

ATTACHMENT A-1

TERMS OF AGREEMENT

I. SUBGRANT AWARD

The Missouri Department of Natural Resources, Division of Environmental Quality, Water Protection Program, and the Lake Ozarks Watershed Alliance, Inc. agree to the plan of work and administrative procedures outlined herein for the *LOWA LILs for a Healthy Lake of the Ozarks* project.

- A. The Missouri Department of Natural Resources (the Department) agrees to pay the Lake Ozarks Watershed Alliance (LOWA) an amount not to exceed \$740,000 during the budget period January 1, 2011 through December 31, 2014, for tasks specified in the Scope of Services and Schedule of Milestones.
- B. LOWA will ensure the completion of tasks described and reporting required. LOWA will provide match in the amount of \$495,770 for budget period January 1, 2011 through December 31, 2014.
- C. Conditions set forth in Attachment C, Special Conditions, and in Attachment D, General Terms and Conditions, shall be required and will govern the performance of this agreement.
- D. A Quality Assurance Project Plan (QAPP) must be updated and approved by the Department's Project Manager prior to the first date of sampling.

II. BACKGROUND

In 1998, the Lake of the Ozarks was listed as impaired for low dissolved oxygen, gas supersaturation, and fish trauma. The source of the impairment was Truman Dam. Due to attainment of water quality standards, the U.S. Environmental Protection Agency removed the pollutants of low dissolved oxygen and gas supersaturation from the 303(d) list during the 2004-2006 303(d) listing cycle. In July 2009, the Department requested the Lake of the Ozarks be re-categorized from a category 5 to 4C in future water quality reports (for additional information reference the Department's *Methodology for the Development of Section 303(d) List in Missouri*). However, with the development of nutrient criteria for lakes, the proposed 2010-303(d) List (approved by the Missouri Clean Water Commission September 2010), lists two major arms of the lake as being impaired for nutrients as a result of rural, and urban point and nonpoint sources (Osage Arm impaired for nitrogen; Niangua Arm impaired for phosphorus).

The Lake of the Ozarks is a large hydroelectric reservoir created by impounding the Osage River. The Lake is located in south central Missouri in the Salem Plateau of the Ozarks Highlands. It encompasses approximately 8,869,000 acres and drains land from Benton, Morgan, Miller, and Camden counties for a total drainage area over 14,000 square miles. The main tributaries that feed into the lake include the Osage River (the main channel), Niangua River, Grand Glaize Creek, and

Gravois Creek. The main channel of the Osage Arm stretches 92 miles from end to end. The lake has a surface area of 55,000 acres, and over 1,235 miles of shoreline. The soils are characterized as thin, erodible, and with low infiltration rates on steep slopes. The geology around the lake is composed of sedimentary rocks, most of which are soluble limestone and dolomite, also known as carbonate rocks. Due to the geological make up, the area surrounding the lake contains many karst features, such as caves, springs, and sinkholes.

Since its creation in 1931, the lake has become a popular recreational area and will provide development opportunities for many years to come. Nowadays, much of the Lake of the Ozarks is highly developed and can be considered an urbanizing reservoir with a mixture of residential and commercial structures visible around the lake and lakeshore (e.g., marinas, restaurants, shops, other businesses, condominiums, and single-family homes), which creates concerns regarding lake water quality. With the expansion of growth and development in more recent years, water quality concerns have come to the forefront. Because of citizen concerns, LOWA and watershed partners developed a watershed management plan for two subwatersheds within the Lake of the Ozarks drainage area.

Two 12-digit hydrologic unit code (HUC) subwatersheds: Buck Creek (HUC #102901090406 - 22,921 acres) and Lick Branch (HUC #102901090407 - 14,565 acres) are the focus of the watershed management plan, which was accepted by the Department on April 5, 2010. Beginning at Bagnell Dam, these two subwatersheds encompass the first 18.8 miles of main channel as well as coves. This focus area was chosen largely because it is the most urbanized area of the lake and over the years has had unregulated development. The focus area experienced 150% population increase between 1980-2000 and includes Osage Beach, Lake Ozark, Laurie, Sunrise Beach, and the Village of the Four Seasons.

As a result of increased population, development, recreational use, and changes in physical landscape, several nonpoint source water quality concerns connected to land use around the lake arose, including:

- * Sediment loading - urbanization and development, wave action
- * Nutrient and bacterial loading - livestock, on-site septic systems, recreational boaters, urbanization and development.

III. OBJECTIVES

The overall goal of this project is to implement a subset of strategies discussed in the watershed management plan for Buck Creek and Lick Branch subwatersheds. The goal as written is to reduce nonpoint source loads for nutrients, sediment, and bacteria utilizing the LOWA LILs (low impact landscapes) approach. LOWA LILs are low impact development (LID) best management practices and is a term used to define a new watershed friendly program for the lake area. The LOWA LILs management practices to be used will focus on a set of watershed friendly runoff management practices, such as rain gardens, rain barrels, swales, and native plantings, etc.

The overall project objectives are:

1. Reduce impairments by decreasing runoff volume – develop a cost-share incentive program to encourage citizens to create watershed friendly yards utilizing the LOWA LILs for a Healthy Lake of the Ozarks approach.
2. Develop educational and outreach programs – develop and host a variety of educational field days and in-classroom activities for students of all ages. Conduct workshops for property owners on low impact landscape designs and management practices that can be utilized to reduce nonpoint source impacts to the lake.
3. Promote the LOWA LILs for a Healthy Lake of the Ozarks approach - produce articles, workshops, meetings, etc. promoting reasons why taking care of the watershed is important, and promote the LOWA LILs and on-site septic and boat pumpout programs.
4. Promote: a) making low or phosphorus-free fertilizers available to consumers around lake area; and b) encouraging on-site wastewater treatment systems be up to code.
5. Water quality monitoring efforts – expand the amount of monitoring currently being conducted at the lake (e.g., increasing monitoring sites, parameters, and frequency) within the focus area; compare water quality in three cove types based on human influences; and demonstrate the effectiveness of rain gardens or other types of practices implemented as part of the LOWA LILs for a Healthy Lake of the Ozarks program.

IV. PROJECT DESCRIPTION

The overall goal of the project is to improve water quality by using watershed friendly landscape techniques. LOWA plans to increase awareness using several different approaches. The approaches are discussed in the following paragraphs.

Cost-Share Incentive Program

LOWA will implement a LOWA LILs for a Healthy Lake of the Ozarks program similar to other well established programs located throughout the state (e.g., City of Columbia and James River Basin Partnership's Show-Me Yards and Neighborhood Programs). To gain property owner participation LOWA plans to develop and implement a cost-share incentive program, where participants will receive discounts from local retailers, landscapers, designers, nurseries, septic pumpers, etc. These services will be provided to LOWA as in-kind match or donations. In addition, LOWA will be recruiting many volunteers who will work with property owners regarding in the LOWA LILs program. The Camden County Planning and Zoning has offered to work with LOWA to provide the training to volunteers to allow them to effectively communicate with property owners regarding stormwater runoff, soil test results, and discuss various LOWA LILs management practices (rain gardens, rain barrels, lawn nutrient management plans, etc.) that can be implemented to improve lake water quality. In addition, local nurseries, master gardeners, and landscape design companies have offered a variety of assistance (e.g., technical support and labor) to properly implement these practices. Note the 319 grant funds will not be used to install management practices required under the National Pollutant Discharge Elimination System (NPDES) permit.

Demonstration Projects

LOWA has received in-kind support from local entities to design and implement two demonstration projects: porous concrete and shoreline riprap. LOWA will work with local businesses located in highly visible locations to implement and promote the demonstration projects. To demonstrate the effectiveness of porous concrete in reducing the volume and velocity of runoff into the Lake, a porous concrete test pour will be conducted. To improve both fish habitat and reduce sediment loading into the lake, LOWA will demonstrate why and how to use riprap for shoreline stabilization. Seawalls have been the traditional barrier to prevent shore erosion, but these have been prone to undercutting with subsequent collapse and/or release of sediment into the lake. A more innovative approach is to use riprap. Riprap not only breaks up wave action that prevents sediment erosion, it also provides an environment particularly suitable for fish habitat. The riprap demonstration will be conducted during the first year of the project with three follow-up evaluation surveys each year following.

Education and Outreach

LOWA will host a series of educational workshops and/or seminars focusing on improving lake water quality by promoting the LOWA LILs – a watershed friendly yard program. The presentations will discuss rain gardens (designs and maintenance), rain barrels (function and construction), yard nutrient management plans, porous concrete, etc., proper on-site wastewater treatment system maintenance, Pump Don't Dump with associated boater pumpout brochure, pervious pavement, shoreline riprap, etc. LOWA will also combine efforts with Ameren to conduct soil erosion workshops. This information will be presented to various entities located throughout the focus area (homeowners, business owners, local municipalities, etc.). LOWA will be collaborating with Climax Springs One Earth Club to construct rain barrels. The University of Missouri Extension and others have offered as in-kind match to assist LOWA to facilitate and present information at training workshops. In addition, local businesses and lodging facilities have offered to donate meeting rooms and/or office space for meetings and workshops.

LOWA is also collaborating with a local greenhouse facility offering native plants to the Lake area. The green house is being hosted by the Sheltered Industry in Camdenton. The native plants are being supplied by Prairie Hills, a wholesale nursery partnering with LOWA for native plants; these plants and will be used by LOWA in the LOWA LILs program. The green house and the Sheltered Industry will also be constructing rain barrels to offer for sale to everyone around the lake area and together with the Climax Springs One Earth Club, will supply rain barrels for the LOWA LILs program.

As part of the overall educational/outreach nonpoint source efforts, LOWA will schedule field days and in-school presentations. The field days will provide middle and high school students with an opportunity to learn about watershed activities. The field days include but are not limited to lake/stream-side hands-on water quality activities and field trips to local wastewater treatment plant. In-class activities will utilize interactive models (stream table, groundwater models) to provide for educational outreach for all grade levels (pre-Kindergarten through 12). Through the project efforts, LOWA will also develop and conduct outdoor events such as Everyday is Earth Day and Clean Water Celebration. LOWA, AmeriCorps staff, and volunteers will also be available at other outdoor events providing additional educational outreach opportunities. These efforts are also supported by the Missouri Volunteer Water Quality Monitoring Program, where staff has offered to provide technical assistance and equipment as needed for educational and demonstrative purposes.

Project Promotion

The LOWA for a Healthy Lake of the Ozarks project will be promoted throughout the focus area through a variety of efforts. Not only will the project be promoted through model LOWA LILs watershed friendly yard and demonstration signage, news articles/interviews, news letters, press releases, local cable channel, and radio interviews, but also through presentations to local civic groups, stakeholders meetings, and public service announcements. LOWA also plans to develop/reprint various brochures [e.g., LOWA LILs, Pump Don't Dump (reprint)] that will be distributed throughout the project area. LOWA is presently partnering with Ameren Missouri to produce a brochure about what landowners should do to reduce runoff. LOWA will produce a brochure on how to reduce runoff and will showcase the LOWA LILs program and demo projects. A video will also be produced documenting various projects and activities of the LOWA LILs for Healthy Lake of the Ozarks project by a local business as an in-kind donation. LOWA plans to promote rain barrels by hosting a rain barrel art contest. Information will also be available from the LOWA website. A web design company will be adding content to the LOWA webpage. The project related information will be supported through the project while the design company will be donating other web support for the LOWA organization.

Promote Nutrient Reductions

LOWA will work with area retailers to help make available to the consumers in the focus area low or phosphorus-free fertilizers, and other fertilizer alternatives. LOWA will also work with area golf course managers to encourage the use of soil tests to determine fertilizer needs. These practices will help reduce the amount of phosphorus entering the lake from golf courses, residential lawns, and other fertilized green spaces within the focus area. As part of this effort, LOWA will offer/present soil testing and nutrient management practices to golf courses and residences. In addition, LOWA will work with homeowners to encourage maintaining on-site septic systems to meet current state or local standards. These practices will help to reduce bacteria and nutrient loading in the lake.

Water Quality Monitoring

A goal of the LOWA is to expand water quality monitoring in the focus area by increasing the number of sites, sampling frequency, and water quality parameters collected. In the past, water quality monitoring was conducted and has provided useful information. However, much of the data was collected from the main channel and may or may not be representative of what is occurring within individual coves, or not enough cove data was collected to determine baseline conditions. Therefore, additional, frequent, and targeted monitoring is necessary. LOWA will work with a contractor to complete the water quality monitoring component stated within this agreement. An overview of the monitoring activities is outlined in the paragraphs below. Details regarding the specific processes that will be followed will be discussed in a QAPP. **Equipment purchased through the grant will at the Department's discretion be returned to the Department, or may be disbursed to LOWA or another entity for continued water quality monitoring at the Lake upon completion of the project period.**

Due to the scope of work, the contractor will be responsible for coordinating much of the water quality monitoring efforts using volunteers. To ensure quality data is collected and analyzed, the department has the option to provide quality assurance oversight. In addition, the water quality monitoring effort will be correlated with land treatments. The location, size, type, and drainage area

for each LOWA LILs implemented will be recorded along with precipitation data to support water quality monitoring efforts and data interpretation.

A systematic approach to water quality monitoring will be conducted. Components of the water quality monitoring include 1) coves screening; 2) baseline monitoring; 3) management practice effectiveness; 4) pre- and post-management practice implementation; and 5) volunteer water quality monitoring.

Coves within the focus area will be selected for screening based upon human influence and to determine or understand the current water quality conditions that exist between them. The contracting firm will coordinate and oversee the water quality screening of coves within the focus area. Screening will be done by volunteers in order to select appropriate coves for baseline monitoring. The target number of coves will be nine (9) and will include three (3) from each of the following categories: 1) coves served by centralized wastewater treatment systems; 2) coves served by privately owned on-site wastewater treatment systems; and 3) coves that are relatively free from development to serve as reference conditions. The initial screening will take place during Ameren's annual lake draw down which occurs during the months of February through March in preparation of spring rains. Trained volunteers will survey the coves within each category and will document visual signs of human impact, such as on-site wastewater treatment leachate outbreaks. Survey information, photographs, and GPS coordinates will be recorded for each cove surveyed. In addition, water samples will be collected from a specified number of leachate outbreaks for the presence of bacteria. Optical brighteners will be measured to determine if these outbreaks are related to improperly functioning on-site wastewater systems or naturally occurring as a result of manganese within the soils. The results of the cove screening will be plotted using GIS and will be used for targeting of LOWA's on-site wastewater "Pump Out" program and LOWA LILs for a Healthy Lake of the Ozarks program.

Baseline cove monitoring will be initiated in the nine (9) coves selected during the cove screening survey. Contractors will oversee the monitoring and work with trained volunteers to complete many aspects of the monitoring components. Monitoring will be performed once per week for twenty (20) weeks. Multiple depth integrated grab samples will be collected for bacteria, nutrients, and solids. In addition, a Secchi disc reading will be collected. The contracting agency will also conduct field fluorometric surveys for optical brighteners two times during a twenty-week sampling period. Water quality monitoring will be conducted throughout each of the selected coves. Particular attention will be paid to those specific areas that were documented and verified as leachate outbreaks. The baseline monitoring data will also be used to determine pre-implementation conditions.

The purpose of post implementation monitoring is to document changes/improvements in individual cove water quality that may have resulted from implementing LOWA LILs strategies. The monitoring effort will be a repeat of the baseline lake monitoring previously discussed.

As part of the on-going volunteer monitoring efforts within the focus area, the local fisheries management biologist for that area has offered to continue as coordinator of the volunteer monitoring efforts, provide technical assistance, and support with the development of the project and other related water quality activities. In addition, the Lakes of Missouri Volunteer Program will continue to update internet maps for LOWA, and make water quality data available on-line.

To help support the overall lake water quality monitoring efforts, a local laboratory located at the lake has offered to analyze a subset of water quality parameters (e.g., bacteria) collected during the screening, baseline, implementation effectiveness, and pre- and post-implementation monitoring at a discounted rate, provide environmental consulting services, and technical assistance with local, state, and federal regulations and policies.

Although drinking water, per se, is not a direct objective of the LOWA LILs for a Healthy Lake of the Ozarks, citizens around the lake want to know the status of their drinking water. Budgeted as match, the project will contract with a local drinking water testing laboratory to provide a discount per residence. The LOWA will ensure a reporting and follow-up mechanism with local authorities is in place if elevated levels of health related contaminants are detected.

Cooperating Entities

LOWA will continue to seek cooperation and support from a variety of entities located in and around the lake area. The following list of cooperating agencies/entities include but are not limited to: local retailers (e.g., nurseries, landscapers, contractors, engineering firms), University of Missouri Extension – Water Quality Program, Ameren Missouri, Camden County Planning and Zoning Commission, Missouri Stream Team Program, Lakes of Missouri Volunteer Program, JLW Web Design, Tan-Tar-A Resort, Scott Concrete, Ozark Rip Rap, Climax Springs One Earth Environmental Club, Gifted Gardens, Sheltered Industry, Ozark Environmental, Schultz & Summers Engineering, Realty Executives – Lake of the Ozarks, Missouri Department of Conservation, Master Gardner’s, and citizen volunteers.

V. SCOPE OF SERVICES

The **project director** will:

1. Oversee all aspects of grant to ensure project goals and objectives are kept on track for success of the project.
2. Report to LOWA board of directors and be responsible for timely submission of necessary reports to the Department (e.g., fiscal, quarterly, annual, final).
3. Organize and preside at meetings and workshops.
4. Responsible for conducting media coverage, interviews for television, radio, newspaper, and magazines.
5. Continually obtain and secure in-kind services for implementation of LOWA LILs cost-share incentive program (LILs designs, plants, skilled labor, materials, etc.).
6. Oversee the work of the project manager and AmeriCorps staff.

The **project manager** will:

1. Oversee that all project activities are implemented for the successful completion of LOWA LILs for a Healthy Lake of the Ozarks cost-share and educational program.
2. Oversee and work with contractor regarding water quality monitoring aspects.
3. Prepare LOWA LILs workshop materials, schedule and present at workshops.
4. Report to and work with project director for all meetings.
5. Design educational programs targeted to students.
6. Work with AmeriCorps staff to coordinate and participate with the educational outreach efforts.

VI. SCHEDULE OF MILESTONES

Task Description	Responsible Party	Projected Completion Date
Task 1		
Contractors Hired		
* Develop Request For Proposal for Water Quality Monitoring Component, Develop Contract for Water Quality Monitoring	* Project Director * Project Manager * LOWA Board	* January 2011
* Contract with AmeriCorps to hire a person to coordinate/conduct education/outreach component of project	* Project Director * Project Manager * LOWA Board	* January 2011
Task 2		
Water Quality Monitoring		
* Develop Water Quality Monitoring QAPP	* Contractor	* February 2011
* During annual lake draw down, screen coves for baseline monitoring	* Contractor * Volunteers	* March 2011
* Weekly in-lake monitoring (pre-implementation) (~20 weeks)	* Contractor * Volunteers	* October 2011
* Weekly in-lake monitoring (post-implementation) (~20 weeks)	* Contractor * Volunteers	* October 2013
* Volunteer Water Quality Monitoring activities that support project efforts in the focus area	* LOWA Volunteers	* December 2014
* Reporting to LOWA <ul style="list-style-type: none"> o Quarterly status reports o Final report w/documentation 	* Contractor	* Quarter starts January 1, 2011 * Final report due 30 days prior to close of project - December 1, 2014

Task Description	Responsible Party	Projected Completion Date
Task 3 Develop LOWA LILs for a Healthy Lake of the Ozarks Program		
<ul style="list-style-type: none"> * Develop LOWA LILs incentive program 	<ul style="list-style-type: none"> * Project Director * Project Manager 	<ul style="list-style-type: none"> * January 2011
<ul style="list-style-type: none"> * Develop/Implement workshops <ul style="list-style-type: none"> o Soil erosion (Ameren lead-2/yr) o Introduce the LOWA LILs Cost Share Incentive Program (1/yr) o LOWA LILs “How To” Workshop (1/yr) o Porous concrete [3 follow-ups to demonstration (1/yr)] o Riprap [3 follow-up to demonstration (1/yr)] o On-site septic systems maintenance (2/yr) 	<ul style="list-style-type: none"> * Project Manager * Project Director * MU-Extension to assist with on-site wastewater workshops 	<ul style="list-style-type: none"> * Workshops will be scheduled throughout project period and completed by October 2014
Task 4 Implementation of LOWA LILs for Healthy a Healthy Lake of the Ozarks Program		
<ul style="list-style-type: none"> * Train volunteer evaluators * Soil testing (20/yr) * Lawn nutrient management plans (5/yr) * Rain gardens (5/yr) * Rain barrels (10/yr) * On-site septic pumpouts (12/yr) 	<ul style="list-style-type: none"> * Project Manager * Project Director * Camden County Planning Zoning to provide training 	<ul style="list-style-type: none"> * Volunteers will receive training January 2011 * Activities will be implemented throughout project period and completed by the close of the project
Task 5 Organize/Implement Demonstration Projects		
<ul style="list-style-type: none"> * Porous concrete * Riprap shoreline stabilization 	<ul style="list-style-type: none"> * Project Director * Project Manager * In-kind support from local businesses 	<ul style="list-style-type: none"> * May 2011 - Riprap * July 2011 – Porous concrete

Task Description	Responsible Party	Projected Completion Date
Task 6 Organize/Implement Educational/Outreach Activities		
<ul style="list-style-type: none"> * Clean Water Celebration (1/yr) * Earth Day is Everyday (1/yr) * High school field trip to WWTP (1/yr) * In-class presentations on watershed care (2/yr) * Promote Pump Don't Dump Program 	<ul style="list-style-type: none"> * Project Manager * Project Director 	<ul style="list-style-type: none"> * Annually beginning April 2012 - Clean Water Celebration & Earth Day Every Day * Annually beginning October 2012 - WWTP field trip & classroom presentations
Task 7 Public Awareness Activities – Promoting Project Activities		
<ul style="list-style-type: none"> * Promotional <ul style="list-style-type: none"> o Stakeholders meetings (Quarterly) o Civic group presentations (6/yr) o Cable TV programs (1/yr) o Radio interviews (6/yr) o Newspaper articles (10/yr) o Other articles (not in a newspaper) (1/yr) o Event related PSA's and press releases (1/event) o Project activities video o Rain barrel art contest (1/yr) 	<ul style="list-style-type: none"> * Project Director * Project Manager 	<ul style="list-style-type: none"> * Quarterly throughout project – stakeholder meetings * Project promotion will occur throughout project * Annually beginning second year – rain barrel art contest
Task 8 Promote Nutrient Reductions		
<ul style="list-style-type: none"> * Promote low or phosphorus-free fertilizers or other alternatives * Promote on-site wastewater treatment systems be up to code 	<ul style="list-style-type: none"> * Project Director * Project Manager 	<ul style="list-style-type: none"> * Initial contacts will begin January 2011 and continue throughout project

Measures of Success:

Measures of success will be evaluated from many aspects, which will include but not limited to:

- ★ Number of Citizens Reached:
 - Number attending presentations and workshops.
 - Number of students attending in-class presentations and field trips.
 - Number of students and/or citizens attending the Clean Water Celebrations and Earth Day is Every Day events.
 - Number of additional requests for information or presentations/workshops.
 - Number of businesses contacted about alternative (low or phosphorus-free) fertilizers.
 - Number of golf courses contacted about nutrient management.
- ★ Participant Knowledge:
 - Pre- and post tests will be conducted with each workshop.
 - Pre- and post surveys relating to pump out programs (on-site wastewater systems).
 - Pre- and post surveys of students attending in-class presentations and field trips.
- ★ Behavior Change:
 - Number attending presentations/workshops and participated in LOWA LILs cost-share incentive program (implemented rain garden, rain barrel, soil test, or nutrient management plan, etc.).
 - Number attending pumpout workshops and participated in pumpout programs (on-site wastewater systems and Pump Don't Dump boaters program).
 - Number of businesses or homeowners implementing shoreline stabilization by using riprap or porous concrete (or other pervious surfaces).
 - Number of businesses contacted and offering the sale of alternative fertilizers.
 - Number of golf courses contacted and implementing a Nutrient Management Plan.
- ★ Physical Changes:
 - Total gallons of on-site wastewater treatment systems pumped.
 - Total gallons of waste pumped from boats.
 - Total of linear feet or area of rain gardens installed.
 - Total gallons of water captured by rain barrels.
 - Total linear feet of shoreline stabilization using riprap implemented.
 - In-lake water quality improvements documented through pre-and post implementation.
 - Estimated (e.g., STEP-L model) water quality improvements documented through management practice efficiency monitoring for focus area.
- ★ Indirect Measures:
 - Photographs documenting change (pre- and post-implementation).
 - Amount of educational information requested or distributed throughout project period.

Evaluation/Feedback Mechanisms:

- A. Evaluation survey/questionnaire will be available for various stakeholders to comment on overall project efforts.

- B. Feedback mechanism will be available from the LOWA website for citizens, volunteers, and other stakeholders to comment and provide input/feedback on the overall project efforts.
- C. Staff will track all phone calls and nature of requests for information regarding project efforts.

VII. PROJECT BUDGET

**LOWA LILs for a Healthy Lake of the Ozarks
Lake of the Ozarks Watershed Alliance**

January 1, 2011 -- December 31, 2014

Total Federal Contribution	\$ 740,000
Total Nonfederal Contribution	495,770
<hr/>	
Total Project Cost	\$1,235,770

(See Attachment B for budget breakout.)

VIII. PAYMENT SCHEDULE

- A. For tasks described in the Scope of Services, the LOWA may receive an initial quarterly advance payment based on projected needs. Subsequent payments may be reimbursed on a monthly schedule if necessary, but a quarterly schedule is preferred:

MAXIMUM EXPENSES	PAYMENT SCHEDULE	SUBMIT TO	PROJECT PERIOD	INVOICE FORMAT
\$740,000	Initial advance/quarterly reimbursement	MDNR Fiscal Account Clerk	1/1/2011 – 12/31/2014	Attachment A-2

- B. Requests for the initial advance payment must be accompanied by:
 1. A plan of action and projected expenses for the quarterly advance period.
 2. A signed invoice containing all information requested on the attached Sample Invoice (Attachment A-2).
 3. Additional advances may be requested during the project when existing funds are insufficient to cover upcoming expenses. All additional advance requests must be accompanied by a summary of expected expenses to occur within the next quarter.
- C. Requests for monthly or quarterly reimbursement must be accompanied by a summary of

the federal expenditures by federal budget category. For match reporting only, detailed documentation (such as paid bills, time sheets, receipts, invoices, cost-share/incentive agreements, etc.) must be provided for cost-share and in-kind services. The Department reserves the right to require submittal of documentation for projects that have failed to meet grant requirements. Expenditures must be incurred within the budget period January 1, 2011 through December 31, 2014. See Attachment A-2, Invoice and Match Report.

- D. If funds are advanced to the subgrantee, invoices including an expenditure summary, must be submitted at a minimum frequency of quarterly. Recipients are required to have a written procedure in place to minimize the time lapsed between money disbursed by the Department and money spent by the subgrantee. **If advanced project funds are not spent within six months, justification for retaining the balance of advanced funds needs to be provided for approval or the Department will request the funds be returned.**
- E. Final reimbursement will be made to the subgrantee upon documentation of adequate match and completion of all required quarterly reports and the final project report/evaluation. The subgrantee must request final reimbursement no later than 60 calendar days after the project end date at which time any remaining balance of project funds will be deobligated.
- F. Up to twenty percent (20%) of the total federal award amount may be withheld pending satisfactory completion of the final project report/evaluation and submission to the department.
- G. See Attachment D, General Terms and Conditions, for additional requirements.

IX. REPORTING REQUIREMENTS

- A. Quarterly progress reports will be due *April 15, July 15, October 15, and January 15* throughout the project period. Please send one hard copy and a copy on diskette or via the Internet to trish.rielly@dnr.mo.gov. Reports will describe project status, compare progress to scheduled milestones, and explain any variances from expected progress. The reports shall follow the format shown on Attachment A-3, Quarterly Report.
- B. An **electronic** copy of an annual report must be submitted to the department's project manager by October 15th each year throughout the project period and at the close of the project. The reports shall follow the format shown on Attachment A-4, NPS Annual Report Worksheet.
- C. An **electronic** copy of the final product and final project report must be submitted to the department's project manager by December 1, 2014, while a draft report shall be submitted to the project manager for review 30 days prior by November 1, 2014. The final report, at a minimum, should describe accomplishments, how the goals/objectives described in the subgrant agreement were met, describe the tasks completed, products produced and an assessment of the impact of the project in addressing nonpoint source concerns. The report should make recommendations, where relevant, on how the results or experiences of the

project could be applied elsewhere. A final budget should also be included that describes the funds spent, the match contribution and leftover funds, if any.

- D. A copy of the annual audit report or relevant portions of the audit report that pertains to the project award are to be submitted to the Department's project manager, if required under the federal Office of Management and Budget (OMB) Circular A-133, Single Audit Act as described in the Department's General Terms and Conditions, Attachment D.
- E. Applicants are allowed to earn program income in order to defray the cost of project activities funded by a 319 grant. Program income must be documented and reported through the receipt and expenditure invoicing process. Program income generated from supported activities including fees for services, rental income acquired under the grant, proceeds from the sale of articles fabricated under the grant, interest income and registration fees for a 319 sponsored event such as conferences, workshops, and training are some examples that must be reported.

ATTACHMENT B

BUDGET

LOWA LILs for a Healthy Lake of the Ozarks
Lake of the Ozarks Watershed Alliance
Four-Year Budget Summary
January 1, 2011 -- December 31, 2014

	319 Funds	Nonfederal Match
Salary & Fringe	\$433,500	\$ -0-
Travel	1,000	-0-
Equipment	10,100	-0-
Supplies	10,300	16,000
Contractual	285,000	162,670
Other	100	317,100
Indirect	-0-	-0-
TOTALS	\$740,000	\$495,770

TOTAL PROJECT COST: \$1,235,770
