



IAA No. C2100054

**INTERAGENCY AGREEMENT (IAA)
BETWEEN
THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY
AND
WASHINGTON STATE UNIVERSITY**

THIS INTERAGENCY AGREEMENT (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “**ECOLOGY**,” and the Washington State University hereinafter referred to as the “**WSU**” and “**CONTRACTOR**,” pursuant to the authority granted by Chapter 39.34 RCW.

THE PURPOSE OF THIS AGREEMENT is for WSU to conduct the study to assist permittees in the Stormwater Action Monitoring (SAM) group to choose and evaluate education and outreach (E&O) efforts to control stormwater.

WHEREAS, ECOLOGY has legal authority (RCW 90.48 and WAC 173-220) and Washington State University has legal authority (RCW 90.48 and WAC 173-220) that allows each party to undertake the actions in this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1) SCOPE OF WORK

WSU shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, *Statement of Work and Budget*, attached hereto and incorporated herein.

2) PERIOD OF PERFORMANCE

The period of performance of this IAA will commence on **February 28, 2021**, (or the date of final signature, whichever comes later,) and be completed by **September 30, 2022** , unless the Agreement is terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3) COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, under which payment is based on the successful completion of expected deliverables.

The source of funds for this IAA is **General Fund/Private-Local account for Stormwater Action Monitoring**. Both parties agree to comply with all applicable rules and regulations associated with these funds.

The parties have determined that the cost of accomplishing the work identified herein will not exceed **\$ 270,100 dollars**, including any indirect charges. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, *Statement of Work and Budget*. ECOLOGY will not make payment until it has reviewed and accepted the work.

ECOLOGY may, at its sole discretion, terminate or suspend this Contract, or withhold payments claimed by the CONTRACTOR for services rendered, if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

4) BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs. Attach supporting documentation to the invoice.

Send invoices to:

State of Washington Department of Ecology WQ Program Attn: Brandi Lubliner P.O. Box 47600 Olympia, WA 98504-7600

Payment requests may be submitted on a **quarterly basis**. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment, CONTRACTOR must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. For questions about the vendor registration process, contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

5) ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6) ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

7) ASSURANCES

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

8) CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9) DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

10) FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

11) GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of

the state of Washington, and the venue of any action brought hereunder shall be the Superior Court for Thurston County.

12) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

13) ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C2100054.
- d. Appendix A, *Statement of Work and Budget*.
- e. Any other provisions or term of this Agreement, including materials incorporated by reference or otherwise incorporated.

14) RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These materials shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other materials relevant to this Agreement must be retained for six years after expiration of this Agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Each party will utilize reasonable security procedures and protections for all materials related to this Agreement. All materials are subject to state public disclosure laws.

15) RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

16) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "work made for hire" as defined by the United States Copyright Act, Title 17 U.S.C. section 101 and shall be owned by state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, and register these items, and the ability to transfer these rights.

17) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and

the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

18) SUBCONTRACTORS

CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional contractor and subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Provide such information to ECOLOGY's Agreement manager.

19) SUSPENSION FOR CONVENIENCE

ECOLOGY may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the CONTRACTOR a minimum of seven (7) calendar days before the suspension date. CONTRACTOR shall resume performance on the first business day following the suspension period unless another day is specified in writing by ECOLOGY prior to the expiration of the suspension period.

20) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

21) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement without cause upon thirty (30) calendar day prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

22) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

23) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications, notifications, and billings questions regarding the performance of this Agreement. The parties agree that if there is a change in representatives, they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:	The WSU Representative is:
Name: Brandi Lubliner Address: 300 Desmond Dr.SE (FedEx) P.O. Box 47600 (USPS) Phone: 360-407-6158 Email: brandi.lubliner@ecy.wa.gov	Name: Joseph Cook Address: School of Economic Sciences and WSU Stormwater Center Phone: 509-335-3817 Email: joe.cook@wsu.edu

24) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties below, having read this Agreement in its entirety, including all attachments, do agree in each and every particular as indicated by their signatures below.

**State of Washington
 Department of Ecology**

Washington State University

By:

By:

 Signature Date

 Signature Date

 Heather R. Bartlett

 Print Name:

 Deputy Director

 Title:

APPENDIX A STATEMENT OF WORK AND BUDGET

Evaluating the Effectiveness of Stormwater Education and Outreach: Permittee Guidance for Addressing Challenges through Behavior Change

INTRODUCTION

Public Education and Outreach (E&O) strives to increase awareness of stormwater impacts and encourage behavior changes contributing to water quality and quantity problems within a watershed. Ecology recognizes the potential benefits of these programs on our states water bodies and includes E&O as a required component of Stormwater Management Programs (SWMP). More recent Western Washington municipal stormwater permits require permittees to develop targeted programs using Social Marketing methods, evaluate the effectiveness of these programs, and apply results to improve E&O programs. Jurisdictions would benefit from tools to identify and select which stormwater problems and behaviors to focus on. In some jurisdictions, staff may benefit from clearer guidance on how to conduct and report effectiveness evaluations that can inform and improve future E&O efforts in a positive feedback loop of doing and learning. The purpose of this study is to address this problem, specifically:

1. Determine what types of stormwater problems are amenable to, and best addressed, by behavior change efforts (Task 2).
2. Identify effective behavior changes tools by conducting a broad literature review of E&O programs, organized by stormwater issue (Task 3).
3. Build an online tool to guide jurisdictions in prioritizing E&O efforts (Task 4).
4. Develop guidelines for evaluating effectiveness and reporting results that aligns with Ecology's vision for permit compliance (Task 5).
5. Develop a training manual that provides guidance for applying the tools developed during this study, including examples (Task 6).
6. Assemble and manage the technical advisory committee (TAC) throughout the project (Task 7).

SCOPE OF WORK

TASK 1.0: PROJECT ADMINISTRATION AND MANAGEMENT

Task 1 focuses on providing project administration and management, which is expected to include:

- Develop and maintain the project schedule. The dates listed in the task tables and at the end of the scope of work are target timeframes.
- Develop quarterly project status reports and invoices. Status reports will include a task-by-task summary of the work complete, status of each deliverable, fees billed, fees remaining, a summary of key results (two to three sentences) and any issues or concerns to report related to tasks.

Table 1. Task 1 Deliverables and Schedule

Deliverable	Costs	Target Date
D1.1. Project Schedule	\$2,129	March 31, 2021
D1.2. 1 st Status Report	\$3,765	April 14, 2021
D1.3. 2 nd Status Report	\$3,765	July 14, 2021
D1.4. 3 rd Status Report	\$3,765	October 14, 2021
D1.5. 4 th Status Report	\$3,765	January 14, 2022
D1.6. 5 th Status Report	\$3,765	May 14, 2022
TASK TOTAL:	\$20,954	

TASK 2.0: MATCH STORMWATER PROBLEMS TO EFFECTIVE BEHAVIOR CHANGE TOOLS

Task 2 will determine what types of stormwater problems are amenable to, and best addressed, by behavior change efforts. This will include:

- Draft a set of questions (1-2 pgs.) for semi-structured key informant interviews to learn how jurisdictions make decisions about which stormwater E&O problems to tackle, how they choose E&O approaches, how they evaluate and learn from existing programs, and how jurisdictions might use a decision-support tool. With input from the TAC, construct a list of possible contacts for interviews.
- Conduct at least 10 key informant interviews and draft 2-5pg report on what we learn.
- Develop a draft of an online survey and share a draft with the TAC for further input.
- Invite the E&O leads of Phase I and Phase II jurisdictions by email and phone to participate in the online survey. We will also recruit survey participants from among MuniCon 2021 attendees.
- Review scientific literature that links specific behaviors to water quality. This is distinct from the review in Task 3. One can think of the entire “theory of change” for E&O programs as improving receiving water quality in three steps. First, an E&O/behavior change program leads to an observable change in behavior of households or firms. Second, those changes in household and firm behavior leads to a reduction in pollutant loading to streams, rivers and estuaries. Third, those reduced pollutant loads improve water quality in the environment. The review in the next task (Task 3) will address this first step and focus on the literature (nationwide) evaluating whether E&O programs lead to measurable behavior change. The review in this task will focus on the second and third steps. It will focus on the quality of scientific evidence linking specific behaviors to stormwater pollutants (including both toxicity and load) and to overall water quality. Although the review will draw on studies nationwide, it will make special effort to find studies examining the impact of behaviors on water quality. It will focus on a list of 4-7 behaviors commonly targeted by E&O programs in western Washington, developed after a scan of existing E&O programs. We anticipate the report will be 3-10 pgs. of main text plus a longer appendix.

Table 2. Task 2 Deliverables and Schedule

Deliverable	Costs	Target Date
D2.1 Draft key informant interview questions; list of entities to contact	\$6,015	March 31, 2021
D2.2 Report on key informant interviews	\$7,690	June 30, 2021
D2.3 Draft web survey, with input from TAC addressed	\$7,137	June 30, 2021
D2.4 Final web survey; report on survey - Phase I/II E&O programs	\$7,260	Sept 30, 2021
D2.5 Annotated Bibliography: studies linking stormwater to water quality	\$10,639	Sept 30, 2021
TASK TOTAL:	\$38,741	

TASK 3.0: ASSESS THE EFFECTIVENESS OF EXISTING E&O TOOLS NATIONWIDE -

Task 3 will identify effective behavior changes tools by conducting a broad literature review of E&O programs, organized by stormwater issue. This will include:

- A 3-10 pg. draft review of the literature (both “gray” and peer-reviewed) on the effectiveness of E&O programs, organized by stormwater issue, including studies from within and outside Washington State. Our report will evaluate the pros and cons and research quality (e.g. evaluation of methods and data) of each existing E&O evaluation study as High, Medium, or Low. Our report will likely include an appendix with an annotated bibliography. We anticipate our report will also include, where available, the original questionnaires or survey instruments used to feed into the website decision-support tool and E&O evaluation repository in Task 4.
- Revise synthesis and bibliography addressing TAC comments.

Table 3. Task 3 Deliverables and Schedule

Deliverable	Costs	Target Date
D3.1 Draft synthesis and annotated bibliography	\$21,092	June 30, 2021
D3.2 Revised synthesis and bibliography, with input from TAC addressed.	\$7,031	Sept 30, 2021
TASK TOTAL:	\$28,123	

TASK 4.0: CREATE A WEBSITE DECISION-SUPPORT TOOL -

Task 4 will build an online tool to guide jurisdictions in prioritizing E&O efforts. This will include:

- Develop a mock-up of a website and online decision support tool to guide jurisdictions in prioritizing E&O efforts. The mock-up will be created in software similar to Invision where access to the mockup can be provided for TAC review and contract review.
- Revise mockup in response to TAC comments
- After addressing comments from the TAC, build and populate the website, housing it on the Washington Stormwater Center (WSC) website. Advertise website to E&O professionals in Washington State.

- Ask jurisdictions who participated in the Task 2 survey for additional feedback on how to improve the website tool and report findings in a 1-3 page memo.
- Develop a 1-3 pg. plan that would identify funding needs to maintain the website and add additional studies nationwide in a systematic and quality-controlled manner.

Table 4. Task 4 Deliverables and Schedule

Deliverable	Costs	Target Date
D4.1 Draft mock-up (using InDesign or similar) of E&O effectiveness archive (Task 3) and decision-support tool	\$16,106	June 30, 2021
D4.2 Revised mockup addressing comments from TAC	\$4,585	Sept 30, 2021
D4.3 Final website operational	\$43,485	Dec 31, 2021
D4.4 Report on survey jurisdictions testing website; website refinements	\$5,949	March 31, 2022
D4.5 Transition plan for making website sustainable after SAM funding.	\$4,730	March 31, 2022
TASK TOTAL:	\$74,855	

TASK 5.0: DEVELOP GUIDANCE FOR E&O EFFECTIVENESS EVALUATION AND REPORTING

Permit sections S5.C.11/S5.C.2 of the Phase I/II require that permittees develop a plan for monitoring and evaluating the effectiveness these programs. Task 5 is intended to develop tools that will guide jurisdictions through this process that aligns with Ecology’s vision for compliance. This is expected to include:

- Draft Interview Questions - A vision for the guidance documents will be developed by first developing draft interview questions. These questions will be used to 1) interview Ecology staff to identify their vision for the minimum effectiveness evaluation components and reporting requirements and 2) interview Stormwater E&O Staff that are part of the TAC to identify their needs for report and analysis guidance. In addition, we will collect feedback on the E&O QAPP Template (developed for studies conducted per S8. Monitoring and Assessment) by interviewing Ecology and Stormwater E&O Staff who have used or reviewed the template to identify what is helpful and areas for improvement.
- Summary of Vision for Guidance Documents - Interview responses will be used to develop a summary that outlines the vision for the guidance documents.
- Instruments/Data/Analysis Methods & Summary and Guidance - Possible types of instruments, data, and analysis methods used to measure effectiveness will be identified based on the type of studies that have been or are planning to be conducted (as identified during the interviews) and through a literature search to identify common methods that could be used for analysis. In the context of E&O studies, instrument are surveys, interview questionnaires, observation logs, etc., which are used to measure effectiveness based on responses from people. Common types of data collected using these instruments are qualitative (data that cannot be converted to numerical values such as responses to open ended questions) and quantitative (data that can be converted to numerical values such as response to multiple choice questions). Interviews with the TAC will also include questions about the types of instruments and data that they currently use or are likely to use. A synthesis of the literature will be developed that provides an overview of the different types of instruments, data, and analysis methods identified. A comparison of methods will also be included

that outlines recommended applications and limitations, recommended types of data, and guidance for selecting an appropriate method.

- Draft Checklist & Report Template; rubric for pilot testing - A draft checklist and report template will be developed. The established vision for guidance documents along with the results from the literature search will supply the requisite focus for these documents. The draft checklist will outline a step-by-step process for evaluating effectiveness of E&O programs and the report template will define the minimum content needed to meet permit requirements.
- Final Checklist and Report Template - The final checklist and report template will be developed through pilot testing. The purpose of pilot testing is to verify that the documents will meet permittees' needs and Ecology's vision for compliance. This is expected to include a pilot test team of stormwater E&O staff (targeting six people from the TAC) using the draft documents to evaluate their E&O programs. A rubric will be developed for the pilot test team to assess the checklist and template usability as well as provide comments for improving the documents. Next, we will meet with the pilot test team as a group (as part of the TAC meetings) to discuss their comments. In addition, the draft documents will be submitted to Ecology for their review and comment to verify they align with their vision for permit compliance. Comments collected will be utilized to develop the final checklist and report template.

Table 5. Task 5 Deliverables and Schedule

Deliverable	Costs	Target Date
D5.1 Draft Interview Questions	\$1,980	March 31, 2021
D5.2 Summary of Vision for Guidance Documents addressing TAC comments	\$6,116	June 30, 2021
D5.3 Summary of Instruments/Data/Analysis Methods & Interview responses	\$9,848	September 30, 2021
D5.4 Draft Checklist & Report Template; rubric for pilot testing	\$9,037	September 30, 2021
D5.5 Summary of the Results from the Pilot Testing	\$8,693	March 31, 2021
D5.6 Final Checklist and Report Template with TAC comments addressed	\$4,738	March 31, 2021
TASK TOTAL:	\$40,412	

TASK 6:0: REPORT STUDY FINDINGS AND DEVELOP TRAINING MANUAL

Task 6 focuses on summarizing the study findings and developing a training manual. This is expected to include:

- Draft Whitepaper - Develop a draft whitepaper that provides a summary of the work complete and findings from the study. The whitepaper is expected to include a chapter for each task (2-5) along with an introduction and conclusion. The draft document will be submitted to the TAC for review and comment. The budget assumes the draft document will be approximately 25 pages plus an appendix that includes the final interview questions as well as TAC comments.
- Develop Final Whitepaper – the final whitepaper will be developed by addressing comments from the TAC on the draft document. This work includes summarizing responses to TAC comments in a Table format. The budget assumes the final document will be same approximate length as the draft document and include the same content as well as response to TAC comments.

- Develop Draft SAM Factsheet – Develop a draft factsheet that provides an overview of the work complete and findings from the study. The budget assumes the draft document will be approximately 2 pages.
- Review Final Factsheet - the final factsheet will be developed by Ecology, and will be reviewed by the study lead. The budget assumes the final document will be same approximate length as the draft document.
- Develop Draft Training Manual - A training manual will also be developed that will become an appendix to in the whitepaper. The training manual will provide guidance for applying the website decision-support tools and include examples that demonstrate the application of the tools developed during this project. Guidance for selecting and applying effectiveness analysis methods will also be included along with examples for evaluating effectiveness. The training manual will be developed in a format that can be used for “just in time training” or as a workbook for classroom style training. The draft document will be submitted to the TAC for review and comment. The budget assumes the draft document will be approximately 25 pages.
- Develop Final Training Manual - the final training manual will be developed by addressing comments from the TAC on the draft document. This work included summarizing responses to TAC comments in a Table format. The budget assumes the final document will be same approximate length as the draft document and include the same content as well as response to TAC comments.

Table 6. Task 6 Deliverables and Schedule

Deliverable	Costs	Target Date
D6.1 Draft Whitepaper	\$11,505	March 31, 2022
D6.2 Final Whitepaper Addressing TAC Comments	\$3,665	June 30, 2022
D6.3 Draft Factsheet	\$5,280	March 31, 2022
D6.4 Final Factsheet Review	\$2,052	June 30, 2022
D6.5 Draft Training Manual	\$14,916	March 31, 2022
D6.6 Final Training Manual Addressing TAC Comments	\$535	June 30, 2022
TASK TOTAL:	\$37,953	

TASK 7.0: COORDINATE WITH TAC AND E&O COORDINATION GROUPS

This task focuses on coordination with the TAC and presenting the study findings to the Stormwater Working Group (SWG). This is expected to include:

- List of TAC Committee Members - The project team will form a TAC with approximately 8-10 TAC members. The desired experience for TAC members is staff who work for or support jurisdictions and have working experience with the NPDES MS4 stormwater E&O programs and if possible have experience conducting E&O effectiveness studies and/or developing social marketing campaigns. At least one member from the STORM committee will be included. The project team will develop confirm and develop a list to TAC members with contact information.
- TAC Meetings – one TAC meeting will be held each quarter to provide the TAC with a status update and collect their feedback on draft documents. For each meeting an agenda will be developed before the meeting and after the meeting a table of action items will be developed. The budget assumes the deliverables are two pages for each meeting. Budget for travel has been included for 3 people to attend 9 meetings in person.

- SWG Power Point Presentation – a power point presentation will be developed that provided a summary of the work complete and key findings. The project team will deliver the presentation during a regularly scheduled SWG meeting during the last quarter of the project. The budget assumes the presentation will be 15 minutes with a 5 minute question and answer period. Our budget assumes up to two presentations in person and two people will travel to present in person.

Table 7. Task 7 Deliverables and Schedule

Deliverable	Costs	Target Date
D7.1 List of TAC Committee Members	\$835	March 31, 2021
D7.2 Meeting Agenda & Minutes; Comment Responses	\$4,310	April 31, 2021
D7.3 Meeting Agenda & Minutes; Comment Responses	\$3,517	July 31 ,2021
D7.4 Meeting Agenda & Minutes; Comment Responses	\$3,832	October 31, 2021
D7.5 Meeting Agenda & Minutes; Comment Responses	\$4,004	December 30, 2021
D7.6 Meeting Agenda & Minutes; Comment Responses	\$3,517	March 28, 2022
D7.7 Power Point Presentation for SWG	\$9,047	June 30, 2022
TASK TOTAL:	\$29,062	

SCHEDULE AND FEE

Calendar Year & Quarter	2022															
	Q1		Q2			Q3		Q4			Q5		Q6			
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Project Administration & Management																
D1.1 Project Schedule	3/31															
D1.2. 1 st Status Report					7/14											
D1.3. 2 nd Status Report								10/14								
D1.4. 3 rd Status Report											1/14					
D1.5. 4 th Status Report														4/14		
D1.6. 5 th Status Report																6/30
2. Matching SW problems to effective behavior change tools																
D2.1 Draft interview questions & list of entities	3/31															
D2.2 Report on key informant interviews				6/30												
D2.3 Draft web survey, with input from TAC addressed.				6/30												
D2.4 Final web survey and report on survey responses							9/30									
D2.5 Annotated Bibliography							9/30									
3. Assessing effectiveness of E&O tools nationwide																
D3.1 Draft synthesis and annotated bibliography				6/30												
D3.2 Final synthesis/bibliography							9/30									
4. Develop Website decision-support Tool																
D4.1 Draft mock-up: E&O effectiveness/decision support tool				6/30												
D4.2 Revised mockup addressing comments from TAC							9/30									
D4.3 Final website operational										12/31						
D4.4 Survey results from jurisdictions testing website												3/31				
D4.5 Transition plan for making website self-sustaining												3/31				
5. Develop Guidance for E&O Effectiveness Evaluation																
D5.1 Draft Interview Questions	3/31															
D5.2 Summary of Vision for Guidance Documents				6/30												
D5.3 Summary: Instruments, Data, Analysis Methods; responses							9/30									
D5.4 Draft Checklist & Report Template; pilot test rubric							9/30									
D5.5 Summary of the Results from the Pilot Testing												3/31				
D5.6 Final Checklist and Report Template												3/31				
6. Report Study Results and Develop Training Manual																
D6.1 Draft Whitepaper												3/31				
D6.2 Final Whitepaper addressing TAC comments																6/30
D6.3 Draft Factsheet												3/31				
D6.4 Final Factsheet addressing TAC comments																6/30
D6.5 Draft Training Manual												3/31				
D6.6 Final Training Manual addressing TAC comments																6/30
7. Coordination with TAC and SWG Presentation																
D7.1 Confirmed List of TAC Memebers	3/31															
D7.2 TAC Meeting #1/Kick Off Meeting: Agenda & Action Items		4/30														
D7.3 TAC Meeting #2: Agenda & Action Items					7/31											
D7.4 TAC Meeting #3: Agenda & Action Items								10/31								
D7.5 TAC Meeting #4: Agenda & Action Items										12/31						
D7.6 TAC Meeting #5: Agenda & Action Items												3/31				
D7.7 Power Point Presentation for SWG																6/30

BUDGET DETAIL BY TASK

The budget may be shifted between tasks, with pre-approval from Ecology, but the total budget may not be exceeded without an approved amendment from Ecology. WSU may use an indirect rate of a maximum of 30 percent of salaries and benefits. WSU must provide documentation on what is included in the indirect rate prior to reimbursement. This is a negotiated rate between WSU and its Ecology funding program contact, and is subject to Ecology approval.

#	Task Name	WSU Salaries & Benefits	Personal Services (incl. OCI)	Travel	Goods	Indirect (30% on WSU salaries & benefits)	Total task
1	Project Administration & Management	2,330	17,925			699	\$20,954
2	Matching SW problems to effective behavior change tools	25,766	3,245	2,000		7,730	\$38,741
3	Assessing effectiveness of E&O tools nationwide	17,889	4,867			5,367	\$28,123
4	Develop Website decision-support Tool	27,982	38,478			8,395	\$74,855
5	Develop Guidance for E&O Effectiveness Evaluation	3,146	36,323			943	\$40,412
6	Report Study Results and Develop Training Manual	5,857	30,339			1,757	\$37,953
7	Coordination with TAC and SWG Presentation	9,382	14,715	1,650	500	2,815	\$29,062
	Total	92,352	145,892	3,650	500	27,706	\$270,100