



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## **AMENDMENT NO. 1**

TO

IAA NO. C2100050

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

WASHINGTON STATE UNIVERSITY

**PROJECT TITLE:** Developing and Refining Source Control Inspection Programs for Businesses

**PURPOSE:** To amend the Agreement between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and the Washington State University in Puyallup, hereinafter referred to as “WSU” or “CONTRACTOR.”

**WHEREAS,** this Agreement is undergoing a decrease in costs due to reduced staff time and therefore less planned expenditures. Also, dates of some deliverables are changed but the overall timeframe for this project is unchanged.

**IT IS MUTUALLY AGREED** the Agreement is amended as follows:

- 1) The Scope of Work is amended to read as shown in attached Appendix A. Deleted text is indicated with strike thru (~~sample~~) and new text is indicated with underlined (sample).
- 2) The Budget is amended to read as follows:

The total compensation is decreased by \$28,315, from \$278,945 to \$250,630.

All other terms and conditions of the original Agreement including any other amendments remain in full force and effect, except as expressly provided by this Amendment.

State of Washington Department of Ecology  
Contract no. C2100050, Amendment 1  
Washington State University

This Amendment is signed by persons who represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This Amendment is effective on the Ecology signature date.

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

**State of Washington  
Department of Ecology**

**Washington State University**

By:

By:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

## APPENDIX A STATEMENT OF WORK AND BUDGET

### **Title: Developing and Refining Source Control Inspection Programs for Businesses**

#### Project Purpose

Develop a source control program guidance manual and trainings to assist Western Washington Phase II permittees implement new business inspection source control programs that comply with 2019-2024 NPDES Municipal Stormwater Permit requirements (S5.C.8). Materials and training information will be based on best management practices (BMPs) and lessons learned from existing Phase I and Phase II jurisdictions business inspection programs.

#### Project Description

In Jan. 2020 the Business Inspection Group (BIG), a group of Ph.I and Ph. II western Washington stormwater permittees organized to collaborate and share business inspection program information. BIG completed the Business Inspection Program [Report](#) to assist permittees in developing their source control programs. Eight jurisdictions with established source control programs were interviewed about how they developed their programs via a comprehensive survey. The survey questions were created and reviewed by regional technical experts from the BIG membership based on permit requirements S5.C.8. This report is the basis of this project's goals to build a more in-depth online guidance manual and develop training on source control program development.

The BIG project team (team) understands the significance of completing this manual/tool with time for permittees to utilize these resources in developing their programs. The project timeline prioritizes the manual sections most critical to develop first.

This project will provide deliverables that include detailed information about the current Phase I and Phase II programs, providing examples and best practices essential to meeting the business inspection source control requirements of the permit. The culmination of the project will be a single reference guide and consistent training for staff implementing source control programs and inspection activities. Regional long term benefits will include at a minimum:

- Improved Water quality
- Raises pollution prevention awareness for businesses
- Implementation of basic BMPs
- Provides tools to assist permittees in meeting permit obligations
- Consistency of regional inspections programs and a level playing field for businesses
- Assists smaller jurisdictions with limited capacity and resources to implement business inspection programs.

#### **Task 1 Project management**

**(Total cost=~~\$17,088~~ \$17,670)**

Washington State University (WSU) will manage all work related to administration, coordination of the project planning team, TAC, consultant and financial activities associated with the projects tasks. Project management shall include the following activities not identified as deliverables:

- Develop Request for Proposal (RFP) for a consultant(s) to assist with tasks 2, 3, 4. WSU will work with the planning team to develop and execute the call for proposals, publicize RFP, short list interviews, and execute contact.
- Convene a Technical Advisory Committee (TAC) comprised of municipal source control technical experts from across Western Washington jurisdictions.
- WSU will coordinate with the Project Team and TAC to schedule meetings, develop a project communications plan and timeline for project deliverables.
- Provide SAM coordinator all draft materials for review and comment.

**Deliverable 1.1:** Quarterly status reports: Document activity, coordination with the team, and communications with Ecology.

Cost = ~~\$12,588~~ \$13,170 Target date: Two weeks after quarter ends

**Deliverable 1.2:** Presentations to SWG and a local stormwater conference (e.g. MuniCon 2023 or NEBC)

Cost = \$ 2,500 Target date: January 31, 2023

**Deliverable 1.3:** Draft SAM Fact Sheet

Cost = \$ 2,000 Target date: January 31, 2023

## **Task 2 Information search**

(Total cost ~~\$ 31,327~~ \$24,801)

Guidance manual content will include the BIG report, and surveys of other Phase II jurisdiction with source control programs identified that weren't surveyed for the original report. Those jurisdictions with source control programs not included in the BIG report will be asked to complete the BIG report. The team and TAC will identify knowledge gaps to inform the interview of jurisdictions. An information search will be conducted to determine resources and tools available through organizations addressing pollution prevention such as: local health or hazardous waste departments, ECOSS, and Pollution Prevention Assistance Program (PPA).

**Deliverable 2.1:** Summary of municipal and organization interviews

Gather information on 3 to 4 active municipal source control programs not interviewed for BIG report along with related agencies with source control information. Conduct interviews with municipal source control program managers and staff responsible for implementing different aspects of their programs. Implement data requests from these permittees via survey and interviews and include information in the guidance manual. Include interviews with businesses utilizing questions developed by the BIG.

Cost = ~~\$12,000~~ \$8,737 Target Date: ~~May 31, 2021~~ August 20, 2021

**Deliverable 2.2:** BIG report review summary of information gap findings

The TAC will review the BIG report and related documents identify information gaps to ensure the source control guidance manual is complete, accurate and user friendly in informing jurisdictions striving to meet the Phase II permit requirements. TAC will help identify any knowledge gaps or additional information needs to inform a Phase II Permit compliant program.

Cost = ~~\$12,000~~ \$8,737 Target Date: ~~May 31, 2021~~ September 17, 2021

**Deliverable 2.3:** Online directory list of agencies with on-line resource materials and tools posted in the WSC municipal program resource library. Gather information on relevant materials and tools available from agencies and pollution prevention organizations to develop a directory of on-line links to education and outreach materials and tools (i.e. ECOSSE, Health Departments., PPA, etc.).

Cost = \$7,327 Target Date: ~~March 31, 2021~~ September 30, 2021

**Task 3 Online guidance manual  
(Total cost ~~\$122,536~~ \$109,610)**

The guidance manual will be an online guidance tool formatted in sections sequenced by permit obligations. The guidance Manual shall include but not be limited to a list of elements specific to Phase II permit S5.C.8: code/ordinances, policy/procedures, data management, resource catalog, staffing, BMPs, and Appendix 8. The manual content shall include sample inspection templates, checklists, BMPs and education and outreach materials to assist Phase II jurisdictions in the development and implementation of a business inspection and source control program.

The Communication Plan will be completed as part of Task 3. New available content and training notifications will be shared at a minimum via email to the WSC list serve, ECY regional permit coordinators list serve, Pollution Prevention Assistance (PPA). WSU through Washington Stormwater Center (WSC) will maintain a web page dedicated to providing access to completed guidance manual and training videos, tools and other documents, i.e. templates.

**Deliverable 3.1:** 2-3 draft priority sections for TAC review

Develop Source Control Guidance Manual with adaptable templates for use by jurisdictions. Guidance manual sections and templates will be completed in sections in accordance with permit requirements and due dates.

Cost = \$ 20,500 Target Date: ~~July 31, 2021~~ October 31, 2021

**Deliverable 3.2:** Draft manual for ECY & TAC review

Cost = ~~\$75,500~~ \$67,374 Target Date: ~~October 31, 2021~~ February 25, 2022

**Deliverable 3.3:** Final TAC-approved manual

Cost = ~~\$17,036~~ \$14,536 Target Date: ~~February 28, 2022~~ June 30, 2022

**Deliverable 3.4:** Communication Plan

Cost = ~~\$9,500~~ \$7,200 Target Date: ~~May 31, 2021~~ August 15, 2021

**Task 4 Business inspection training  
(Total cost ~~\$107,994~~ \$98,549)**

Curriculum will be developed for new municipal stormwater inspectors and as a staff refresher training using experienced municipal inspection program managers so that the material provides

a peer to peer experience. Four virtual (In-person option if pandemic restrictions lifted) trainings will focus on conducting an efficient and effective business inspection. Training sessions are planned in the North, Central, South and West Sound regions of Western Washington with a jurisdictional host. The training will be recorded and edited to create a series of short training videos. A virtual training platform will also be utilized an on-line training tool accessible to jurisdiction staff beyond the four scheduled trainings. Training materials and videos will be posted on the WSC website for on-line use by municipal inspection programs for new and refresher training.

**Deliverable 4.1:** Draft training outline/agenda and curriculum

Cost = ~~\$62,000~~ \$52,555 Target Date: ~~November 30, 2021~~ July 29, 2022

**Deliverable 4.2:** Develop approved training materials and on-line training tool

Cost = \$ 20,000 Target Date: ~~September 30, 2022~~ October 31, 2022

**Deliverable 4.3:** Implement 4 trainings sessions and capture video recordings

The training will be recorded to create training videos series for use by jurisdictions for staff inspection training.

Cost = \$ 15,900 Target Date: ~~December 30, 2023~~ October 31, 2022

**Deliverable 4.4:** Final Training video and curriculum posted to the website.

The training video recording and editing budget was built on the assumption that these services are provided in-kind by King County. During the uncertainty of COVID-19, if King County is unable to provide these services the training video may need a budget amendment for additional funds with the approval of the SAM coordinator.

Cost = \$ 10,094 Target Date: December 30, 2023

**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 the WSU and its Ecology funding program contact, and is subject to Ecology approval.

Task Description		Salaries	Benefits	Personal Services	Travel	Goods	Indirect	Total Task
Task 1	Project management	\$10,114	\$3,029	-	-	-	\$3,945	\$17,088
Task 2	Information search	\$6,526	\$1,954	\$20,000	\$300	-	\$2,547	\$31,327
Task 3	Online guidance manual	\$25,004	\$7,487	\$80,000	\$300	-	\$9,745	\$122,536
Task 4	Business inspection training	\$24,621	\$7,373	\$60,800	\$600	\$5,000	\$9,600	\$107,994
Total by object		\$66,265	\$19,843	\$160,800	\$1,200	\$5,000	\$25,837	\$278,945

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<u>Task Description</u>		<u>Salaries</u>	<u>Benefits</u>	<u>Personal Services</u>	<u>Travel</u>	<u>Goods</u>	<u>Indirect</u>	<u>Total Task</u>
<u>Task 1</u>	<u>Project management</u>	<u>\$10,460</u>	<u>\$3,132</u>	=	=	=	<u>\$4,078</u>	<u>\$17,670</u>
<u>Task 2</u>	<u>Information search</u>	<u>\$2,664</u>	<u>\$798</u>	<u>\$20,000</u>	<u>\$300</u>	=	<u>\$1,039</u>	<u>\$24,801</u>
<u>Task 3</u>	<u>Online guidance manual</u>	<u>\$17,351</u>	<u>\$5,195</u>	<u>\$80,000</u>	<u>\$300</u>	=	<u>\$6,764</u>	<u>\$109,610</u>
<u>Task 4</u>	<u>Business inspection training</u>	<u>\$19,031</u>	<u>\$5,699</u>	<u>\$60,800</u>	<u>\$600</u>	<u>\$5,000</u>	<u>\$7,419</u>	<u>\$98,549</u>
<u>Total by object</u>		<u>\$49,506</u>	<u>\$14,824</u>	<u>\$160,800</u>	<u>\$1,200</u>	<u>\$5,000</u>	<u>\$19,300</u>	<u>\$250,630</u>