

ATTACHMENT C – EXAMPLE CONTRACT SCOPE OF WORK TEMPLATE

ATTACHMENT A

DEQ Contract No. [CONTRACT NUMBER]

[PROJECT TITLE]

Contractor: [Name of Contractor]
 [Contractor Signatory, Title]
 [Address]
 [City], [State] [Zip]

DEQ Project Manager: [Name], [Phone Number xxx-xxx-xxxx]
Contractor Contact: [Name], [Phone Number xxx-xxx-xxxx]

§319 Funds: \$ 00,000
Non-Federal Matching Funds: \$ 00,000
Total Project Cost: \$ 00,000

PURPOSE: [Describe the main purpose of the Contract including the water quality issues being addressed, the project area, and main responsibilities.]

Contractor will ensure any subcontractors comply with applicable federal, state, local laws, rules, regulations, executive orders, and the terms and conditions of DEQ Contract No. XXXXXX. Contractor is responsible for management and oversight of subcontractor contracts.

IMPLEMENTATION CHECKLIST: Prior to commencing each of the following activities, Contractor shall obtain a written notice to proceed from DEQ. DEQ shall grant notices to proceed only after Contractor has successfully completed prerequisite deliverables associated with each listed activity to the satisfaction of DEQ: [List tasks in logical, numerical order.]

Activity Requiring Notice to Proceed	Prerequisite Deliverables
Construction under Task X.	<ul style="list-style-type: none"> • A complete, final copy of project plans that meet all requirements identified in Task 1. In the final plans, Contractor shall address all concerns raised by DEQ in its review of previous drafts. • Copies of all permits and authorizations necessary for project construction and implementation of the project plans. • Copies of signed landowner agreements. • A final DEQ-approved monitoring plan.
Monitoring under Task X.	<ul style="list-style-type: none"> • A final DEQ-approved monitoring plan.

TASK 1 – PROJECT COORDINATION AND PLANNING

Task 1 Description: [INCLUDE IN ALL INSTANCES] Contractor shall coordinate the efforts of all project partners and oversee completion of all contract deliverables.

[OPTION 1: If project plans will already be completed and permits and authorizations already obtained prior to the signing of the Contract.] Final project plans and necessary permits and authorizations for restoration activities and management practices on [insert name of waterbody or location(s) of project(s)] are expected to be in place prior to execution of the Contract.

[OPTION 2: If project plans will already be completed but some or all of the permits and authorizations will still need to be obtained at the time the Contract is signed.] Final project plans for restoration activities and management practices on [insert name of waterbody or location(s) of project(s)] are expected to be in place prior to execution of the Contract. Contractor shall obtain all permits and authorizations necessary for project construction and implementation of the final project plans.

[OPTION 3: If project plans will be prepared as part of this contract] Contractor shall prepare draft and final project plans for restoration activities and management practices on [insert name of waterbody or location(s) of project(s)]. Contractor shall obtain all permits and authorizations necessary for project construction and implementation of the final project plans.

[INCLUDE IN ALL INSTANCES]

Contractor shall ensure all final project plans are complete and necessary permits and authorizations have been obtained prior to beginning construction (Task 4). Project plans must include the following restoration activities and management practices:

- [List the proposed activities and practices that must be represented in the draft and final project plans. Identify the basic characteristics of each activity or practice, including spatial extent, and any minimum design standards or quantities. DO NOT include anything mentioned in the minimum design standards found in the next bulleted list.]
- [Example: Reconstruct 1.3 miles of degraded stream channel and riparian habitat, using a combination of willow soil lifts, instream habitat structures, and log vanes.]
- [Example: Implement a sustainable grazing management plan to protect riparian vegetation along 700 feet of streambank.]
- [Example: Plant 3.4 acres of riparian forest.]
- [Example: Decommission and reclaim 4.6 miles of forest road and replace 4 undersized culverts to restore aquatic organism passage.]

All restoration activities and management practices must meet the following minimum design standards.

- Restore and maintain natural conditions and processes.
- Use only native, site-appropriate plant species.
- Create and maintain a minimum 35-foot riparian buffer (limited exceptions to accommodate critical infrastructure may be granted with written approval from the DEQ Project Manager).
- Allow for the continued existence and future colonization of beaver.
- Include browse protection where necessary.

Task 2 Timeline: Upon contract execution through 9/1/20XX

Task 2 Deliverables: Contractor shall submit to DEQ a copy of the signed landowner agreement(s) as described above. DEQ must receive a fully executed, final copy of each landowner agreement in PDF format.

TASK 3 – PROJECT EFFECTIVENESS MONITORING

Task 3 Description: Contractor shall, in consultation with the DEQ Project Manager, develop a reasonable method or set of methods for evaluating and reporting on the effectiveness of the project in addressing water quality issues. Contractor shall complete a monitoring plan to guide monitoring activities. Contractor shall complete the following monitoring activities:

- Estimate the sediment load reductions (tons/year) achieved through implementation of the proposed restoration activities and management practices.
- Estimate the nitrogen load reductions (pounds/year) achieved through implementation of the proposed restoration activities and management practices.
- Estimate the phosphorus load reductions (pounds/year) achieved through implementation of the proposed restoration activities and management practices.
- For projects designed to address pollution from pollutants other than nitrogen, phosphorus and sediment, evaluate and report on the effectiveness of the project in addressing water quality issues.
- Contractor shall collect data, as directed by the DEQ Project Manager, to be used in estimating sediment, nitrogen, and phosphorus load reductions achieved through implementation of restoration activities and management practices designed to address these pollutants.
- Use the following measures to evaluate the sustainability of restoration activities and management practices:
 - [Vegetation mortality rate.]
 - Pre- and post-construction photo point monitoring consistent with the “Oregon Watershed Enhancement Board Guide to Photo Monitoring” methodologies, or a similar published photo point monitoring method accepted by DEQ. The U.S. Forest Service provides additional photo point monitoring guidance in the “United States Forest Service Photo Point Monitoring Handbook”.
 - [Riparian survey.]
 - [Other.]
- Use the following measures to estimate or document the success of outreach and education efforts:
 - [The number of tour/meeting attendees.]
 - [The number of newsletters distributed.]
 - [The results of participant surveys.]
 - [Other.]

Task 3 Funding:	§319 Funds	\$ 00,000
	Non-Federal Match	\$ 00,000

Task 3 Timeline: [Insert a specific date range. E.g. Upon contract execution through MM/DD/YYYY]

Task 3 Deliverables: Contractor shall submit to DEQ the following deliverables:

- A complete draft monitoring plan for review and comment in electronic (Microsoft Word) format, allowing sufficient time for DEQ to review and comment, and Contractor’s subsequent modification to address DEQ comments prior to implementation. The monitoring plan must identify the specific monitoring that will occur, who will complete the monitoring, and how the data will be analyzed and reported.
- A final monitoring plan. Contractor shall ensure that the final monitoring plan addresses all comments and concerns raised by DEQ on the draft plan.
- A written summary of all monitoring activities. The written summary must include the following:
 - Electronic copies of photo-point photographs, in JPEG format.
 - A photo log identifying photo ID, site ID, photo date, photographer name, latitude and longitude from which the photo was taken, approximate direction the photographer was facing, and a brief description of what the photo is intended to show.
 - Electronic copies of all data and data analyses.
 - A detailed description of any deviations from the final monitoring plan, and an explanation of the need for each deviation.
 - An estimate of the sediment load reductions (tons/year) achieved through implementation of restoration activities and management practices.
 - An estimate of the nitrogen load reductions (pounds/year) achieved through implementation of restoration activities and management practices.
 - An estimate of the phosphorus load reductions (pounds/year) achieved through implementation of restoration activities and management practices.
 - Data necessary for DEQ to estimate sediment, nitrogen, and phosphorus load reductions achieved through implementation of restoration activities and management practices designed to address these pollutants.
 - [The number of tour/meeting attendees.]
 - [The number of newsletters distributed.]
 - [The results of participant surveys.]
 - [Other.]

TASK 4 – PROJECT IMPLEMENTATION

Task 4 Description: Contractor shall implement the [name of project] in accordance with the designs, permits, and other project planning documents completed under Task [insert task number for Project Planning task]. Contractor shall document implementation activities by providing the deliverables identified below to DEQ.

Task 4 Funding:

§319 Funds	\$ 00,000
Non-Federal Match	\$ 00,000

Task 4 Timeline: [Insert a specific date range. E.g. Upon contract execution through MM/DD/YYYY]

Task 4 Deliverables: Contractor shall submit to DEQ the following deliverables:

- [Identify the items that the Contractor shall submit in order to document implementation. These may include as-built drawings, photos, receipts, reports, the results of a post-implementation field tour/evaluation, or other items that you will need in order to feel comfortable signing off on billing/match statements.]
- As-built drawings.
- Photo documentation of the construction.
- A letter from the landowner(s) containing their thoughts regarding the project and any recommendations for other landowners contemplating similar work.
- Copies of receipts and invoices for individual expenditures over \$500.

TASK 5 – EDUCATION AND OUTREACH

Task 5 Description: Contractor shall conduct the following education and outreach activities:

- [List the education and outreach events, publications, campaigns, websites, activities, etc. Include the number of each activity or publication, along with a description of any particular subjects/topics upon which they must be centered. Identify any restriction of use and ownership requirements for intellectual property (text, photos, layout, republication, etc). For websites, specify a minimum maintenance timeframe.]

Task 5 Funding:

§319 Funds	\$ 00,000
Non-Federal Match	\$ 00,000

Task 5 Timeline: [Insert a specific date range. E.g. Upon contract execution through MM/DD/YYYY]

Task 5 Deliverables: Contractor shall submit to DEQ the following deliverables:

- [Identify the materials that the Contractor shall submit in order to document completion of each of the activities listed in the Task Description for this task. For things like newsletters, newspaper articles, and website updates, consider asking for two or three sample publications or screenshots instead of asking for copies of all publications and screenshots of every website update. In some instances, consider asking for drafts of major education and outreach deliverables for review and comment. Be sure to specify the formats for electronic documents, and whether or not the electronic documents will be “read-only” in terms of editability. For websites, you may want to require copies of any applicable, external web-hosting agreements.]

TASK 6 – PROJECT ADMINISTRATION

Task 6 Description: Contractor shall oversee and be accountable for the completion of all tasks. Contractor shall maintain regular contact with the DEQ project manager. Contractor shall prepare and submit Mid-Year, Interim, Annual, and Final Reports and Attachment B Billing Statements according to the format and schedule described below.

Report Format

- Contractor shall submit each Attachment B Billing Statement, Mid-Year Report, Interim Report, Annual Report, and Final Report using the most current reporting guidance and templates provided by the DEQ project manager.
- Contractor shall ensure each Mid-Year, Interim, Annual, and Final Report contains adequate documentation to justify accompanying reimbursement requests and match reporting, to the satisfaction of the DEQ project manager.
- Contractor shall ensure that the Final Report is a standalone document describing all contract activities and containing copies of all contract deliverables (even if the deliverables were previously submitted).

Reporting Schedule

- Mid-Year Reports: Due June 15th of each year the Contract is in effect.
- Annual Reports: Due December 15th of each year the Contract is in effect.
- Interim Reports: Due whenever reimbursement is requested outside of the normal Mid-Year, Annual and Final reporting periods while the Contract is in effect.
- Draft Final Report: Contractor shall submit a complete draft Final Report for DEQ review and comment at least 15 days prior to the contract expiration date.
- Final Report: Contractor shall submit a Final Report, addressing DEQ comments on the draft Final Report, on or before the Contract expiration date.
- Attachment B Billing Statements: Contractor shall submit an Attachment B Billing Statement with each Mid-Year, Interim, Annual, or Final Report submitted to DEQ while the Contract is in effect. To maintain cash flow, Contractor may submit interim Attachment B Billing Statements as frequently as monthly during the term of the Contract. However, each interim Attachment B Billing Statement must be accompanied by an Interim Report.
- Exception to the Reporting Schedule: The Final Report and associated Attachment B Billing Statement will replace the last required Mid-Year or Annual Report.

Task 6 Funding:	\$319 Funds	\$ 0,000
	Non-Federal Match	\$ 0,000

Task 6 Timeline: Upon contract execution through MM/DD/YYYY [Note: this date will become the contract expiration date. No later dates should be used for any of the previous tasks.]

Task 6 Deliverables: Contractor shall submit to DEQ the following deliverables as described above under Task 6 Description: Mid-Year Reports, Interim Reports, Annual Reports, Attachment B Billing Statements, and a Final Report. Contractor shall ensure that all reports are written clearly, with appropriate grammar, punctuation, and level of detail.

Contractor shall do the following with respect to all deliverables associated with all tasks in this contract (not just Task 6):

- Adhere to report guidance and templates provided by the DEQ project manager.
- Submit all draft and final documents electronically, in Adobe PDF, Microsoft Word, or Microsoft Excel format.
- Submit all draft and final documents to the DEQ project manager using email, or if files are greater than 8.0 megabytes in size using the state of Montana file transfer service (<https://transfer.mt.gov>) or as directed by the DEQ project manager.