

**MEMORANDUM OF UNDERSTANDING  
FOR THE SHARED EXECUTION OF THE USEPA 2019-2022  
ENVIRONMENTAL INFORMATION EXCHANGE NETWORK GRANT**

This Memorandum of Understanding (MOU) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by and between the Lake County Watershed Protection District (DISTRICT) and the Habematolel Pomo of Upper Lake tribe (HPUL), a sovereign government and Federally recognized tribe.

The purpose of this MOU is to document a mutual understanding of the DISTRICT and HPUL agencies with respect to their joint application, approval, execution, reporting, and continuation of the 2019 U.S. EPA Environmental Information Exchange Network Grant (NEIEN) award and its included obligations (ATTACHMENT A).

The DISTRICT and HPUL are hereinafter collectively referred to as "PARTIES" or individually as "PARTY".

**RECITALS**

WHEREAS, the PARTIES have a vested interest in completing the grant, as awarded and provided in ATTACHMENT A, to benefit the collection, management, storage, sharing, and analysis of water quality data in County of Lake; AND

WHEREAS, the PARTIES agreed to complete this MOU as a grant objective (Item 1.1) before the first reporting period of the grant (April 2020); AND

WHEREAS, the grant award amount is divided between both PARTIES as set forth in Attachment B, the reporting agency is specified as HPUL, and this MOU is needed to identify the distribution, use, evaluation, and reporting of specified grant duties as listed in the grant objectives and deliverables.

**NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:**

**1. POINT OF CONTACT TO BE USED FOR THE DURATION OF THIS MOU AND NEIEN GRANT PERIOD**

<u>DISTRICT</u>	<u>COPY TO</u>
Angela De Palma-Dow AIS Program Coordinator County of Lake Water Resources / Watershed Protection District 255 N. Forbes St. Lakeport, CA 95453 (707)263-2344 <a href="mailto:Angela.Depalma-Dow@lakecountyca.gov">Angela.Depalma-Dow@lakecountyca.gov</a>	Jennifer Thorup Accountant County of Lake Water Resources / Watershed Protection District 255 N. Forbes St. Lakeport, CA 95453 (707)263-2344 <a href="mailto:Jennifer.Thorup@lakecountyca.gov">Jennifer.Thorup@lakecountyca.gov</a>

<u>HPUL</u>	<u>COPY TO</u>
Linda D. Rosas-Bill Environmental Director Habematolel Pomo of Upper Lake 9470 Main Street P.O Box 516 Upper Lake, CA 95485 (707) 348-8892 - Direct line (707) 275-0737 - Tribal Office (707) 275-0757 – Fax lrosas@hpultribe-nsn.gov	Anthony Arroyo, Sr. Tribal Administrator Habematolel Pomo of Upper Lake 9470 Main Street P.O Box 516 Upper Lake, California 95485 (707) 275-0737 - Tribal Office (707) 275-0757 - Fax aarroyosr@hpultribe-nsn.gov

## **2. PROCEDURE GUIDELINES FOR EXECUTING GRANT OBJECTIVES AND DELIVERABLES**

### **A. DISTRICT RESPONSIBILITIES**

1. The DISTRICT will coordinate with HPUL to schedule and attend regular (quarterly) meetings, to identify tasks needed to complete that quarter's requirements.
2. The DISTRICT will complete, to the best of its ability, all individualized tasks and objectives, as identified in the awarded grant deliverables (ATTACHMENT A).
3. The DISTRICT will provide activity progress reports and financial reimbursement package contents (e.g. purchase receipts, invoices for services, employee hours) at least 14 calendar days prior to that quarter's reporting deadline. For example, when a quarterly report is due to US EPA on April 30, 2020, the DISTRICT will provide its portion of the report to appropriate staff at HPUL by April 20<sup>th</sup>.
4. The DISTRICT will provide clear written communications via email or phone, within a timely manner, to HPUL if their reporting for that quarter will be incomplete, delayed, or absent (i.e., in the event there is nothing to report). For the purpose of this subsection, "timely" means within one (1) business day of when the DISTRICT realizes, or should have realized, that its reporting will be incomplete, delayed or absent. In any such communication, the DISTRICT will also: (i) state when it anticipates it will complete the reporting; (ii) state the reason(s) for the delay; and (iii) if applicable, state the reason(s) for any absence.
5. The DISTRICT will concurrently track its budget spending in the categories described in the project budget (ATTACHMENT B) and will provide timely written notice to HPUL if any category or cost is being over or under spent so that adjustments can be made when and where applicable and notification sent to grant administrators as the US EPA as appropriate. For the purpose of this subsection, "timely" means within one (1) business week of when the DISTRICT realizes, or should have realized, that its spending will be different than as budgeted on the project budget (Attachment B). In any such communication, the DISTRICT will also: (i) state what the variance (or anticipated variance) is, specifically; (ii) state the reason(s) for the variance (or anticipated variance); and (iii) if applicable, identify any proposed corrective measures to prevent the variance from reoccurring. The DISTRICT will invoice HPUL for all time and grant-related purchases (as described in Attachment A & B), and it will submit financial reports detailing the spending to HPUL.
6. Any equipment purchased on behalf of the DISTRICT (<\$5000) will remain in their ownership.
7. Any equipment purchased for project purposes (>\$5000) are subject to federal guidelines of EPA procurement policies.

## **B. HPUL RESPONSIBILITIES**

1. HPUL will coordinate with the DISTRICT to schedule and attend regular (quarterly) meetings, to identify tasks needed to complete that quarter's requirements.
2. HPUL will provide clear communications via email or phone, within a timely manner, to the DISTRICT if its reporting for that quarter is incomplete, delayed, absent, or needs additional information. For the purpose of this subsection, "timely" means within one (1) business day of when the DISTRICT realizes, or should have realized, that its reporting will be incomplete, delayed or absent. In any such communication, the DISTRICT will also: (i) state when it anticipates it will complete the reporting; (ii) state the reason(s) for the delay; and (iii) if applicable, state the reason(s) for any absence.
3. HPUL will concurrently track its budget spending in the categories described in the project budget (ATTACHEMENT B) and will notify the DISTRICT if any category or cost is being over or under spent so that adjustments can be made when and where applicable and notification sent to grant administrators as the US EPA as appropriate.

## **C. SHARED RESPONSIBILITIES**

1. Both PARTIES shall meet in person at least one time quarterly for the duration of the active grant period in order to track and monitor grant objectives status and related issues.
2. At any time one PARTY cannot attend a scheduled meeting, that PARTY shall initiate rescheduling of said meeting, and the Parties shall work together to ensure that the rescheduled meeting occurs within one (1) business week of the originally scheduled meeting.
3. Both the DISTRICT and HPUL agree to cooperatively work together to complete the shared tasks and deliverables as listed in Table 1` of ATTACHEMENT A, and all other appropriate tasks related to the NEIEN.

## **TERMINATION**

This MOU may be terminated as follows, subject to the applicable EPA regulatory and statutory provisions:

- A. By mutual consent of the PARTIES; or
- B. Upon (30) days written notice by either PARTY to the other PARTY.

## **MODIFICATION**

This MOU may be modified only by a written amendment hereto, executed by both PARTIES.

IN WITNESS WHEREOF, the PARTIES have executed this MOU on the day and year set forth by the PARTIES herein below.

**DISTRICT – County of Lake Watershed Protection District**

By: \_\_\_\_\_  
Chair, Board of Supervisors

Dated: \_\_\_\_\_

APPROVED AS TO FORM

ANITA L. GRANT

County Counsel



[anita grant \(Oct 5, 2020 10:08 PDT\)](#)

ATTEST:

CAROL HUCHINGSON

Clerk of the Board

\_\_\_\_\_

**HPUL – Habematolel Pomo of Upper Lake**

By: \_\_\_\_\_  
Sherry Treppa,  
Chairperson, Executive Council  
Habematolel Pomo of Upper Lake

Date: \_\_\_\_\_

**ATTACHMENT A****National Environmental Information Exchange Partnership Grant - Project Narrative  
Fiscal Year 2019-2021****Habematolel Pomo of Upper Lake & Lake County Watershed Protection District Water  
Quality Data Exchange Program****1. Project Description**

Habematolel Pomo of Upper Lake Tribe (HPUL) is partnering with the Lake County Watershed Protection District (DISTRICT) to initiate and develop the Water Quality Data Exchange Program (WQDEP). The short term-goal of this project, the basis for this application and proposal, will include the development of digital infrastructure, the discovery and inclusion of existing relevant data, and the streamlining of data collection and processes so that data that has been or will be collected by tribes, counties, and other regional stakeholders, can easily be uploaded into both the EPA/USGS/NWQMC Water Quality Exchange Network (WQX) through the Water Quality Portal (WQP) and the California Environmental Data Exchange Network (CEDEN), which links to the EPA WQX Exchange Network (EN). This long-term goal of this project includes the creation of a central database and user-friendly portal where DISTRICT and the DISTRICT Tribal Community can upload, manage, and view data from agencies / consortiums collecting data from aquatic systems within DISTRICT ("The County" or "County"), including Clear Lake.

Clear Lake is Lake County's most prominent ecological and economic feature. With over 100 miles of shoreline, Clear Lake is the largest, natural freshwater lake in California and one of the oldest lakes in North America. Not only is Clear Lake home to sensitive floral and faunal species and supports a plethora of traditional Native American uses, but Clear Lake provides drinking water to 40,000 residents and activities such as fishing and recreational boating generate substantial local tourism dollars (Lundquist & Smythe 2010). For example, resident and nonresident fishing-related activities *alone* are estimated to generate a minimum of one million dollars annually (Giusti 2016) indicating that regional economic stability of Lake County is directly linked to the health and recreational value of Clear Lake.

Environmental factors, such as those associated with both anthropogenic and naturally occurring shifts in temperature and climates, can have uncertain and drastic effects on water quality, negatively impacting the ecologies and economies that depend on the lake. Adequate preparation for these potential devastating effects require a comprehensive dataset that can provide researchers, tribal leaders, and lake managers the necessary information to make accurate, applicable, and effective management decisions.

Currently, there is not a local mechanism that provides access to relevant, long term, and high-quality, water quality data. Regional tribal groups have been essential in collecting and monitoring water quality from streams and lakes, but some of this data, while uploaded to WQX, are inaccessible to some local and state stakeholders and have never been merged or aligned with the County or state-collected data. Therefore, a need exists for a centralized and coordinated effort to discover, collect, assimilate, QA/QC, store, and provide accessible guidance for water quality data in Lake County within an EN or networks. This need will be

addressed with the completion of this proposed project with support from the EPA NEIEN grant program.

This is the first time in Lake County history a Tribe and the County have collaborated on a project involving water quality data management. At the completion of this project, the availability of accessible water quality data will allow local, state, federal, tribal, academic, non-profit, and the general public to better manage and monitor valuable aquatic resources in Lake County, including those of Clear Lake. Implementation of water quality data into state and federal exchange networks assists regional tribes and agencies in sharing information more effectively and efficiently, streamlining data collection for faster analysis and improved timeliness for decision making. This project will also provide increased quality and access to data through the discovery, publishing, outbound, and analytical services so that it is more useful and available for natural resource and tribal managers. In this project, with support from the National Environmental Information Exchange Network Grant Program (NEIEN), HPUL will help expand and improve participation in both local and national exchange networks by integrating the DISTRICT into the process by improving data management, data accessibility, and data collection technologies. Habematolel Pomo of Upper Lake and/or the County of Lake have never received an EPA National Environmental Information Exchange Network Grant.

Giusti, G. 2016. Understanding the economic value of angling in Clear Lake – A Profile of a famous Lake. University of California Cooperative Extension. Accessible at:  
<https://ucanr.edu/sites/ClearLakeAquaticWebsite/files/247634.pdf>

Lundquist, E. and Smythe, T. 2010. Clear Lake Integrated Watershed Management Plan. CalFed Watershed Program. Accessible at:  
[http://www.lakecountyca.gov/Government/Directory/WaterResources/database/watershedplan/CLIWMP\\_Docs.htm](http://www.lakecountyca.gov/Government/Directory/WaterResources/database/watershedplan/CLIWMP_Docs.htm)

## 2. Project Goals, Outputs and Outcomes

Table 1. Task list

Goals	Output	Output Budget	Scheduled Completion Date	Outcome
Goal 1: Project Initial Administration & Equipment purchase	1.1 Create MOU between Tribe and County of Lake Watershed Protection District	Total \$3,100.00	January 31, 2020	A MOU between County of Lake Water Resource Department and

	1.2 Purchase WQ monitoring equipment	Total = \$70,770.38	December 2020	Habematolel Pomo of Upper Lake Tribe and needed WQ equipment will be purchased.
Goal 2: Consultant recruitment, identify WQ data flow needed for WQX and CEDEN	2.1 Create RFP for Consultant	Total = \$1,100	July 30, 2020	Consultant will create data repository, a website and the ability to flow water quality data to CDX and CEDEN. All to be managed by DISTRICT & HPUL
	2.2 Review & Selection of Consultant	Total = \$550	September 30, 2020	
	2.3 Create data repository, workflow, & digital infrastructure for data upload.	Total = \$58,000	January 29, 2021	
Goal 3: Data Discovery, Consolidation, & Entry	3.1 Tribe & County data discovery & consolidation	Total = \$8910	January 29, 2021	40 years of water quality data consolidated in a single repository.
	3.2 Tribe Data Entry	Total = \$30,047	January 29, 2021	To get a holistic view what is happening in Clear Lake and its tributaries.
	3.3 County Data Entry	Total = \$35,192	January 29, 2021	This data will be used to make better informed decisions by HPUL and DISTRICT.
	3.4 Data generation & monitoring	Total = \$17,375	Last day of grant	

Goal 4: Create Data Management Plan	4.1 Development of Water Quality Data Management Plan	Total = \$17,850	December 31, 2020	HPUL & DISTRICT will have developed a Water Quality Data Management Plan and media avenues to keep governmental leadership and all community members "in the know" of what is happening in Clear Lake.
	4.2 Website / media for data sharing participation	Total = \$2,750	December 31, 2021	
Goal 5: Training	5.1 Attend Tribal EN Conference	Total = \$18,240	February 28, 2020	Attending Tribal and National Conference will give HPUL and DISTRICT staff knowledge of what resources are out there. What are some of the "pitfalls" and best management practices.  We will hold 3 trainings (1 a year) for other agencies collecting water data on Clear Lake and/or its tributaries to request they upload their data into the
	5.2 Attend National EN Conference	Total = \$14,400	October 30, 2020	
	5.3 Training for local Partners	Total = \$11,001	August 28, 2020, February 2021, February 2022	



				HPUL /DISTRICT Water Quality Data Exchange. As well as training agencies on “How to” use and upload their data.
Goal 6: Data Submission to CDX via Virtual Node	6.1 Test Data Submissions	Total = \$3,935	March 31, 2021	HPUL and DISTRICT will be flowing data to CDX and to CEDEN. This will streamline the business process and eliminate redundancy
	6.2 Upload Data to CDX & CEDEN	Total = \$3,246	June 28, 2021	
Goal 7: Financial Management	7.1 Prepares monthly and quarterly financial report	Total = \$9,235.80	Monthly & Quarterly ending in October 30, 2022	The County of Lake will be direct cost for this grant as indirect rate is Tribal rate.
	7.2 Submit final expenditure report & invoice package	Total = \$263.89	October 30, 2022	Financial report will be done.

***Full Budget details are located at the end of this document in ATTACHMENT B.***

### **3. Roles and Responsibilities**

County of Lake Watershed Protection DISTRICT will work with HPUL to create an appropriate RFP for project consultant, and assist in the reviewing of applicants and eventual consultant and development of work contract. Monthly or quarterly, as appropriate, check-ins with the consultant will be coordinated and attended by representatives of both project partners. The DISTRICT will provide project coordination and management of county-derived and generated data discovery, compilation, and incorporation into the exchange networks. The DISTRICT will work with HPUL to develop the data management plan and associated trainings that will guide

and inform this process. Together HPUL and the DISTRICT will coordinate equipment purchase, storage, maintenance, and calibration so that data collected is comparable, QA/QC'd, and in standardized format to be uploaded into the ENs. Both HPUL and the DISTRICT will test data work flow, such as uploading both discovered data and generated data into the ENs based on consultant's output. Finally, the DISTRICT will work with HPUL to develop outreach messaging and materials to both promote the program, through the jointly-developed website, and recruit data contributors, with both HPUL and DISTRICT designing and executing the training to the community and interested participants. DISTRICT will track time spent on work outcomes and file appropriate paperwork with HPUL for invoicing.

#### **4. Summarization of Qualifications & 5. Programmatic Involvement**

##### Key Personnel

##### **Linda Rosas-Bill, Environmental Director, Habematolel Pomo of Upper Lake Tribe**

##### ***(Project Co-Manager)***

Linda has worked in the environmental field for 11+ years, she has been the Environmental Director for Habematolel Pomo of Upper Lake Tribe for 3 years and 4 months, and she was the Data Management / GIS Specialist for Big Valley Rancheria for 5+ years. Linda currently manages one (1) EPA GAP Grant and four (4) BIA Grants, two (2) Water Resource, Invasive Species, Youth Initiative Grants. Linda will be the Co-Project Manager for this project, her responsibilities will be to report and assure all outputs and outcomes are met. Linda will be creating an account to submit HPUL and the DISTRICT Water Quality Exchange Data into WQX.

##### **Angela DePalma-Dow, Invasive Species Coordinator, County of Lake**

##### ***(Project Co-Manager)***

Angela has worked with the DISTRICT for two years. Angela holds a B.S. in Biological Science with a minor in Chemistry (California State University Sacramento) and a M.S. in Fisheries & Wildlife, limnology emphasis (Michigan State University). Angela has worked in the natural resource field for 14 years and has 10 years' experience working directly with aquatic ecosystems including conducting and coordinating water quality programs, surveys, monitoring, and laboratory and statistical analysis. Angela currently manages three California state grants totaling approximately \$650,000. Angela will be responsible for coordinating the assimilation and QA/QC of DISTRICT water quality data collected over the last 30-40 years and the development of the data management plan and training. Angela will co-manage this grant with Linda. Her responsibilities will also be to aid in reporting and assuring all outputs and outcomes are met. Angela will be responsible for the gathering of DISTRICT data and the coordination of DISTRICT staff involved in the project. Angela will work with Linda to direct the consultants to properly develop and submit data flow templates for CEDEN and WQX.

##### **Christina Harrison – Environmental Assistant, Habematolel Pomo of Upper Lake Tribe *(Project Coordinator)***

Christina has worked for Habematoel Pomo of Upper Lake for 2 years 9 months, as the Environmental Assistant. Christina was also the water tech (consultant) for the Tribe for 3 years prior to being hired as an employee. Christina has been working in water quality for 15+ years. Christina's primary role and responsibility is to compile HPUL Tribal Data and enter it into database. Christina will also be responsible for training interested partners who wish to contribute their data to the HPUL/Lake Co Water Data Exchange database. Christina will be responsible for the day to day operations of this project and she will also continue to gather and submit data on a monthly basis.

**TBD, Environmental Specialist**

This position is in the process of being filled. Once we have hired a person to fill this position, we will cross-train him or her in water and solid waste. Their responsibilities for this project will be to work with the County of Lake to continue streaming the data gathering process, and to formalize field sheets and enter data into database (repository).

**Debbie Rein, Part-time data Entry Specialist**

Debbie has worked with the DISTRICT Water Resources for three months completing data entry on the county's invasive mussel prevention program. Debbie has over ten years' experience managing data in Excel. Debbie would be responsible for helping locate, enter, summarize, and verify any water quality data collected through, by, or with the County over the last 30 years.

**Jennifer Thorup, Fiscal Officer, Lake County Water Resources Department / Lake County Watershed Protection District**

Jennifer will be responsible for tracking and submitting County partner project hours and reimbursements to Nichole Humphrey, fiscal officer at Habematoel Pomo of Upper Lake.

**Consultant(s)** – Consultant will be responsible for creating the data flow to EPA's Virtual Node WQX and CEDEN. This will include establishing the required templates needed for incorporating legacy and project-generated data and assist in uploading data into exchange network. Main tasks will include setting up database (repository), assisting in the creation of SOP for users and technical support as part of the Water Quality Data Management Plan. Consultants will work closely with HPUL and County partners to assure tasks and objectives are being met and project progress if continually going forward.

**Lake County Water Resources / Lake County Watershed Protection District Field**

**Technician** – The DISTRICT has several field technicians on staff and is in the process of hiring more, and the designated technician working on this project is yet not determined but will be by the time of project initiation.

**6. Commitment to Reuse**

Both project partners commit to utilizing well-established and supported pre-existing data exchange networks. Additionally, the two main data exchange networks identified throughout this proposal, EPA WQX/WQP and CEDEN, provide multiple benefits for partners and co-regulators in meeting current management and monitoring obligations and for providing

transparency to the local community and stakeholders. For example, while the county has currently not had any data uploaded into any exchange network, the regional tribes have all incorporated their data into WQX and other agencies such as Farm Bureau and Universities have uploaded data into CEDEN. By incorporating existing and future data into these shared platforms and networks, managers, decision-makers, and the public can have access to any relevant data in timely, efficient manner.

## **7. Budget Narrative**

This project aims to develop and facilitate the sharing of environmental data through the use of state and federal data exchange networks by uploading applicable water quality data from county servers into publicly-accessible exchange networks, a multi-benefit project that produces a shareable product that will be used by the public, tribes, agencies, researchers, organizations and others. The goals, outputs and their designated estimated costs are provided below and can be used in companion with the table in section 2 and the project budget and budget narrative application form, both of which have been submitted on grants.gov with the rest of this project's materials.

### **Goal 1.0 Project Initial Administration & Equipment Purchase (Total cost \$73,770.38)**

Output 1.1 Create MOU between Tribe and the Lake County Watershed Protection District (DISTRICT) (\$3,100) Costs go towards coordination and labor of HPUL and the DISTRICT staff to develop a Memorandum of Understanding (MOU) laying out the expectation, equipment ownership and the distribution of funds. Output 1.2 Purchase WQ monitoring equipment and related materials, as set forth in Attachment B (\$70,770.38)

Costs will go towards the time for HPUL and the DISTRICT staff to research and purchase relevant water quality equipment and train themselves on proper use, maintenance, and calibrations, and as further set forth in Attachment B. The acquisition of new water quality monitoring equipment and data collection tools will streamline data collection, eliminate industry paper reporting and overall improve management through advanced data monitoring and transmittal process. The priority parameters relevant for water quality monitoring programs in the DISTRICT include, but are not limited to: water temp, pH, conductivity, dissolved oxygen, turbidity, total suspended solids, color, total dissolved solids, salinity, hardness, nitrogen, phosphorous, selected metals, and stream flow / discharge. Grant funds from this project will focus on tools that can measure some of these parameters and electronic handheld devices (i.e. electronic tablets with GPS) that can help to reduce the burden and cost for project partners and monitoring participants to collect valuable data destined for exchange networks.

### **Goal 2: Consultant recruitment, identify WQ data flow needed for WQX and CEDEN (Total cost \$5,800)**

Output 2.1 Create RFP for Consultant (\$1,100) & Output 2.2 Review & select Consultant (\$550) Costs will go towards developing a Request For Proposal (RFP) to recruit & hire a consultant to assist in incorporation of data into EN. The consultant will conduct technical support, put framework in place to flow data to CDX and CEDEN and to create macro for the QA/QC of data submitted by all parties. Output 2.3 Create data repository, workflow, & digital infrastructure for data upload. (\$58,000) Costs will be used for HPUL & the DISTRICT, working closely with the consultant, to establish a database (Repository) to house data that is to be included into the EN so that it can be used to develop future data discovery and collection as outlined in goal 3. This item also includes the website / online access information so that other stakeholders and

partners can access the data through the development of the project, as needed. Some of this output will overlap with Goal 3: Data discovery, consolidation, and entry, as the consultants will be working closely with HPUL and County staff to accomplish both of these goals.

**Goal 3. Data Discovery, consolidation, generation, & entry (Total cost \$74,149)**

3.1 Tribe & County data discovery & consolidation (\$8,910) Data discovery, data consolidation, & data entry. This goal will include locating all existing water quality data for inclusion into the exchange, from Tribe and County servers and any additional participating entity (may not be established at this time). As part of this goal, historic data is to be identified and consolidated to both inform directions for future data collection needs and establish relevant relationships important to researchers and managers and to streamline decision processing. Results from this goal will be useful in development of goal 4.

3.2 Tribe Data Entry (\$30,047) HPUL has collected data on stream, lake, and groundwater and does not typically submit its data to any repository or data collection system. The data entry will involve entry of the HPUL-collected data into the Central Data Exchange (CDX) system.

3.3 County Data Entry (\$35,192) The DISTRICT has collected stream, lake, and groundwater data for about 30 years or more depending on parameter, but has not been adding this data to any publically accessible data exchange network. The data entry will involve entry of the County-collected data into the Central Data Exchange (CDX) system.

3.4 Data generation & Monitoring (\$17,375) Costs for this output include utilizing newly acquired WQ monitoring equipment in monitoring WQ to identify the appropriate data and location information that is to be used to develop and create the data management plan, discussed in goal 4.

**Goal 4. Create Data Management Plan & Outreach to promote project (\$20,600)**

4.1 Development of Water Quality Data Management Plan. (\$17,850) Costs for this output will go towards developing a county-wide plan that will streamline and modernize water quality collection, entry, and accessibility. This plan will be collaborative and will guide data collectors, users, and managers in the appropriate way to incorporate data into the exchange networks from past, current, and future water quality monitoring projects. This document, while providing basic information and guidance on the project, will also provide clear methods to sharing data, increasing the number and type of data contributors, thereby expanding EN participation, data generation, and stakeholder investment. This plan would extend to all participating partners and include upgrading the data collection and data entry abilities of participants to boost efficiency and accuracy of data collection and entry. 4.2 Website / media for data sharing participation (\$2,750) The costs for this output are minimal and only to update or produce a website or digital media informative campaign to both educate and inform potential data contributors about participating in the data EN as well as provide transparency with the public and partners.

**Goal 5. Travel and Training (\$43,641)**

5.1 Attend Tribal EN Conference (\$18,240) Costs will go towards both HPUL and the DISTRICT to attend the Tribal Exchange Network Conference. This will provide us a better understanding of what free and/ or fee resources are available. We plan to network and study industry “Best Practices” in regards to process and glean knowledge surrounding possible pitfalls from other already established Exchange Network Partners. This conference is out of state and costs will go for 3 people to attend, including travel and labor. 5.2 Attend National EN Conference

(\$14,400) Costs for this are for project coordinators to attend the National EN conference during 2 out of the 3 years of project duration. This travel is conducted out of state for two people. 5.3 Travel and Training for local partners (\$11,001 ) Costs for this output will include the mileage and travel time for HPUL and the DISTRICT to hold at three (3) (1 a year) for other tribes, agencies and organizations collecting WQ data in the DISTRICT, including Clear Lake. Part of this training is to recruit participants and data contributors, and identify their data (year 1), and to promote and educate on the data management plan and project (year 2 & 3). A successful outcome of this goal is when multiple participants from across the county can successfully upload their data into the WQX / CEDEN EN using the tools and guidelines developed from this project. .

**Goal 6.Data Submission to WQX & CEDEN. (\$7,181)**

6.1 Test Data Submissions (\$3,935) Costs for this output include staff from both HPUL and the DISTRICT to test to data flow products from goal 2, using the products produced from goal 1.2, 3.1, 3.4, and 4.1. (i.e. uploading some data the was just collected or some data ground from five years ago). If any issues arise or there needs to be some further evaluation, HPUL and the DISTRICT will work closely with the consultants from goal 2.0 in order to identify solutions and incorporate corrections. 6.2 Upload data into WQX & CEDEN (\$3,246) The costs for this are to go to the WQ data upload into EN from data collected during the time period of the project or for data that hasn't already been included into the EN from achieving goals 1-5.

**Goal 7. Financial Management (\$9,499.69)**

7.1 Prepare monthly and quarterly financial reports (\$9,235.80) Cost for this are for the DISTRICT to set up and execute monthly invoicing to HPUL and to gather information for monthly and quarterly reports and financial statements. Costs for this also go for HPUL to receive, review, and process information from the DISTRICT and to incorporate it into financial reports submitted to USEPA NEIEN grant administrators. 7.2 (\$263.89). Costs for this output is for HPUL financial officer to complete final financial reports for the project and grant.

**8. Statement Summarizing Past performance**

As stated in our narrative statement, neither HPUL nor the DISTRICT have received an Exchange Network grant in the past.

**ATTACHMENT B**  
**NEIEN PROJECT BUDGET – LINE ITEM DETAILS**

Personnel*	Annual hours towards proejct / hourly salary	2020	2021	2022	% of time spent on project
EPA Director	400@\$27/hour	\$ 10,800.00	\$ 11,232.00	\$ 11,681.28	19%
Project Coordinator - HPUL	395.5@\$22/hour	\$ 8,700.00	\$ 9,048.00	\$ 9,409.92	19%
Project Coordinator - LCDWR	(442@\$28/hour)	\$ 9,800.00	\$ 8,400.00	\$ 11,200.00	21%
Data Entry Specialist Part Time- LCDWR	(474@\$20 )	\$ 9,003.03	\$ 8,000.00	\$ 11,864.10	38%
Environmental Specialist - HPUL	(62.5@\$24)	\$ 1,250.00	\$ 1,300.00	\$ 1,352.00	3%
Field Technician - LCWRD	(166@\$24/hour)	\$ 6,000.00	\$ 8,159.86	\$ 4,800.00	8%
Fiscal Officer - LCDWR	(200@\$20/hour)	\$ 3,200.00	\$ 4,000.00	\$ 3,000.00	8%
LCWR Personel		\$ 28,003.03	\$ 28,559.86	\$ 30,864.10	
Fringe @ 27.66%		\$ 7,836.97	\$ 8,432.14	\$ 7,919.90	\$ 111,616.00
HPUL Personel		\$ 20,750.00	\$ 21,580.00	\$ 22,443.20	\$ 82,909.70
Fringe @28%		\$ 5,810.00	\$ 6,042.40	\$ 6,284.10	
Total peronnel and Fringe		\$ 62,400.00	\$ 64,614.40	\$ 67,511.30	\$ 194,525.70
	\$ 194,525.70				
<b>Travel</b>	# Staff attending				\$ 23,401.00
Mileage, perdieme, cab fair, airfare, lodging, expenses for project staff to attend:					
National EN Conference (out of state)	3 staff	\$ 5,000.00		\$ 5,000.00	
Tribal EN Conference (Out of state)	2 staff	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Local Travel / Mileage to complete project and communicate with stakeholders (In State)	\$467/year = (0.565 mileage rate * 826 miles)	\$467	\$467	\$467	
<b>Training</b>					
Any needed training and related workshops		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
<b>Contractual</b>					\$59,900
Database management / Consultant (contract might extend multiple years)			\$58,000		
Legal Fees			\$1,900		
<b>Equipment</b>					\$ 49,000.00
YSI handheld meters	(2@5,000)	\$ 10,000.00			
Multiparamter probes	(2@12,000)	\$ 24,000.00			
Flow Meter or similar	(1@15,000)	\$ 15,000.00			
<b>Supplies</b>					\$ 21,595.38
Field Tablets & Cases	(4@2,500)	\$ 10,000.00			
Software and programs	(2@2,000)	\$ 5,000.00			
WQ Meter / Smapling Accessories	varies	\$ 4,495.38			
Field supplies (waders, boots, gloves, cameras etc. )		\$ 500.00	\$ 500.00	\$ 500.00	
Office Supplies (postage, paper, laminating materials, etc.)		\$ 200.00	\$ 200.00	\$ 200.00	
<b>Indirect Costs</b>					
Indirect Costs Waived	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
					\$ 348,422.08
				HPUL Budget	\$ 196,073.89
				LCDWR Budget	\$ 152,448.19
					\$ 348,522.08

