing GI opportunities at a watershed level including consideration of widespread use of dispersed GI within the built environment;

2) **Identify short lists** of regionally significant GI projects that will contribute to managing flooding while providing other recreational, social and/or environmental benefits;

3) **Support a regional working group** of municipal planners, engineers and emergency response staff to cooperatively evaluate a wide range of GI opportunities and communicate best practices for incorporating them into municipal hazard mitigation plan amendments; and

4) **Develop draft** amendments to Hazard Mitigation Plans for the municipalities whom express interest in receiving assistance in the RMC. The recommendations may include maps and descriptions of priority GI projects (if timing allows and as developed by another contractor under the MyRWA project).

WA 4-35 will provide technical support, as requested, on objectives 2 and 4 of the above list. Also, the Contractor shall participate in the regional working group, as requested, to collaborate and cooperate in the regional work group under objective 3 along with other project partners.

The technical support under Amendment 1 will involve working with up to two municipalities to recommend how to incorporate green infrastructure into individual municipal natural Hazard Mitigation Plan updates or amendments to pursue funding and implementation of effective projects. In addition, the contractor will work with interested Mystic communities to develop recommendations for seeking FEMA and other hazard mitigation funding for green infrastructure projects.

WA 4-35 will extend the work under WA 3-35 in order to allow for more collaboration with municipal partners given the challenges of the Covid 19 pandemic and in order to better align the work schedule with the RMC project, which is expected to extend into 2021. Therefore, EPA expects that Task 5 of the below scope of work will be completed in coordination with the RMC project but no later than June 30, 2021.

The Agency requires technical expertise to support the following project, which is designed to accomplish these goals and objectives in the New England States.

6. SCOPE OF WORK

This is a no-cost extension of the work under WA 3-35 (i.e., WA Rollover) and includes all or subtasks from Tasks 0, 1, 2, 5 and 6 (see below for details). Task 6 represents a rescoping / reallocation of LOE based on feedback received from the Mystic communities under WA 3-35 Task 4. All other tasks / subtasks under WA 3-35 have been completed, including WA 3-35 Task 4.

To the extent possible, and in part due to the series of work assignments and modifications (e.g., original WA 1-35 in 2017; WA 2-25 in 2018; WA 3-35 in June 2019 (but modified via August 2019 and October 2019 amendments)), the WA 3-35 task numbering has been preserved in this WA 4-35 to track work that is or will be completed by June 30, 2020 under WA 3-35 (see redline) versus work to be completed in WA 4-35.

Task 1 – Adherence to Project Quality Assurance Project Plan

During WA 1-35, ERG finalized the Quality Assurance Project Plan (QAPP) entitled *Quality Assurance Project Plan for Phase 2 Mystic River Watershed Eutrophication Analysis.* This QAPP was approved by the EPA Region Quality Assurance Office on January 21, 2018 and will continue to be in effect for all tasked work conducted under WA 4-35. The Contractor shall continue to adhere to the existing project QAPP for all Phase 3 work as specified in WA 4-35. It is expected that some of the Phase 3 work shall involve assembling, reviewing and using existing environmental information as part of providing technical support.

Task 1 Deliverables

The Contractor shall follow the QAPP in carrying out tasks and shall document adherence to the QAPP in all written deliverables (e.g., technical information).

Task 2 – Participation in Cooperative Stormwater Management Technical Support for Municipalities Within the Mystic River Watershed

The Contractor shall continue to participate in the Technical Support Team convened by EPA Region 1 during the initiation of the Phase 3.5 process under WA 3-35 and municipal officials from interested communities. The Contractor shall assist EPA Region 1 in working with municipal officials in up to four MS4 permit communities (MS4s) within the Mystic River Watershed to develop technical support information and materials that will be meaningful and useful to MS4s.

The Contractor shall participate with the Phase 3 Technical Support Team in a series of working meetings with the ultimate goal of developing streamlined informational materials designed to effectively communicate important scientific and technical information needed by communities to develop technically sound and affordable SW management programs. This collaborative process shall actively engage MS4s on developing pragmatic point of use approaches as infrastructure owners (i.e., MS4s) and personnel on the ground (e.g., Department of Public Works (DPW)) that have the authority and responsibility to act. Together the information generated will help facilitate local ownership of SW related issues and infrastructure and transferability for use in other developed watersheds throughout New England where municipalities face similar water resource management challenges.

This work shall be comprised of the following subtasks:

A. (Completed)

B) MEETINGS: Participation in Expanded Phase 3 Project Team Group Working Meetings: The Contractor shall participate and collaborate with the Phase 3 Technical Support Team in up to three facilitated group working meetings including up to 2 technical webinars and 1 final project meeting.[1] The facilitated group meetings shall include participation from four communities. The Phase 3 Technical Support Team shall be expanded to include representation by the new municipalities joining the Phase 3 process. The group working meetings will be facilitated to encourage open dialogue and build productive trusting synergies among all members of the Technical Support Team and to assist in making progress towards accomplishing the project objectives.

Key topics to be covered at the group working meetings shall include:

- Sharing of critical SW management information related to developing effective and affordable SW management and retrofit programs. This information shall include: evaluate more protective local ordinances that could accomplish needed SW management activities through redevelopment and urban renewal projects.

- Develop effective communication strategies between regulatory agencies and municipalities for sharing key information related to successful SW management programs. This shall include the design of streamlined technical support and information materials to better support municipalities in carrying out SW management programs for achieving water resource goals in the most practical and cost-effective manner.

[1] **Note:** these meetings and webinars are coordinated by EPA using a Contractor and contract vehicle independent of this Contract vehicle. The Contractor is Consensus Building Institute (CBI); the contract and task order numbers are 68HERH19D0033 and 30, respectively. CBI arranges, schedules and facilitates the group working meetings and also compiles meeting notes for the Technical Support Team. Therefore, the Contractor shall not be responsible for providing facilitation services under this WA 4-35.

The Contractor shall prepare for and participate in the working meetings to provide technical support in the form of providing input on meeting agendas, sharing information through presentations and providing brief written materials as needed to advance discussions. The Contractor shall conduct research and compile relevant information in preparation for the meetings.

C) (completed)

D) MATERIALS: Streamlined Technical Support Materials: The Contractor shall prepare streamlined technical support and information materials to better support municipalities in carrying out SW management programs for achieving water resource goals in the most practical and cost-effective manner. The contractor shall prepare technical support documents on:

1) relevant recommendations for redevelopment ordinances, and
2) recommendations for self-certification of distributed green infrastructure or stormwater controls on private properties.

Draft documents and materials shall be shared with the Phase 3 Technical Support Team and shall be revised based on feedback gained during the working meetings and on comments from the EPA Project Team.

Task 2 Deliverables

A) completed

B) The Contractor shall prepare for and participate in up to 3 group working meetings, including up to 2 technical webinars and 1 final project meeting to provide technical support in the form of providing input on meeting agendas, sharing information through presentations/discussion and providing brief written materials as needed to advance discussions and as directed by the EPA WACOR. EPA estimates that this process shall be carried out between July 1, 2020 and December 31, 2020.

C) completed

D) The Contractor shall submit to the EPA WACOR up to two draft technical support documents (**TSD**) covering SW management technical topics as directed by the EPA Project Team. EPA expects that scope of the TSDs will be determined through the collaborative meeting process and that any customization for different community needs will be done as the scope allows. Therefore, the Contractor and EPA WACOR shall coordinate to develop a schedule for developing and submitting the draft documents to the EPA WACOR during the process. EPA envisions that drafts will be distributed in advance of specific working meetings to be determined. In any event, the Contractor

shall submit to the EPA WACOR drafts of the TSDs by Dec 1, 2020. The final TSDs shall be submitted within 15 days of receiving comments from the EPA WACOR but no later than December 31, 2020.

Task 3 – On call Technical Support for Watershed Opti-Tool Users

(completed)

Task 4 – Refine GI and hazard mitigation Technical Assistance with EPA Project Partners (Task 5 and 6). This was the workplan for Task 5 & 6 which resulted in rescoping / reallocating LOE for Task 6.

(completed)

Task 5 - Cooperative Technical Assistance for Utilizing Regionally Significant Green Infrastructure as a Flood Mitigation Tool in the Mystic Watershed

The Contractor shall assist EPA Region 1 in providing technical support to RMC communities designed to accelerate the adoption of GI implementation strategies across the Mystic River Watershed by integrating the results of the MyRWA regional GI scoping analysis (for medium to large-scale GI projects, if they are identified in a timely manner) or other GI projects into up to two municipal Hazard Mitigation Plans.

Depending on MyRWA progress and timing, EPA may determine a best use of scope is to move forward with compatible communities (even if those communities are not identified by the MyRWA process) and develop more universal GI designs / plans to accommodate the HMP planning of such communities. In addition, this WA Rollover – a no-cost extension – could employ the full term of WA 4-35 to accommodate any and all delays and coordination that may be required as a result of teaming with MyRWA (i.e., June 30, 2021). The following Subtasks shall be construed in a manner consistent with this provision.

This work shall include the following subtasks:

A) Review of Relevant Information to incorporate GI into Hazard Mitigation Plans in the Mystic River Watershed

(completed)

B) Draft Hazard Mitigation Plan Amendments

The Contractor shall prepare suggested language for Hazard Mitigation Plan Amendments (and/or Update language) to universally incorporate GI projects (identified by the community previously or as part of the RMC contractor's work) and other information to allow the RMC members to develop HMPs. If possible, same could be employed to help such

communities compete for hazard mitigation grants and funding (note: this may require information such as cost-benefit analysis (CBA) that presumes close coordination with MyRWA). Accordingly, such language may include:

- Identification of natural hazards to be mitigated using nature-based approaches;
- Statement of the jurisdictions' goals and objectives related to integrating environmental protection with natural hazard mitigation;
- Identification of the potential social and environmental benefits, as well as the economic benefits of incorporating these actions;
- Strategies to mitigate natural hazards that provide environmental co-benefits; and
- Action items to implement the strategies within the local Mystic communities.

The Contractor shall work cooperatively with the RMC municipalities to support their decision process for incorporating strategies, action items and specific GI projects into their hazard mitigation plans via amendments or into the plans directly if they are in the process of being revised.

To facilitate municipal incorporation of GI opportunities within HMPs, the Contractor shall coordinate one (1) meeting with MyRWA and RMC communities and to present recommendations developed as part of this task.

Task 5 Deliverables

A) Completed

B) The Contractor shall provide proposed HMP language for up to two RMC municipalities interested in incorporating GI projects and/or other GI projects to address flooding in the Mystic River Watershed. The recommended language for municipal Hazard Mitigation Plans will be completed and delivered to EPA and the RMC municipalities in accordance with Task 6.

C) Facilitate one (1) meeting with MyRWA and RMC communities, which is to include the Process Guide developed in Task 6.

Task 6 – Cooperative Technical Assistance for Utilizing Dispersed Green Infrastructure as a Stormwater Quality / Quantity Tool in the Mystic Watershed

During the course of WA 3-35, EPA was not able to find municipalities who had the resource capacity to meaningfully collaborative on this task. Therefore, as part of the work plan development under Task 4, communities refined their needs for incorporating green infrastructure into HMPs and securing funding for those projects. Therefore, Task 6 has been refined as noted below in subtasks 6A and 6B.

A) **Develop Recommendation for Incorporating GI into HMPs.** Based on findings from Task 5 and other research, ERG will develop universal recommendations for all RMC communities, including tips on specific language to help municipalities incorporate green infrastructure into their Hazard Mitigation Plans and secure FEMA funding for green infrastructure projects. Draft content will be shared with communities for their input as part of Task 5(B) and 5(C).

B) **Process Guide.** The contractor shall provide a brief (up to 10 pages) process guide, with visuals and examples, to help communities obtain funding for green infrastructure projects in their HMPs through state and federal funding sources, primarily FEMA grant programs. The funding process guide will be completed and delivered to EPA and the RMC municipalities by Dec 31, 2020.

C) **Participate in EPA Webinar on Incorporating GI Opportunities into HMPs.** The Contractor and its team will present on incorporating GI opportunities into HMPs for EPA, federal and state partners, and the Mystic municipalities in the RMC. EPA assumes that EPA will provide the technical platform and overall coordination for this webinar. The Contractor shall be responsible only for development of presentation slides and materials and coordinating with other team members for the webinar.

Task 6 Deliverables

A) Develop Recommendation for Incorporating GI into HMPs (by Dec 31, 2020)

B) Process Guide (by Dec 31, 2020)

C) Participate in EPA Webinar on Incorporating GI Opportunities into HMPs (before June 30, 2021)

Task 7 – Finalize the Phase 2 Final Report of the Mystic River Watershed Eutrophication Analysis

(completed)

7. DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The following table provides an estimate of the project schedule. EPA understands that this schedule may change as a result of discussions with the Contractor or with the natural course of the project. In addition, the Contractor may propose modifications or an alteration of this schedule in its Task 0 Workplan. However, the schedule must presume completion within one year of WA initiation / award (i.e., by June 30, 2021).

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	Workplan and Cost Estimate	Within one (1) month of WA initiation / award	1 in electronic format
1	Document Adherence to Quality Assurance Project Plan in all Deliverables	As specified by Task deliverable due date	1 in electronic format
2	A) completed B) MEETINGS: Participate and Provide Support in up to 3 Group Working Meetings C) completed D) 2 Draft Technical Support Documents	n/a By Dec 31, 2020 n/a Draft TSDs by Dec 1, 2020) Final TSDs within 15 days of receipt of comments from EPA WACOR but no later than September 31, 2020	n/a Attend webinar or in person meetings n/a 1 each in electronic format
3	completed	n/a	n/a
4	completed	n/a	n/a
5	A) completed B) Hazard Mitigation Plan Amendments	n/a refer to Task 6	n/a refer to Task 6

	C) The contractor shall facilitate one (1) working meeting with MyRWA and RMC communities	before June 30, 2021	attendance at webinar or in person meeting (each)
6	A) Develop Recommendation for Incorporating GI into HMPs (by Dec 31, 2020) B) Process Guide (by Dec 31, 2020) C) Participate in EPA Webinar on Incorporating GI Opportunities into HMPs (before June 30, 2021)	by Dec 31, 2020 by Dec 31, 2020 before June 30, 2021	1 in electronic format 1 in electronic format webinar participation
7	completed	n/a	n/a

ESTIMATE LEVEL OF EFFORT:

EPA estimates **442 hours** will be required to complete all tasks under WA 4-35.

8. ANTICIPATED TRAVEL REQUIREMENTS

No Travel is anticipated under this work assignment.

9. ADDITIONAL REQUIREMENTS

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The Contractor shall contact the EPA WACOR and/or the Contract Level Contracting Officer's Representative (CL-COR) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the Contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA WACOR and the CL-COR.

10. CONTRACTOR IDENTIFICATION

To avoid any perception that Contractor personnel are EPA employees, the Contractor shall assure that Contractor personnel are clearly identified as independent Contractors of EPA when attending meetings with outside parties or visiting field sites.

11. CONTROL REQUIREMENTS

1A. Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

1B. Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subContractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subContractor employee, or consultant with an entity that may impair the objectivity of the employee, subContractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

2. Project Employee Confidentiality Agreement

The Contractor agrees that the Contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the Contractor under this contract or any site-specific cost information without first obtaining the written permission of the EPA CL-COR.

3. Notification for Any Single Event Likely to Exceed $20,000

No single event under this Work Assignment is anticipated to exceed $20,000. The Contractor shall immediately notify the EPA Contracting Officer, CL-COR and EPA WACOR of

any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur $20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-35

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Phase 3 Mystic River Watershed

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Amendment 1 to WA 4-35 revises the Purpose and Objective, revises the estimated LOE, and adds Task 8 to the WA Performance Work Statement.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2021 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Ray Cody (Signature) (Date)	Branch/Mail Code: Phone Number: 617-918-1366 FAX Number:	
Project Officer Name Tangela Cooper (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115	

PERFORMANCE WORK STATEMENT
EPA CONTRACT NO. EP-C-16-003
EPA WORK ASSIGNMENT NUMBER 4-35
Amendment 1

1. TITLE: Phase 3 Mystic River Watershed Cooperative Stormwater Management Support and Green Infrastructure as a Hazard Mitigation Strategy

2. WORK ASSIGNEMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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Alternate Work Assignment Contracting Officer Representative (Alternate WACOR):

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3. ESTIMATED PERIOD OF PERFORMANCE

July 1, 2020 to June 30, 2021

4. BACKGROUND

During 2016 through 2018, EPA issued work assignments to Environmental Research Group (ERG), WA 1-35 under Contract EP-C-16-003 and WA 4-61 under Contract EP-C-012-021, to support EPA Region 1 in carrying out Phases 1 and 2 of the Mystic River Watershed Eutrophication Analysis. The focus of these early phases was to support EPA Region 1 by

developing analytical tools to estimate phosphorus load reductions that are needed from the Mystic River watershed to attain applicable Massachusetts surface water quality standards (MA SWQS) related to cultural eutrophication. An additional objective of the Phase 2 work was to conduct a stormwater (SW) management optimization analysis using EPA Region 1's Opti-Tool in a pilot subwatershed. The Opti-Tool management analysis is intended to demonstrate the value of analyzing existing available watershed information to identify the most cost-effective SW control measures (SCMs) and develop low-cost SW management strategies for achieving phosphorus reductions and addressing other watershed water resource issues faced by communities.

In 2018 EPA issued WA 2-35 to build on Phase 1 and 2 work and begin Phase 3, a cooperative stormwater management technical support process with two pilot watershed communities. The Phase 3 process initiated in 2018 involved forming a Phase 3 Technical Support Team and beginning a process of working worked closely with the two-pilot watershed MS4 communities to collaboratively address stormwater (SW) management implementation needs with technical support information tailored to advance wise watershed management activities in the Mystic River watershed and beyond. Over the course of several meetings, various experts, including municipal staff, EPA, Massachusetts Department of Environmental Protection (MassDEP), project partners, and contractor technical experts, met to discuss stormwater priorities and solutions to municipal stormwater management. Discussions and solutions were ultimately narrowed collaboratively to focus on municipal regulations regarding local stormwater requirements and the use of small-scale, low-cost structural stormwater controls for municipal projects. As part of this Phase 3 work with the two pilot communities, supporting technical memos and design sheets were developed.

In 2019 EPA issued WA 3-35 to expand the Phase 3 process to replicate the sustained relationships, collaborative meetings, open dialog, and local ownership of solutions important to project success with the goal of expanding innovative stormwater management at the local level in the Mystic River watershed. At the same time, EPA presented a narrowed scope as a basis of discussion with communities (based on earlier Phase 3 work). EPA invited MS4 municipalities that previously expressed interest in the process during the Phase 3 solicitation to participate in the Phase 3.5 collaborative and received interest from four communities. From late 2019 through the first half of 2020, EPA and the project team worked to finalize the workplan for this process, to organize and hold collaborative working meetings, and decide upon deliverables for EPA's Contractor to provide based on conversations with the municipal representatives. Discussions and solutions were ultimately narrowed to focus on municipal regulations for stormwater management for redevelopment projects as well as local management opportunities for tracking maintenance and stormwater quality benefits of dispersed stormwater controls on private properties.

The project schedule for WA 3-35 anticipated that all collaborative meetings and deliverables would be completed prior to June 30, 2020. Due to the recent Covid 19 pandemic, the Technical Support Team (EPA Region 1, the contractor and other project partners) decided to restructure the collaborative meetings and extend the schedule for meetings. EPA anticipates

this stormwater collaborative work to be completed by September 30, 2020 or sometime thereafter within the period of WA 4-35.

Additionally, this WA continues work that was scoped under WA 3-35 to complement a project being conducted by the Mystic River Watershed Association (MyRWA) and the Resilient Mystic Collaborative (RMC). MyRWA and RMC had secured funding from the Commonwealth of Massachusetts to identify, rank and prioritize local and regional green infrastructure (GI) opportunities throughout the upper watershed ("MyRWA Project"). However, the MyRWA/RMC Project will focus solely on identifying medium to large-scale GI opportunities in the watershed and will not investigate the opportunities for using dispersed small-scale GI practices in the built environment. This precipitate a modification of WA 3-35 (referred to as Amendment 1 herein) which was intended to parallel the MyRWA project by investigating small-scale GI practice opportunities and build on the earlier tasks of this WA.

The Mystic River Watershed has significant documented vulnerabilities to freshwater flooding and water quality issues. Freshwater flooding in the Mystic River and its tributaries is a chronic problem, as documented along the Aberjona River, Mill Brook, Alewife Brook, the Mystic River and business districts of Winchester and Cambridge, Massachusetts. Recent modeling completed by the City of Cambridge documents significant vulnerability to freshwater flooding throughout the river corridors, with severe potential economic damage at the Fresh Pond and Alewife areas It has be recently estimated that a single 1% probability rainfall event would cause a drop in gross revenue product of $3.4 to $4.6 million per day (in current dollars) in 2030, and $12 to $16 million per day (in current dollars) in 2070.

Natural and nature-based solutions to stormwater runoff control, such as GI and low impact development (LID), are especially challenging to implement in urban watersheds such as the Mystic due to space constraints, aging infrastructure, and large amounts of impervious cover. However, GI can increase community resiliency to stormwater flooding, heat and/or drought by more closely replicating predevelopment hydrologic conditions in the landscape. Even widespread use of dispersed small-scale GI practices has the potential to provide for numerous cumulative benefits to local communities including helping to either increase the effectiveness of existing flooding controls or reduce the size and cost of controls specifically designed for flood mitigation yet to be built. Leveraging funding and expertise to implement local GI and LID practices is important for the future of the Mystic River watershed communities living close to each other and local waterways.

The RMC is a voluntary partnership among fourteen municipalities within the Mystic River Watershed that are currently working collectively to identify and pursue opportunities to decrease stormwater flooding on a regional basis. A new state-funded GI scoping project will focus on identifying potential medium to large-scale GI opportunities in the freshwater portion of Mystic River watershed. More specifically, MyRWA's and the RMC's stated goals are to integrate green infrastructure (GI) and low impact development (LID) strategies into municipal Hazard Mitigation Plans (HMP) across an urbanized watershed.

As with previous work conducted in the watershed under earlier work assigments, work under this WA is intended to support elements of EPA's TMDL Vision process by providing technical support for watershed restoration efforts in the Mystic River watershed. This project provides an opportunity to target multiple Total Maximum Daily Load Vision Goals: developing an "Alternative" to a Total Maximum Daily Load; "Engaging" with partners at multiple levels including the state, the watershed advocacy group, and local communities; and "Integrating" a plan to address multiple Clean Water Act programs, such as point and non-point water pollution, other EPA programs such as Superfund and Environmental Justice, and other federal programs such as Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Planning program.

The Mystic River watershed is a 76-square mile watershed located in the Greater Boston, Massachusetts area that encompasses all of, or portions of, 22 urban and suburban communities. The watershed has numerous water resource issues related to uncontrolled stormwater runoff from developed landscapes. Extensive areas of impervious cover and development in the watershed are primary causes of water quality impairments, flooding and excessive low flow conditions during droughts. The freshwater portion of the watershed faces multiple water quality impacts related to cultural eutrophication including excessive algal growth, harmful cyanobacteria blooms and excessive native and invasive macrophyte growth. Sources of nutrients from the watershed include stormwater runoff, illicit sewer connections, Combined Sewer Overflows (CSO's), Sanitary Sewer Overflows (SSO's), erosion and non-point runoff. Stormwater runoff from watershed impervious surfaces is the dominant source of nutrient loading from the watershed. Several environmental justice communities are located within the watershed and there is high development pressure throughout the entire watershed.

The Mystic River Watershed was designated as an Urban Waters Partnership Location in 2013. The Partnership works to improve coordination and focus among federal agencies on problems in the watershed. The focus of efforts in the Mystic River Watershed include: urban water restoration and monitoring, water quality awareness, scientific research, and environmental education. The partners are United States Geological Survey (USGS), US Forest Service, US Army Corp of Engineers, National Park Service, Housing and Urban Development (HUD), and FEMA. Work under this WA may have the potential for future collaboration.

This work assignment will support the following key areas of focus for EPA: National Pollution Discharge Elimination System (NPDES) stormwater permitting, environmental justice, nutrients, and elements of the Total Maximum Daily Load Vision process.

5. PURPOSE AND OBJECTIVE

The purpose of this WA is to further support the ongoing collaborative process (Phase 3.5) that is a natural continuation of Phases 1, 2, and 3 of the Mystic Eutrophication analysis; specifically: a cooperative SW watershed management support process for continuing work

with municipalities in the Mystic River Watershed and create streamlined deliverables as described below.

Due to the challenges of the Covid 19 pandemic, including remote working, the closure of federal, state, and local offices, and unforeseen municipal workloads, the technical support team has agreed to restructure and reschedule the planned meetings for Phase 3.5 of the collaborative. The team plans to hold shorter collaborative meetings on specific topics in addition to the final collaborative meeting. Because of these additional meetings and the new time and resource constraints on municipal partners during the pandemic, the technical team is planning to extend the project schedule, including for deliverables that will be presented to the communities. **EPA expects that this schedule expansion will not change the level of effort for the contractor to complete the deliverables. The extension will allow for more flexible scheduling in light of the Covid-19 pandemic and the unanticipated shift in workload for municipal partners. This work assignment will accommodate scheduling shifts due to Covid-19 and to accommodate refinement / reallocation of LOE resulting from feedback received from Mystic communities under Task 4 (now completed).**

Through rescheduling a series of working meetings, the Technical Support Team will collaborate to develop streamlined informational materials designed to effectively communicate important scientific and technical information needed by communities to develop technically sound, and affordable SW management programs. This will be accompanied by pragmatic point of use approaches from infrastructure owners and personnel (e.g., Department of Public Works (DPW)) that have the authority and responsibility to act. Together the information generated will help facilitate local ownership of SW related issues and infrastructure and transferability for use in other developed watersheds throughout New England, where municipalities face similar water resource management challenges.

This project is founded in the development of local implementation champions that adapt approaches to fit local municipal management cultures. This strategic approach focused on the essentials of a sustainable stormwater management program, particularly, effective regulations and opportunistic GI approaches that are easily implemented and maintained.

In addition, this WA will continue the work under WA 3-35 to provide technical support to EPA regional staff to work collaboratively with federal and state partners, the Mystic River Watershed Association (MyRWA) and the RMC to develop recommendations for GI implementation strategies to mitigate flood impacts in the Mystic River watershed and for adoption into community Hazardous Mitigation Plan (HMPs). Specifically, this amendment will complement and build on MyRWA's analysis by focusing on the value and contribution that widespread use of small-scale dispersed GI practices can offer for addressing flooding.

To the extent EPA is able to effectively coordinate with MyRWA re: HMP, work under this amendment and MyRWA's regional GI project will strive to accomplish the following objectives:

1) **Learn** cost-effective means of identifying, evaluating and prioritizing GI opportunities at a watershed level including consideration of widespread use of dispersed GI within the built environment;

2) **Identify short lists** of regionally significant GI projects that will contribute to managing flooding while providing other recreational, social and/or environmental benefits;

3) **Support a regional working group** of municipal planners, engineers and emergency response staff to cooperatively evaluate a wide range of GI opportunities and communicate best practices for incorporating them into municipal hazard mitigation plan amendments; and

4) **Develop draft** amendments to Hazard Mitigation Plans for the municipalities whom express interest in receiving assistance in the RMC. The recommendations may include maps and descriptions of priority GI projects (if timing allows and as developed by another contractor under the MyRWA project).

WA 4-35 will provide technical support, as requested, on objectives 2 and 4 of the above list. Also, the Contractor shall participate in the regional working group, as requested, to collaborate and cooperate in the regional work group under objective 3 along with other project partners.

The technical support under Amendment 1 will involve working with up to two municipalities to recommend how to incorporate green infrastructure into individual municipal natural Hazard Mitigation Plan updates or amendments to pursue funding and implementation of effective projects. In addition, the contractor will work with interested Mystic communities to develop recommendations for seeking FEMA and other hazard mitigation funding for green infrastructure projects.

WA 4-35 will extend the work under WA 3-35 in order to allow for more collaboration with municipal partners given the challenges of the Covid 19 pandemic and in order to better align the work schedule with the RMC project, which is expected to extend into 2021. Therefore, EPA expects that Task 5 of the below scope of work will be completed in coordination with the RMC project but no later than June 30, 2021.

The process of providing technical support under WA 3-35 emphasized the need for readily accessible and easy-to-use tools to quantify the benefits of implementing a variety of stormwater management controls and to facilitate accounting and tracking of such benefits (e.g., pollutant reductions). EPA R1 has developed tools for this purpose: (a) the stormwater management Opti-Tool (Opti-Tool) and (b) the Best Management Practices Accounting and Tracking Tool (BATT). Since development of these tools in 2015, EPA R1 has identified improvements to these tools that would benefit users, including SW permittees and other watershed managers focused on water resource restoration activities. Also, EPA R1 has not yet

had the opportunity to pilot BATT with users to receive feedback on the tool's functionality and usefulness for communities either required to account for pollutant reductions under the existing MS4 permit or that may be required under near-future MS4 and/or Residual Designation (RD) SW permitting actions. Therefore, Amendment 1 to WA 4-35 will undertake upgrades to Opti-Tool and BATT, conduct beta testing to receive feedback for improving BATT, and make additional refinements to BATT. Lastly the newly-enhanced tools will be applied and customized to another geographic region and climatic conditions in order support regional specific needs.

The Agency requires technical expertise to support the following project, which is designed to accomplish these goals and objectives in the New England States.

6. SCOPE OF WORK

The work scope contemplated herein represents ongoing work under WA 3-35 (i.e., WA Rollover) and include all or subtasks from Tasks 0, 1, 2, 5 and 6 (see below for details). Task 6 represents a rescoping / reallocation of LOE based on feedback received from the Mystic communities under WA 3-35 Task 4. All other tasks / subtasks under WA 3-35 have been completed, including WA 3-35 Task 4.

To the extent possible, and in part due to the series of work assignments and modifications (e.g., original WA 1-35 in 2017; WA 2-25 in 2018; WA 3-35 in June 2019 (but modified via August 2019 and October 2019 amendments)), the WA 3-35 task numbering has been preserved in this WA 4-35 to track work that is or will be completed by June 30, 2020 under WA 3-35 versus work to be completed in WA 4-35.

Task 0 – Program Management

ERG will prepare and submit a work plan and cost estimate that outlines the technical approach, methodology, and resources to be used to complete this work assignment. This work plan will include a list of the key personnel that will participate in the work assignment and an estimate of direct costs such as telephone, computer costs, printing, etc.

The program management task also includes preparation and submission of the monthly progress report and invoice. By the 20th of each month, ERG will electronically submit to the EPA WACOR, CL-COR, and CO a progress report that documents the costs incurred and work performed during the previous accounting period, and work planned for the current accounting period. The progress report will highlight the hours and dollars expended as a percentage of the allocated hours or dollars. The report will also list by task the amount of work completed, include a table of hours by personnel, and identify any

problems or difficulties. In addition, ERG will notify the WACOR, CL-COR, and CO when 75% of the approved funding ceiling for the WA is reached.

This task also provides for contract management, including discussions between the CL-COR and the ERG Program Manager and discussions between the EPA WACOR, ERG, and its subcontractors. The ERG WACOR and appropriate ERG and subcontractor staff will conduct teleconferences and/or meetings with the EPA WACOR to coordinate activities, review schedules, and discuss deliverables.

Task 0 Deliverables

Work plan and cost estimate (within 30 days after WA 4-35 award)

Task 1 – Adherence to Project Quality Assurance Project Plan

During WA 1-35, ERG finalized the Quality Assurance Project Plan (QAPP) entitled *Quality Assurance Project Plan for Phase 2 Mystic River Watershed Eutrophication Analysis.* This QAPP was approved by the EPA Region Quality Assurance Office on January 21, 2018 and will continue to be in effect for all tasked work conducted under WA 4-35. The Contractor shall continue to adhere to the existing project QAPP for all Phase 3 work as specified in WA 4-35. It is expected that some of the Phase 3 work shall involve assembling, reviewing and using existing environmental information as part of providing technical support.

Task 1 Deliverables

The Contractor shall follow the QAPP in carrying out tasks and shall document adherence to the QAPP in all written deliverables (e.g., technical information).

Task 2 – Participation in Cooperative Stormwater Management Technical Support for Municipalities Within the Mystic River Watershed

The Contractor shall continue to participate in the Technical Support Team convened by EPA Region 1 during the initiation of the Phase 3.5 process under WA 3-35 and municipal officials from interested communities. The Contractor shall assist EPA Region 1 in working with municipal officials in up to four MS4 permit communities (MS4s) within the Mystic River Watershed to develop technical support information and materials that will be meaningful and useful to MS4s.

The Contractor shall participate with the Phase 3 Technical Support Team in a series of working meetings with the ultimate goal of developing streamlined informational materials designed to effectively communicate important scientific and technical information needed by communities to develop technically sound and affordable SW

management programs. This collaborative process shall actively engage MS4s on developing pragmatic point of use approaches as infrastructure owners (i.e., MS4s) and personnel on the ground (e.g., Department of Public Works (DPW)) that have the authority and responsibility to act. Together the information generated will help facilitate local ownership of SW related issues and infrastructure and transferability for use in other developed watersheds throughout New England where municipalities face similar water resource management challenges.

This work shall be comprised of the following subtasks:

A. (Completed)

B) MEETINGS: Participation in Expanded Phase 3 Project Team Group Working Meetings: The Contractor shall participate and collaborate with the Phase 3 Technical Support Team in up to three facilitated group working meetings including up to 2 technical webinars and 1 final project meeting.[1] The facilitated group meetings shall include participation from four communities. The Phase 3 Technical Support Team shall be expanded to include representation by the new municipalities joining the Phase 3 process. The group working meetings will be facilitated to encourage open dialogue and build productive trusting synergies among all members of the Technical Support Team and to assist in making progress towards accomplishing the project objectives.

Key topics to be covered at the group working meetings shall include:

- Sharing of critical SW management information related to developing effective and affordable SW management and retrofit programs. This information shall include: evaluate more protective local ordinances that could accomplish needed SW management activities through redevelopment and urban renewal projects.

- Develop effective communication strategies between regulatory agencies and municipalities for sharing key information related to successful SW management programs. This shall include the design of streamlined technical support and information materials to better support municipalities in carrying out SW management programs for achieving water resource goals in the most practical and cost-effective manner.

The Contractor shall prepare for and participate in the working meetings to provide technical support in the form of providing input on meeting agendas, sharing information through presentations and providing brief written materials as needed to advance

[1] **Note:** these meetings and webinars are coordinated by EPA using a Contractor and contract vehicle independent of this Contract vehicle. The Contractor is Consensus Building Institute (CBI); the contract and task order numbers are 68HERH19D0033 and 30, respectively. CBI arranges, schedules and facilitates the group working meetings and also compiles meeting notes for the Technical Support Team. Therefore, the Contractor shall not be responsible for providing facilitation services under this WA 4-35.

discussions. The Contractor shall conduct research and compile relevant information in preparation for the meetings.

C) (completed)

D) MATERIALS: Streamlined Technical Support Materials: The Contractor shall prepare streamlined technical support and information materials to better support municipalities in carrying out SW management programs for achieving water resource goals in the most practical and cost-effective manner. The contractor shall prepare technical support documents on:

1) relevant recommendations for redevelopment ordinances, and
2) recommendations for self-certification of distributed green infrastructure or stormwater controls on private properties.

Draft documents and materials shall be shared with the Phase 3 Technical Support Team and shall be revised based on feedback gained during the working meetings and on comments from the EPA Project Team.

Task 2 Deliverables

A) completed

B) The Contractor shall prepare for and participate in up to 3 group working meetings, including up to 2 technical webinars and 1 final project meeting to provide technical support in the form of providing input on meeting agendas, sharing information through presentations/discussion and providing brief written materials as needed to advance discussions and as directed by the EPA WACOR. EPA estimates that this process shall be carried out between July 1, 2020 and December 31, 2020.

C) completed

D) The Contractor shall submit to the EPA WACOR up to two draft technical support documents (**TSD**) covering SW management technical topics as directed by the EPA Project Team. EPA expects that scope of the TSDs will be determined through the collaborative meeting process and that any customization for different community needs will be done as the scope allows. Therefore, the Contractor and EPA WACOR shall coordinate to develop a schedule for developing and submitting the draft documents to the EPA WACOR during the process. EPA envisions that drafts will be distributed in advance of specific working meetings to be determined. In any event, the Contractor shall submit to the EPA WACOR drafts of the TSDs by Dec 1, 2020. The final TSDs shall be submitted within 15 days of receiving comments from the EPA WACOR but no later than December 31, 2020.

Task 3 – On call Technical Support for Watershed Opti-Tool Users

(completed)

Task 4 – Refine GI and hazard mitigation Technical Assistance with EPA Project Partners (Task 5 and 6). This was the workplan for Task 5 & 6 which resulted in rescoping / reallocating LOE for Task 6.

(completed)

Task 5 - Cooperative Technical Assistance for Utilizing Regionally Significant Green Infrastructure as a Flood Mitigation Tool in the Mystic Watershed

The Contractor shall assist EPA Region 1 in providing technical support to RMC communities designed to accelerate the adoption of GI implementation strategies across the Mystic River Watershed by integrating the results of the MyRWA regional GI scoping analysis (for medium to large-scale GI projects, if they are identified in a timely manner) or other GI projects into up to two municipal Hazard Mitigation Plans.

Depending on MyRWA progress and timing, EPA may determine a best use of scope is to move forward with compatible communities (even if those communities are not identified by the MyRWA process) and develop more universal GI designs / plans to accommodate the HMP planning of such communities. In addition, this WA Rollover – a no-cost extension – could employ the full term of WA 4-35 to accommodate any and all delays and coordination that may be required as a result of teaming with MyRWA (i.e., June 30, 2021). The following Subtasks shall be construed in a manner consistent with this provision.

This work shall include the following subtasks:

A) Review of Relevant Information to incorporate GI into Hazard Mitigation Plans in the Mystic River Watershed

(completed)

B) Draft Hazard Mitigation Plan Amendments

The Contractor shall prepare suggested language for Hazard Mitigation Plan Amendments (and/or Update language) to universally incorporate GI projects (identified by the community previously or as part of the RMC contractor's work) and other information to allow the RMC members to develop HMPs. If possible, same could be employed to help such communities compete for hazard mitigation grants and funding (note: this may require information such as cost-benefit analysis (CBA) that presumes close coordination with MyRWA). Accordingly, such language may include:

- Identification of natural hazards to be mitigated using nature-based approaches;
- Statement of the jurisdictions' goals and objectives related to integrating environmental protection with natural hazard mitigation;
- Identification of the potential social and environmental benefits, as well as the economic benefits of incorporating these actions;
- Strategies to mitigate natural hazards that provide environmental co-benefits; and
- Action items to implement the strategies within the local Mystic communities.

The Contractor shall work cooperatively with the RMC municipalities to support their decision process for incorporating strategies, action items and specific GI projects into their hazard mitigation plans via amendments or into the plans directly if they are in the process of being revised.

To facilitate municipal incorporation of GI opportunities within HMPs, the Contractor shall coordinate one (1) meeting with MyRWA and RMC communities and to present recommendations developed as part of this task.

Task 5 Deliverables

A) Completed

B) The Contractor shall provide proposed HMP language for up to two RMC municipalities interested in incorporating GI projects and/or other GI projects to address flooding in the Mystic River Watershed. The recommended language for municipal Hazard Mitigation Plans will be completed and delivered to EPA and the RMC municipalities in accordance with Task 6.

C) Facilitate one (1) meeting with MyRWA and RMC communities, which is to include the Process Guide developed in Task 6.

Task 6 – Cooperative Technical Assistance for Utilizing Dispersed Green Infrastructure as a Stormwater Quality / Quantity Tool in the Mystic Watershed

During the course of WA 3-35, EPA was not able to find municipalities who had the resource capacity to meaningfully collaborative on this task. Therefore, as part of the work plan development under Task 4, communities refined their needs for incorporating green infrastructure into HMPs and securing funding for those projects. Therefore, Task 6 has been refined as noted below in subtasks 6A and 6B.

A) **Develop Recommendation for Incorporating GI into HMPs.** Based on findings from Task 5 and other research, ERG will develop universal recommendations for all RMC communities, including tips on specific language to help municipalities incorporate green infrastructure into their Hazard Mitigation Plans and secure FEMA funding for green infrastructure

projects. Draft content will be shared with communities for their input as part of Task 5(B) and 5(C).

B) **Process Guide.** The contractor shall provide a brief (up to 10 pages) process guide, with visuals and examples, to help communities obtain funding for green infrastructure projects in their HMPs through state and federal funding sources, primarily FEMA grant programs. The funding process guide will be completed and delivered to EPA and the RMC municipalities by Dec 31, 2020.

C) **Participate in EPA Webinar on Incorporating GI Opportunities into HMPs.** The Contractor and its team will present on incorporating GI opportunities into HMPs for EPA, federal and state partners, and the Mystic municipalities in the RMC. EPA assumes that EPA will provide the technical platform and overall coordination for this webinar. The Contractor shall be responsible only for development of presentation slides and materials and coordinating with other team members for the webinar.

Task 6 Deliverables

A) Develop Recommendation for Incorporating GI into HMPs (by Dec 31, 2020)

B) Process Guide (by Dec 31, 2020)

C) Participate in EPA Webinar on Incorporating GI Opportunities into HMPs (before June 30, 2021)

Task 7 – Finalize the Phase 2 Final Report of the Mystic River Watershed Eutrophication Analysis

(completed)

Task 8 Phase 1 - Enhancements to EPA Region 1 Stormwater Management Opti-Tool (Opti-Tool) and Best Management Practices Accounting and Tracking Tool (BATT) to Support Stormwater Permit Crediting, Accounting and Tracking

The Contractor shall provide technical support to EPA R1 to advance EPA R1's stormwater management related tools, Opti-Tool and BATT, to support implementation activities, permit compliance and overall accounting and tracking of pollutant reductions by permittees and other users for individual properties, communities and watersheds. The work under this task is considered to be Phase 1 of a process to eventually, depending on future funding, adapt the tools to be operational as web-based tools. Phase 1 work shall include making updates to Opti-Tool and BATT and working with pilot users to obtain feedback and recommendations to make further enhancements to the tools.

This work shall be comprised of the following subtasks.

A) Task 8 Kickoff Meeting: The Contractor shall convene a kickoff meeting for Task 8 Partners to discuss the scope and objectives of Task 8. EPA R1 anticipates Partners for this Task may include representatives from EPA (R1 and potential EPA partner Regions such as R2, 3 and/or 9), MassDEP, Rhode Island Department of Environmental Management (RIDEM), MyRWA, and the Charles River Watershed Association (CRWA). EPA R1 will provide the contractor with the list of potential Partners.

B) Kickoff Process with Pilot BATT Users: EPA Region 1 in coordination with Task 8 Partners shall identify up to three candidate municipalities with interest in applying BATT and providing feedback on use of the tool. It is possible that representatives from MassDEP, RIDEM and EPA may have interest to participate in applying BATT and providing feedback. The Contractor shall convene a virtual meeting for Partners and pilot BATT users to present the existing functionality of BATT and describe already existing planned enhancements to both Opti-Tool and BATT. Opti-Tool is used to develop the stormwater control measure performance credits that are incorporated into BATT for accounting of pollutant load reductions and will be used to develop updated credits as described below. Based on initial feedback from potential pilot users and Partners, the Contractor shall consider and evaluate input and recommendations for enhancing BATT.

C) Initial Enhancements to Opti-Tool and Batt: The Contractor shall make initial modifications to Opti-Tool and BATT in Excel based on initial feedback provided in Subtask B and to achieve the following functionality:

- Modify Opti-tool SUSTAIN SCM water quality parameters to incorporate pretreatment so that established curves and Opti tool results are consistent.
- Modify Opti Tool for automating generation of long-term cumulative SMC performance curves for selected climatic condition and associated HRU timeseries.
- Modify BATT in Excel to automate incorporation of alternative regional and climatic specific pollutant loading rates and performance curves for calculating SMC pollutant load and runoff volume reduction credits.
- Update Opti-Tool and BATT with revised default performance curves using modified SUSTAIN WQ parameters expanded climatic period (1992-2019). Also, consider any existing user feedback (e.g., University of Southern Maine, LIS Program).

D) BATT Functionality for Potential Residual Designation Permitting and Reporting by Watershed and Municipality: The Contractor shall expand BATT in Excel to include functionality for processing and reporting on private property owner information and stormwater management activities associated with potential Residual Designation (RD) stormwater management permits and for aggregate, summary reporting (e.g., overall phosphorus reductions) for compliance with MS4 permit requirements for communities and by watershed. EPA will provide the Contractor with specific data and reporting needs related to property parcel

data for documenting stormwater management activities, calculating SCM reductions and developing reports related to potential RD permits. The enhancements to BATT shall include the functionality to aggregate information on SCMs and associated reductions from both privately and publicly owned properties by watershed and per municipality.

E) Technical Support for BATT Pilot Users: The Contractor shall provide technical support under this subtask with the objective of evaluating the usability and functionality of BATT from the standpoint of meeting the stated objective of Task 8. The Contractor shall provide technical support by working with representatives from up to 3 pilot communities for inputting data into the enhanced BATT for demonstrating compliance with existing and/or potential permitting requirements related to achieving pollutant reduction and reporting permit requirements. EPA R1 will seek pilot users that are within MA watersheds subject to existing phosphorus load reduction permit requirements (e.g., Charles River and a lake TMDL watershed) and the Mystic River watershed for which stormwater phosphorus load reduction targets have been established. Task 8 Partners will have the opportunity to participate in the technical support process with the pilot community users. Based on the technical support process, the Contractor shall document in a TM user feedback on BATT and include a prioritized list of recommended modifications/enhancements to BATT to enhance usability and functionality.

F) Further Enhancements to BATT Based on User Feedback: The Contractor shall make further enhancements to BATT based on the prioritized list in the final Subtask 8E TM and available resources. EPA R1 in coordination with Task 8 Partners will work with the Contractor to identify the modifications to BATT that can be accomplished under this WA given overall project resources.

G) Apply Refined Opti-Tool and BATT to Alternative Climatic Dataset (e.g. another EPA Region): The Contractor shall apply the enhanced Opti-Tool and BATT for another EPA Region using climatic data from at least one regional climatic data station. Alternatively, depending on the level of interest by other EPA regions, the WACOR may direct the Contractor to apply the refined Opti-Tool and BATT to an alternative climatic data set within EPA R1. Work under this task shall apply the enhanced functionality of Opti-Tool to readily develop regional specific pollutant loading rates and SCM performance curves. Opti-Tool shall also be used to refine pollutant loading rates based on alternative climatic data for the selected region and by applying the standardized HRU models included with the Opti-Tool package. Also, the Contractor shall customize BATT for the other EPA Region using enhanced functionality of BATT to readily incorporate the new regional-specific pollutant load rates and performance curves developed by Opti-Tool for the alternative climatic data. The Contractor shall document the step by step process to accomplish the work under this subtask.

H) Next Steps to Operationalize BATT and Opti-Tool as Online Web-based Tool: The Contractor shall produce a TM detailing the necessary elements of BATT and Opti-Tool to be migrated online in a future phase of work. The TM shall identify specific elements that need to be incorporated in an online tool, provide recommendations on additional functionality that could be added to an online tool and provide an estimated level of effort to accomplish this work.

Task 8 Deliverables

- Convene virtual kickoff meeting with Task 8 Partners by September 11, 2020.

- Convene virtual meeting with pilot BATT users and Partners by September 25, 2020.

- Submit enhanced Opti-Tool and BATT and draft updated user manuals to WACOR by December 18, 2020. Final versions of Opti-Tool and BATT and user manuals shall be submitted to WACOR by June 30, 2021.

- Expand functionality of BATT for RD permitting and aggregate accounting and tracking and submit refined tool to WACOR by December 18, 2020 (this may be combined with Deliverable C). The final version of BATT and user manuals shall be submitted to the WACOR by June 30, 2021.

- Work with pilot BATT users and submit TM to WACOR that documents feedback and includes prioritized list of recommendations to refine BATT and the user manual by April 2, 2021.

- Complete agreed upon further enhancements to BATT and user manual and submit updated BATT and user manual to WACOR by May 7, 2021. Finalized version of refined BATT and user manual shall be submitted to WACOR by June 30, 2021.

- Submit customized Opti-Tool and BATT to alternative climatic dataset (likely within another EPA region) to WACOR by June 4, 2021.

- Submit Draft TM to WACOR by June 4, 2021. Submit Final TM to WACOR by June 30, 2021.

7. DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The following table provides an estimate of the project schedule. EPA understands that this schedule may change as a result of discussions with the Contractor or with the natural course of the project. In addition, the Contractor may propose modifications or an alteration of this schedule in its Task 0 Workplan. However, the schedule must presume completion within one year of WA initiation / award (i.e., by June 30, 2021).

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	Workplan and Cost Estimate	Within one (1) month of WA initiation / award	1 in electronic format

1	Document Adherence to Quality Assurance Project Plan in all Deliverables	As specified by Task deliverable due date	1 in electronic format
2	A) completed B) MEETINGS: Participate and Provide Support in up to 3 Group Working Meetings C) completed D) 2 Draft Technical Support Documents	n/a By Dec 31, 2020 n/a Draft TSDs by Dec 1, 2020) Final TSDs within 15 days of receipt of comments from EPA WACOR but no later than September 31, 2020	n/a Attend webinar or in person meetings n/a 1 each in electronic format
3	completed	n/a	n/a
4	completed	n/a	n/a
5	A) completed B) Hazard Mitigation Plan Amendments C) The contractor shall facilitate one (1) working meeting with MyRWA and RMC communities	n/a refer to Task 6 before June 30, 2021	n/a refer to Task 6 attendance at webinar or in person meeting (each)

6	A) Develop Recommendation for Incorporating GI into HMPs (by Dec 31, 2020) B) Process Guide (by Dec 31, 2020) C) Participate in EPA Webinar on Incorporating GI Opportunities into HMPs (before June 30, 2021)	by Dec 31, 2020 by Dec 31, 2020 before June 30, 2021	1 in electronic format 1 in electronic format webinar participation
7	completed	n/a	n/a
8	A) Convene Task 8 kickoff meeting B) Convene working meeting with pilot BATT users and Partners C) Initial refinements to Opti-Tool and BATT and user manuals D) Enhanced BATT for RD permitting and aggregate accounting and tracking E) BATT pilot user testing and TM F) Further refinements to BATT based on pilot user feedback G) Customize Opti-Tool and BATT to alternative regional climatic data set	before September 11, 2020 before September 25, 2020 by December 18, 2020 final Opti-Tool and user's manual by June 30, 2021 by December 18, 2020 by April 2, 2021 by May 7, 2021 Final by June 30, 2021 by June 4, 2021 Final by June 30, 2021	n/a 1 power point presentation in electronic format 1 each in electronic format 1 in electronic format (may be included with Deliverable for subtask C 1 in electronic format 1 each in electronic format 1 each in electronic format

	H) Next steps TM	by June 4, 2021 Final by June 30, 2021	1 each in electronic format

ESTIMATE LEVEL OF EFFORT:

EPA estimates **442 hours** will be required to complete all tasks under WA 4-35. EPA estimates 606 hours will be required to complete all work under Amendment 1.

8. ANTICIPATED TRAVEL REQUIREMENTS

No Travel is anticipated under this work assignment.

9. ADDITIONAL REQUIREMENTS

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The Contractor shall contact the EPA WACOR and/or the Contract Level Contracting Officer's Representative (CL-COR) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the Contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA WACOR and the CL-COR.

10. CONTRACTOR IDENTIFICATION

To avoid any perception that Contractor personnel are EPA employees, the Contractor shall assure that Contractor personnel are clearly identified as independent Contractors of EPA when attending meetings with outside parties or visiting field sites.

11. CONTROL REQUIREMENTS

1A. Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational

conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

1B. Notification of Conflicts of Interest Regarding Personnel:
The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subContractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subContractor employee, or consultant with an entity that may impair the objectivity of the employee, subContractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

2. Project Employee Confidentiality Agreement
The Contractor agrees that the Contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the Contractor under this contract or any site-specific cost information without first obtaining the written permission of the EPA CL-COR.

3. Notification for Any Single Event Likely to Exceed $20,000

No single event under this Work Assignment is anticipated to exceed $20,000. The Contractor shall immediately notify the EPA Contracting Officer, CL-COR and EPA WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur $20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-45

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Green Infrastructure

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2021		0
This Action:		2,985
Total:		2,985

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Matt King	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-1597 FAX Number:
Project Officer Name: Tangela Cooper	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-45

Title: Support for Green Infrastructure Program

Work Assignment Contracting Officer's Representative (WACOR):

Matt King
Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
202-564-2871
king.matt@epa.gov

Alternate WACOR:

Mary Wigginton
Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
202-564-3637
wigginton.mary@epa.gov

Period of Performance: July 1, 2020 through June 30, 2021

Objective:

The tasks identified below will promote green infrastructure practices at the local level by providing support, training and outreach to aid communities in improving stormwater management. This support is authorized under Section 3.1 of the contract performance work statement: National Program Development and Oversight, as well as 3.4 Technical and Administrative Program Support, 3.7 Outreach, 3.8 Technical Writing and Editing, and 3.9 Support for Meetings, Workshops, Conferences, and Webcasts.

Purpose:

Municipalities utilize green infrastructure to complement single-purpose "gray" stormwater infrastructure. Green infrastructure manages stormwater by preserving natural features, mimicking the natural hydrological cycle, and providing multiple environmental and social benefits. EPA encourages the use of green infrastructure broadly and to meet National Pollutant Discharge Elimination System (NPDES) permit requirements and enforcement agreements. EPA's outreach and technical assistance has increased awareness of the function and benefits of green infrastructure. However, a range of institutional and technical barriers still limit the integration of these approaches into municipal stormwater programs. The green infrastructure program will continue to provide outreach and technical assistance to address these barriers and

demonstrate the environmental, public health, economic, and social benefits that green infrastructure can provide while also helping communities meet regulatory requirements.

Tasks:

Task 1: Case Studies, Fact Sheets, Newsletters, Compendiums, and General Reports

The contractor shall provide support for the development and formatting of materials related to the design, implementation, costs, maintenance, and environmental/economic/social costs and benefits of green infrastructure practices and stormwater programs. These materials are intended to aid practitioners in implementing green infrastructure through development of products like compendiums of best practices, case studies, fact sheets, reports, and training materials. This support may also include revision and further synthesis of existing materials. Draft documents shall be provided to EPA for comment and revised by the contractor according to the comments received. All final documents shall be 508 compliant.

EPA anticipates development of approximately **4 larger products (e.g., compendiums, reports, technical assistance products, training materials, or similar products)**, and **6 smaller products (e.g., fact sheets, case studies, or similar products)** products during this period of performance. The WACOR may also specify a later date than the time frames given below if schedules permit.

DELIVERABLES:

- Kickoff meeting scheduled with EPA to discuss the technical direction within 5 business days of receipt of the technical direction.
- If requested, an outline of product to be provided within 7 business days of kickoff meeting if requested by the WACOR.
- First draft of a fact sheet/newsletter/case study or similar smaller products (generally under 10 pages) to be provided within 15 business days of kickoff meeting or 15 business days after delivery of an outline if requested.
- First draft of reports or compendiums (larger, more involved documents – generally over 10 pages) to be provided within 20 business days of kickoff meeting or 20 business days after delivery of an outline if requested.
- Final deliverable (or additional drafts if requested) within 10 business days of receipt of EPA comments on draft.

Task 2: Outreach, Communication Materials, Graphic Design and Production

As the technology available for communications and outreach expands to include new formats and media, the green infrastructure program continues to adapt the delivery of its information to include current (web and print) as well as newer technologies (web video, blogging, etc). The contractor shall provide editorial and graphic support to produce various print and multimedia products that explain the Green Infrastructure and stormwater programs, projects and policies. These products may include, but are not limited to the following examples: short booklets, brochures, posters, presentations, fact sheets, press kits, information packets, research, communication strategies, business cards, postcards, advertisements, flyers, mailings, social

media graphics, videos, logos, and other graphic-intensive materials such as infographics. All the materials developed (including photos and the highest resolution versions of graphics and any vector-based files) in the creation of these files shall also be delivered to EPA.

EPA expects to request **10-12 products** to be provided during this period of performance. The WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- As requested by the WACOR, provide draft graphic design and production support for posters, website or other similar large format information products within 14 business days of technical direction.
- After receiving comments from EPA, produce a final product (or another draft if requested) within 14 business.
- As requested by the WACOR, provide audio and /or videography support to produce videos or podcasts formatted according to EPA specifications for web posting. Within 14 business days of technical direction, provide an outline and script for the requested product. After approval of initial materials, provide a storyboard within 14 business days. Subsequent deliverables will be specified by the WACOR due to variable timing of filming, editing, and other variables.

Task 3: Webcast Support and Archives

The Green Infrastructure team hosts approximately five national webinars a year related to the successes and challenges associated with implementing green infrastructure best management practices. See: https://www.epa.gov/green-infrastructure/green-infrastructure-webcast-series. The contractor shall convert webcast presentations into 508-compliant materials suitable for EPA for posting on EPA's website and/or EPA's YouTube channel.

EPA anticipates requiring support with approximately **5 webcasts** during this period of performance. EPA selects topics, and presenters will coordinate with the contractor for technical and logistical support. The WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- Coordinate webcast logistics for webcasts topics selected by EPA.
    - Host webcast with a platform that can accommodate up to 1,000 attendees, managing technical aspects of webcast delivery.
    - Schedule and host practice session (approx. 30 mins) with presenters selected by EPA prior to each webcast.
    - Collect bios and presentations from presenters for EPA to review and utilize in their listserv and web postings.

    - Conduct question and answer session during webcast.
- After receiving necessary files from EPA the contractor shall create 508 compliant materials for posting on EPA YouTube channel within 2 weeks of receiving materials. This includes the contractor delivering the following:
    - A high resolution video (generally MP4 or similar file type), timed caption files (.srt format or similar) that have been checked and verified for accuracy, any text transcripts of materials created for files, and deliver the YouTube entry description in this format:
        -Title (100 character limit)
        -5-10 line description with URL(s) to promote
        -5-10 tag words separated by commas.

If requested by the WACOR, the contractor shall instead provide 508 compliant power point presentations in PDF format and transcripts for use on EPA's website as an alternative to using YouTube.

TASK 4. Project Support and Facilitation

At the request of the WACOR, the contractor shall provide support and facilitation on select projects. This support role may include, but is not limited to performing stakeholder outreach, facilitating meetings, taking meeting notes, and the production of associated written materials such as agendas.

EPA anticipates submitting **8-10 requests** during this period of performance. The WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- The contractor shall respond to requests from the WACOR for support within 3 business days either with a written response or if requested, a suggested timeframe necessary to complete the request.
- Drafts of written products, presentations, and other project materials will be provided within 10 business days of the request. If the contractor has any questions, they should communicate directly with the WACOR before submitting a draft. If EPA requests additional edited drafts, the contractor shall deliver within 5 business days, unless a longer period is specified by WACOR. After EPA sends final comments the contractor shall deliver a final version of the document within 6 business days. The contractor must ensure they have EPA approval before making final 508 compliant version of graphics/documents.
- Requests for making existing materials 508-compliant for web posting shall be completed within 7 business days of receiving materials.
- The contractor shall deliver meeting minutes within 3 business days after meetings adjourn.

Task 5. Website Support and Outreach

The contractor shall provide technical support in maintaining and developing the green infrastructure website. The contractor shall provide support in developing new content or web pages as requested via technical direction by the WACOR. The support may include, but is not limited to, writing introductory content, editing existing content, making content 508 compliant for web posting, reviewing content, identifying links, preparing new material, or providing recommendations to reorganize content, and development of new graphics and development or support of interactive tools (e.g. ESRI Storymaps or applications to deliver trainings).

EPA anticipates submitting **14 requests** during this period of performance. The WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- The contractor shall respond to requests from the WACOR for support of new, edited or revised content within 3 business days either with a written response or if requested, a suggested timeframe necessary to complete the request.
- Requests for making existing materials 508-compliant for web posting shall be completed within 7 business days of receiving materials.
- A draft of fact sheets/infographics/logos/social media graphics and other similar items requested shall be delivered within 10 business days of the request. If the contractor has questions regarding any graphics/photographs, they should communicate directly with the WACOR before submitting a draft. If EPA requests additional edited drafts, the contractor shall deliver within 5 business days, unless a longer period is specified by WACOR. After EPA sends final comments the contractor shall deliver a final version of the document within 6 business days. The contractor must ensure they have EPA approval before making final 508 compliant version of graphics/documents.
- For more significant reorganizations or development of new professional graphics, social media graphics, videos logos, and other graphic-intensive materials such as infographics, a draft must be provided for review within 7 business days of receiving technical direction. If the Contractor has questions regarding any graphics/photographs, they should communicate directly with the WACOR before submitting a draft. The contractor shall then create a final version within 6 business days and ensure they have EPA approval before making final 508 compliant version of graphics/documents.

Quality Assurance Statement

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. A QAPP is not required for this work assignment.

Performance Requirements and Measurable Standards:

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Estimated Level of Effort:
EPA estimates a total of **2985 LOE** hours to complete these tasks.

Reporting Requirements:

The Contractor shall provide the WACOR with a breakdown of dollars spent on individual projects on a monthly basis and when requested by the WACOR.

The Contractor shall notify the CO and the WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

Guidance Regarding Conferences:

Conference/Meeting Guidelines and Limitations
The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Guidance Regarding Writing for EPA:

EPA products are to conform to EPA standards. Please reference EPA Stylebook http://www2.epa.gov/stylebook. Note also that EPA utilizes AP Style first (http://www.apstylebook.com) and U.S. Government Printing Office Style Manual second.

Guidance Regarding EPA Website Materials:

When creating content for the Green Infrastructure website, the contractor shall adhere to EPA Style Guide and OneEPA Web guidelines including the following:

- Content and publications added to the website must be compliant with Agency standards, including 508 accessibility, metadata standards, and other published EPA Agency standards and requirements.
- Use of the current framework and structure of the website, unless otherwise specified.
- Multimedia image files that accompany text shall be produced and/or published using the OneEPA Web guidelines current format (.gif, .jpg (or .jpeg), .png) and vector files will also be delivered.
- New video files shall be compressed to EPA's current format (.mp4, .flv, .swf) or to new video format requirements as they become available, currently EPA uses YouTube formatting of .mp4 files and .srt (http://www.youtube.com/user/USEPAgov).

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-47

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Wastewater and Decentralized

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2021 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Gajindar Singh	(Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-0634 FAX Number:
Project Officer Name Tangela Cooper	(Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:
Other Agency Official Name	(Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Camille W. Davis	(Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

PERFORMANCE WORK STATEMENT

Contract number: EP-C-16-003

Work Assignment Number: 4-47

1. **TITLE: Providing Assistance to Wastewater and Decentralized Systems**
2. **PERIOD OF PERFORMANCE: July 1, 2020 to June 30, 2021.**
3. **WORK ASSIGNMENT:**

Contract Officer Representative (WACOR)
Gajindar Singh
U.S. EPA (Mail Code 4204M)
Phone: 202-564-0634
Email: singh.gajindar@epa.gov

Alternative Work Assignment (Alt COR)
Smiti Nepal
U.S. EPA (Mail Code 4204M)
Phone: 202-564-2457
Email: smiti.nepal@epa.gov

4. BACKGROUND:

Growing public awareness and concern for controlling water pollution led to enactment of the Federal Water Pollution Control Act Amendments of 1972. As amended in 1977, this law became commonly known as the Clean Water Act (CWA). The Act established the basic structure for regulating discharges of pollutants into the waters of the United States. It gave EPA the authority to implement pollution control programs such as setting wastewater standards for industry. It also funded the construction of sewage treatment plants under the construction grants program and recognized the need for planning to address the critical problems posed by nonpoint source pollution.

Subsequent enactments modified some of the earlier Clean Water Act provisions. Revisions in 1981 streamlined the municipal construction grants process, improving the capabilities of treatment plants built under the program. Changes in 1987 phased out the construction grants program, replacing it with the State Water Pollution Control Revolving Fund, more commonly known as the Clean Water State Revolving Fund (CWSRF). The 1987 amendments also established Title II grants for territories and the Clean Water Tribal Set Aside (CWISA) program.

Many small and rural communities, including those in Indian Country and along the U.S.-Mexico border, struggle with aging or inadequate wastewater treatment systems, or do not have access to basic wastewater services. Small communities have 10,000 or fewer people and an average daily wastewater flow of less than 1 million gallons. Due to limited capacity, these communities are

vulnerable to both natural disasters and man-made incidents. The Sustainable Communities Infrastructure Branch (SCIB) in EPA's Office of Wastewater Management focuses on supporting these communities by providing funding needed for infrastructure improvements; technical support to ensure proper operations and maintenance, resiliency, and asset management for centralized wastewater treatment systems; and provide resources about the proper design and maintenance for onsite wastewater treatment systems.

SCIB does this through leading or supporting the following programs:

1(a) The Clean Water Indian Set-aside (CWISA) Program

The CWISA program aims to increase access to basic sanitation in Indian Country. CWISA funds are used for the planning, design, and construction of wastewater treatment systems in American Indian and Alaskan Native (AI/AN) communities. In addition, EPA is a cornerstone in the multi-agency tribal Infrastructure Task Force (ITF) that was created to develop and coordinate federal activities in delivering water infrastructure, wastewater infrastructure and solid waste management services to tribal communities. The federal partners are Department of Agriculture, Environmental Protection Agency, Department of Health and Human Services, Department of Housing and Urban Development, and Department of the Interior. More information about the ITF is available at http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation.

1(b) Small Water System Technical Training Workshops

SCIB has been delivering a series of Small Water System Technical Training Workshops and has delivered 19 trainings to approximately 604 participants from tribes and small rural communities. The workshops focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems to ensure sustainability and resiliency by proper operation and maintenance. More information about these workshops for small systems is available at: https://www.epa.gov/small-and-rural-wastewater-systems/tools-training-and-technical-assistance-small-and-rural#training.

2. The Wastewater Technology and Innovation Program

The Wastewater Technology and Innovation Program monitors emerging technical issues, encourages adoption of new technologies, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment. Furthermore, the Program collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organizations. The Program also collaborate with Sustainable Utilities Management program to emphasize importance of technology adoption as a key element to sustainable utility.

SCIB serves as EPA's lead program on reaching a variety of underserved communities as well as those developing innovative technologies throughout the wastewater sector. In SCIB's efforts to best serve these stakeholders, SCIB continues to release documents, publications, and infographics. From annual report fact sheets to larger compendiums, SCIB strives to improve its messaging and how that message is delivered

5. PURPOSE and OBJECTIVES:

The purpose of this work assignment is to provide the contractor information and direction for the preparation of a specific work plan related to the above programs.

Objective 1. a The objective of this work assignment Task 1 is to support the CWISA Program to increase access to safe drinking water and basic sanitation in Indian Country and to ensure that public funds are used in the most efficient and consistent manner. This includes providing support to increase information sharing and improve collaboration between the federal and tribal members of the tribal Infrastructure Task Force (ITF): EPA, USDA, IHS, HUD, DOI and Tribes. EPA is a cornerstone in the ITF and its primary facilitator. More details are available at: http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation).

Objective 1. b The other objective of this work assignment Task 1 to assist the tribes and small rural communities that focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems, and decentralized systems. The contractor is to provide three (3) Small Water System Technical Training webinars (at least 90-minute sessions) and one two-day workshop in person in the next 12 months.

Objective 2. A second objective for this work is to provide technical support for the program activities and provide a venue to allow information to be continuously shared for internal and external audience associated with OWM's Technology Wastewater Program. The program goals include: keeping abreast on emerging technical issues, encourages adoption of new technologies, collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organization, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment.

6. QUALITY ASSURANCE:

The tasks in this work assignment will not require generating new environmental data or geographic information. The work in this work assignment do not require environmental data measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

The contractor shall provide Monthly Financial Reports which among its tasks shall include a table with the invoice Level of Effort (LOE), and cost amount broken out by the tasks in this work assignment along with the progress on each task in detail.

7. TASKS:

Task 0: Work Plan, Budget Development, and Monthly Progress Reports

The contractor shall develop a detailed work plan, which is the result of interpreting the statement of work and discussions with EPA on further direction on the work assignment that describes how each task will be carried out. The contractor shall also prepare a budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. This task also includes, potentially, bi-weekly telephone conferences between the work assignment COR and the project manager, each approximating one hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work assignment COR may require the contractor three annual trips to Washington, DC, to discuss the progress and direction of this work assignment.

Deliverables: Work plan, budget, and monthly progress and financial report.

Task 1 a: Support the Infrastructure Task Force (ITF)

The contractor shall provide support to EPA, based on Objective 1 above, to increase information sharing and improve collaboration between ITF members (EPA, USDA, HIS, HUD, and Tribes).

The activity shall include the following:

A. The contractor shall provide support for up to 6 conference calls held by the Water Infrastructure Division, Sustainable Communities Infrastructure Branch. The contractor shall provide one technical expert, with a general knowledge of drinking water and wastewater issues and familiarity with EPA acronyms to participate on each call. Each call will last between one and two hours. The work assignment COR will provide a schedule of calls to the contractor.
B. It is anticipated that out of the 6 calls referenced in task above, up to 3 will be full member ITF calls. For these 3 calls, the contractor shall develop a meeting summary report and provide the draft meeting notes to the work assignment COR for review and comment. The summary at a minimum shall include a listing of all meeting attendees and meeting information including: 1) presentation information, 2) questions, 3) comments, 4) discussions and 5) action items. The length of the summary should be commensurate with the level of discussion at the meeting. The summary should be organized by session topic and include the ideas and suggestions of meeting groups, and then combined for the meeting as a whole. If possible, the summary should link

common themes discussed during the meeting. The summary should not merely be lists copied from group flip charts, but rather should include analysis and combine similar ideas. The contractor shall provide the draft summary and notes to the work assignment COR for review and comment. The contractor shall provide minutes for each teleconference in Microsoft Word format via email.

C. The contractor shall provide support for the ITF program as needed and defined by the ITF Principals (composed of management staff from EPA, USDA, IHS, HUD & DOI). Proposed activities include: up to two success stories (up to about 10 pages each), support for a tribal water and wastewater utility workforce subgroup through meeting facilitation, document review and development of a tribal workforce document (up to about 30 pages), incorporate updates on the recent draft Interagency Agreements Desk Reference document, and development of a technical white paper on remote monitoring and control of water/wastewater utilities (up to about 10 pages). These activities were discussed and recommended at recent ITF meetings. This scope of work includes time for review and comment; incorporation of changes; and time to edit, format, and prepare each document for publication online (508 compliant).

Task 1 b: Deliver Technical Training Workshops to Small Water and Wastewater Systems

- The contractor shall provide three (3) Small Water System Technical Training webinars (at least 90-minute sessions) and one two-day in person workshop in the next 12 months. In case, the one two-day in person workshop cannot be held due to any reason, the contractor shall provide six (6) webinars (at least 90-minute sessions). EPA aims to hold one in person training workshop to be held with the intent to use a free or low-cost facility and will likely be in California, Nevada or Arizona. The goal is to provide training to as many of the employees of tribes and small rural communities as possible. The objective of the training and webinars will focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems. The workshops will also likely include a module for utility managers on effective utility management. One of the most significant challenges with small, rural wastewater systems is the inability or lack of knowledge by their operators to maintain the systems and the inability to retain the trained staff. The contractor support staff identified for these activities must have knowledge of the subject matter, experience developing training tools and techniques, professional tribal work experiences, and knowledge of different learning styles and tribal culture. The workshop will use presentations, case studies, and group exercises to promote utility sustainability and instruct participants on how best to operate, troubleshoot, maintain and manage drinking water & wastewater collection treatment and disposal systems. These activities shall include the following:

A: The contractor shall work with EPA to identify the potential dates. The contractor shall conduct outreach to tribes and small, rural communities. The outreach will include developing and distributing flyers, advertising on the website, and emailing to potentially interested parties. The attendees of the webinars will be operators, managers, and local officials of small water and wastewater systems.

B: The contractor shall work with EPA to refine the existing workshop curriculum and materials previously developed. The contractor shall prepare and distribute electronically the training materials, the pre-test, post-test, and other materials to augment the training. The contractor shall facilitate and teach the workshop and the webinars. The contractor shall also provide online support, such as: virtual room monitoring, answering questions, recording attendance, attendee registration, confirmation letters, etc. The contractor shall work with the Indian Health Service, state, regional and non-profit organizations to ensure participation This online webinar capacity should be for at least 250 participants.

C. The contractor shall deliver assessments and outcomes of training along with project wrap-up report including feedback from the attendees.

Task 2: Wastewater Technology Report Formatting

Formatting and 508-complaince. With direction from WACOR, the contractor will format an existing report prepared by EPA staff to meet consistency and organization. The contractor shall provide formatting and will ensure the entire report is 508 compliant not to exceed 250 pages. The formatting will require no additional research by the contractor.

Deliverables: The contractor shall develop one draft and one final draft template. The report formatting is not to exceed more than 250 pages. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate

.

7. Deliverables and Timetable

Task	Quantity	Due Date (On or About – Period of Time)
Task 0: Kick off meeting Communications and Reporting	1	Kick off meeting within 10 business days after award and submit minutes within 5 business days of the meeting. Timing and format of future calls and meetings will be discussed at this meeting. Monthly Reports and phone calls as needed.
Task 1.a.A & 1.a.B: Support the tribal ITF	6	Duration 12 months or per contract requirement (or as determined the COR). Anticipate up to 3 full member ITF calls and 3 other supportive conference calls. Conference call minutes of meetings within 5 working days.
Task 1a..C: Support for the ITF program as needed and defined by the ITF Principals; proposed activities include: up to two success stories (up to about 10 pages each), support for a tribal water and wastewater utility workforce subgroup through	1	Investigate and develop materials for all tasks as directed. Technical direction to be provided during the course of the work assignment.

meeting facilitation, document review and development of a tribal workforce document (up to about 30 pages), incorporate updates on the recent draft Interagency Agreements Desk Reference document, and development of a technical white paper on remote monitoring and control of water/wastewater utilities (up to about 10 pages).		
Task 1.b.A: Identify the dates, develop outreach materials and conduct outreach for in person and webinar training workshops	1	Within two months of the award of the work assignment
Task 1b. B: Refine training materials based on above Task 1.b, A and conduct the training workshop and webinars.	1	Within 8 months of the award of the work assignment
Task 1b.C: Deliver assessments and outcomes of training with feedback from attendees	1	Within 1 month of delivery of training and final webinar
Task 2. Kick-off Conference Call Notes	1	Within 7 days of the award of the work assignment
Task 2. Draft format	1	Within 30 days of the kick-off meeting
Task 2. Final Product	1	Within 45 days of the kick-off meeting

8. PERFORMANCE STANDARDS AND QUALITY MEASURES:

Tasks are to be evaluated in accordance with the Quality Assurance Surveillance Plan and Quality Management Plan identified in the EP-C-16-003 contract.

All task(s) identified in the performance work statement above are subject to review and approval by the EPA COR and Project Officer based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and

document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

9. **TRAVEL:** Travel is anticipated for this work assignment. Contractor personnel will be required at the ITF meeting facilitation support efforts and travel will be charged on a cost reimbursement basis, following appropriate approval of the work assignment COR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA COR to travel taking place. For this task order, assume the following trips:

   - Trips for contractor to the EPA HQ offices in Washington DC (Tasks 0 and 1)
   - One three-day trip for two contractor staff to travel to (most likely) California, Nevada or Arizona in fall 2020.

10. GREEN MEETINGS AND CONFERENCES:

This Task Order requires contractor support for meeting and conference planning and logistics and therefore must include "green meeting and conference" support. The contractor is required to use the provision of EPAAR 1552.223-71, when soliciting price quotes for work assignments that require meeting and conference services on behalf of EPA.

11. CONFERENCES AND WORKSHOPS:

The tasks under this work assignment may require the acquisition of "off-site" facilities for conference(s) and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and will require EPA Form 5170 if the meeting cost exceeds $20,000.

The contractor shall immediately alert the COR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA COR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

12. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS):

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

Preferred text format:	MS Word, 2007.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 9.0 or higher

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-47

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Wastewater and Decentralized

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Amendment 1 removes Gajindar Singh as the WACOR and is replaced by Matthew Richardson (Phone) 202-564-2947; (Email) richardson.matthew@epa.gov. In addition, Amendment 1 removes the previously established funding ceiling of $67,604.00 as this Work Assignment is fully funded.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2021 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name: Matthew Richardson (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-2947 FAX Number:	
Project Officer Name: Tangela Cooper (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115	

PERFORMANCE WORK STATEMENT

Contract number is EP-C-16-003

Work Assignment number is 4-47

Anticipated Level of Effort (LOE): 407 Hours

Amendment 1

1. **TITLE: Providing Assistance to Wastewater and Decentralized Systems**
2. **PERIOD OF PERFORMANCE: July 1, 2020 to June 30, 2021.**
3. **WORK ASSIGNMENT:**

Contract Officer Representative (COR)
Matthew Richardson
U.S. EPA (Mail Code 4204M)
Phone: 202-564-2947
Email: Richardson.Matthew@epa.gov

Alternative Work Assignment (Alt COR)
Smiti Nepal
U.S. EPA (Mail Code 4204M)
Phone: 202-564-2457
Email: smiti.nepal@epa.gov

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-47

☐ Other ☒ Amendment Number: 000002

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Wastewater and Decentralized

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Amendment 2 creates a funding ceiling in the amount of $67,604.22. This ceiling shall not be exceeded without written authorization from the Contracting Officer.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2021 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Matthew Richardson (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-2947 FAX Number:	
Project Officer Name Tangela Cooper (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115	

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 4-48

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-003	07/01/2016 To 06/30/2021 Base Option Period Number 4	Harmful algal bloom

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2020 To 06/30/2021

Comments:
Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2021		0
This Action:	1,200	
Total:	1,200	

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Katherine Foreman	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-564-3403 FAX Number:
Project Officer Name: Tangela Cooper	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-48

Title: Harmful algal bloom activities in drinking water

Work Assignment Contracting Officer's Representative (WACOR):

Katie Foreman
US EPA, Room 2227B
Mail Code 4607M
1200 Pennsylvania Ave, N.W.
Washington, DC 20460
Tel: 202/564-3403; Fax: 202/564-3767
E-mail: foreman.katherine@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR):

Javier Concha
US EPA, Room 2209R
Mail Code 4607M
1200 Pennsylvania Ave, N.W.
Washington, DC 20460
Tel: 202/564-0676; Fax: 202/564-3767
E-mail:concha.javier@epa.gov

Period of Performance: July 1, 2020 through June 30, 2021

Background: Cyanobacteria occur naturally in marine and freshwater ecosystems. Under certain conditions these cyanobacteria can rapidly grow producing harmful algal blooms (HABs). Some cyanobacteria can produce cyanotoxins that can pose a risk to human and animal health. There are currently no U.S. federal guidelines, water quality criteria, standards or regulations for cyanobacteria or cyanotoxins in drinking water under the Safe Drinking Water Act.

On June 17, 2015, EPA published two health advisories (HAs) in drinking water for the cyanotoxins microcystins and cylindrospermopsin. The HAs provide states, drinking water utilities and the public with information on the health effects of microcystins and cylindrospermopsin, analytical methods for testing these cyanotoxins in water samples, and treatment approaches that effectively remove cyanotoxins in drinking water.

In conjunction with the health advisories, EPA released "Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water", which was developed to help states and utilities as they consider whether and how to manage cyanotoxins in their drinking water supplies. The document provides recommendations for helping public water systems (PWSs)

manage the risks from cyanotoxins to their drinking water, including a framework PWSs can consider when planning their cyanotoxin risk management efforts.

On August 7, 2015, Public Law 114-45, titled the Drinking Water Protection Act, amended the Safe Drinking Water Act by adding Section 1459, Algal Toxin Risk Assessment and Management. Section 1459 directs the EPA to assess and manage algal toxin risk in drinking water through strategic planning, information coordination, and use of science. In November 2015, EPA submitted a strategic plan called "Algal Toxin Risk Assessment and Management Strategic Plan for Drinking Water" to Congress which includes, among other things, specific steps and timelines for evaluating human health risk from algal toxins and the identification of algal toxins of human health concern.

EPA executed parts of its strategic plan by recently developing cyanotoxin analytical methods, listing cyanotoxins on the fourth Contaminant Candidate List, including cyanotoxins in the fourth Unregulated Contaminant Monitoring Rule and researching drinking water treatment optimization. EPA also recently released multiple tools for PWSs and the public with the aim to prevent and mitigate risks from cyanotoxins in drinking water including: The "Cyanotoxin Management Plan Template and Example Plans" to assist public water systems in developing their own cyanotoxin management plan based on the recommendations document; the "Water Treatment Optimization for Cyanotoxins document" to assist public water systems in optimizing their treatment to prevent cyanotoxins from contaminated finished drinking water; the Drinking Water Cyanotoxin Risk Communication Toolbox to help public water systems communicate the risks to public health from cyanotoxins; and a video summarizing all of the of tools.

Additionally, EPA recently conducted the Six-Year Review of drinking water contaminants to determine which are candidates for revision to ensure public health protection. As a result of that review, among other results, the Surface Water Treatment Rule and Stage 1 and Stage 2 Disinfectants and Disinfection Byproducts Rules were determined to be candidates for revision.

Under this work assignment the contractor shall support EPA in continuing progress toward the goals outlined in the algal toxin strategic plan by supporting the scientific understanding of the blooms and their toxins and supporting PWSs, states, and tribes manage the risks from harmful algal blooms and cyanotoxins to drinking water. PWSs, states, and tribes can face challenges from unregulated contaminants. EPA works to support these systems to protect public health from associated risks from unregulated contaminants. Additionally, the contractor shall support EPA in continuing to make progress on gathering more information on approaches to enhance public health protection through holistic drinking water policy opportunities, including aspects such as source water protection.

The contractor shall utilize materials and analyses completed for previous efforts as much as possible. A list of some of these documents is provided in the "References" section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the WACOR.

Quality Assurance: Task 1 of this work assignment requires developing documents and analysis of primary and secondary data and Task 2-3 of this work assignment requires collection

and analysis of secondary data. QA requirements for this WA will be addressed by an existing Project Specific Quality Assurance Project Plan (PQAPP) completed under Task 0 of WA 1-48 of this contract and will apply to Task 1. In the monthly progress report, the Contractor shall address the QA requirements outlined under Task 0, below.

Task Description:

Task 1.0: Support scientific understanding of harmful algal blooms and their associated toxins

Task 1.1: Continue supporting harmful algal bloom and disinfection by-product monitoring study
The contractor shall continue to provide interpretation of the data and data analysis of the primary and secondary datasets collected during WA 1-48 and 2-48, as requested by the WACOR through technical direction. As requested by the WACOR through technical direction, the contractor shall continue to support data analysis activities by providing the following (but not limited to): documentation of metadata and quality assurance for monitoring data, data summaries and reports, monitoring and data spreadsheet development and maintenance, data analysis, data visualization, data interpretive reports, summary poster presentations, and other activities as requested through technical direction.

Deliverables: As requested by the WACOR through technical direction complete draft and final versions of data summaries and reports, analysis and interpretive reports, including graphics, reports and datasets for each participating utility in the utility study as well as an overall summary and dataset of the entire monitoring study completed during WA 2-48.

Task 1.2: Harmful algal bloom and cyanotoxin data analysis and visualization
As requested by the WACOR through technical direction, the contractor shall support EPA in analyzing and visualizing secondary data associated with cyanotoxins, harmful algal blooms, and their drivers and indicators in drinking water and source waters, including possible sources such as the Unregulated Contaminant Monitoring Rule dataset, state and local datasets and satellite imagery.

Deliverables: As requested by the EPA WACOR, draft(s) and final versions of data analysis files, graphs, maps, summary reports as specified in technical direction from EPA WACOR.

Task 2.0: Support activities related to harmful algal blooms and their associated toxins

Task 2.1: Support documents and activities
As requested by WACOR through technical direction, the contractor shall support EPA in the development of harmful algal bloom and cyanotoxin support documents and activities as necessary to meet the needs of the drinking water stakeholder community.

Deliverables: As requested by the WACOR through technical direction, the contractor shall provide necessary support for activities that may include such things as developing and reviewing existing documents, databases, maps and completing draft(s) and final versions of harmful algal bloom and cyanotoxin documents, databases, etc.

Task 2.2: Webinar Support
The contractor shall provide logistical support for up to 1 to 3 webinars, to assist the stakeholder community prepare, manage and respond to harmful algal bloom events by engaging with existing USEPA and other cyanotoxin management tools and approaches. As requested by the WACOR through technical direction, the contractor shall support webinar activities including but not limited to: developing fact sheets, hand-outs; identification of online meeting resources; webinar logistics planning; meeting facilitation; speaker logistics; and note-taking and completion of meeting summary reports and/or question and answer documents for the record, as requested by the WACOR through technical direction.

Task 3: Drinking water, source water, watershed and policy framework research

As requested by WACOR through technical direction, the contractor shall support EPA in policy research including synthesis of existing local, state and federal policy frameworks and approaches to such topics as watershed approaches, source water protection, risk assessment, risk mitigation and drinking water policy related to such topics as nonpoint source pollution, harmful algal blooms, cyanotoxins, microbial contaminants and disinfection by-products and related rules (e.g. Stage 1 and Stage 2 Disinfectants and Disinfection Byproducts Rules, Surface Water Treatment Rule, Safe Drinking Water Act and Clean Water Act).

Deliverables: As requested by the WACOR through technical direction, the contractor shall provide necessary documents summarizing and synthesizing related policy considerations mentioned above that may include such things as literature reviews, policy summary and synthesis papers as well as reviewing and formatting existing related documents and completing draft(s) and final versions of documents.

Schedule of Deliverables: The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA's 508 compliance requirements for posting on the Internet as requested by the WACOR through technical direction. Unless otherwise requested by the WACOR in writing, the contractor shall deliver all other products electronically.

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
1.1	Data spreadsheets, QA information summaries, and reports supporting harmful algal bloom and disinfection by-product monitoring study	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise requested by the WACOR.	1

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
1.2	Harmful algal bloom and cyanotoxin data analysis and visualization	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise requested by the WACOR.	1
2.1	Draft and final versions materials and documents.	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise requested by the WACOR.	1
2.2	Webinar Support	Y	For webinar support, draft materials and logistical support within 2 weeks technical direction, final within 1 week of EPA comments on draft, unless otherwise requested by the WACOR.	1
3.0	Policy research	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise requested by the WACOR.	1

Level of Effort Estimate: The EPA estimates that 1,200 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Travel: No travel is anticipated as part of this WA.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

References:

- National Primary Drinking Water Regulations; Announcement of the Results of EPA's Review of Existing Drinking Water Standards and Request for Public Comment and/or Information on Related Issues. 82 *Federal Register* 3518. Available at: https://www.federalregister.gov/documents/2017/01/11/2016-31262/national-primary-drinking-water-regulations-announcement-of-the-results-of-epas-review-of-existing
- USEPA. 2015. Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water. Available online at: https://www.epa.gov/sites/production/files/2018-11/documents/cyanotoxin-management-drinking-water.pdf
- U.S. EPA. 2015. Drinking Water Health Advisory Documents for Cyanobacterial Toxins Washington, DC; June, 2015. Available online at: https://www.epa.gov/ground-water-and-drinking-water/additional-information-about-cyanotoxins-drinking-water
- U.S. EPA. 2015. Health Effects Support Documents, Washington, DC; June, 2015. Available online at: https://www.epa.gov/ground-water-and-drinking-water/additional-information-about-cyanotoxins-drinking-water
- USEPA. 2016. Cyanotoxins Management Plan Template and Example Plans. Office of Water, Washington, D.C. Available online: https://www.epa.gov/ground-water-and-drinking-water/cyanotoxin-management-plan-template-and-example-plans-0
- USEPA. 2016. Drinking Water Cyanotoxin Risk Communication Toolbox. Office of Water, Washington, D.C. Available online: https://www.epa.gov/ground-water-and-drinking-water/drinking-water-cyanotoxin-risk-communication-toolbox
- USEPA. 2016. Water Treatment Optimization for Cyanotoxins, version 1.0 Office of Water, Cincinnati, Ohio, Available online: https://www.epa.gov/sites/production/files/2018-11/documents/water_treatment_optimization_for_cyanotoxins.pdf
- U.S. EPA. 2005. EPA QA Field Activities Procedure. Available online at: https://www.epa.gov/sites/production/files/2015-03/documents/2105-p-02.pdf