1.      SUPPORT FOR ANNUAL WORKSHOP AND BANQUET FOR LOCAL PROGRAMS for FY 2012-2013

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3.      Abstract:
It is proposed that the Water Resources Research Institute of The University of North Carolina System (WRRI) support the work of the Sedimentation Control Commission and the Division of Land Resources - Land Quality Section Staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of an annual workshop for local programs and provide an awards banquet.

4.      Introduction
North Carolina is a rapidly growing state where increased urban and road construction is expected to continue.  The erosion and sedimentation that result from these land-disturbing activities pose a significant threat to the quality of the state's waterways.  To minimize further impacts of these activities on water quality requires an informed and well-trained cadre of professionals who can design and implement effective control practices.

From the beginning of North Carolina's Sedimentation Control Program, educational efforts play a significant role in the design and implementation of erosion and sedimentation control measures.  Education is vital to the long-term effectiveness of the Program due to 1) the wide variety of professionals whose various activities affect erosion and sedimentation control, 2) the high turnover of positions, and 3) an ever-changing body of scientific information and regulatory requirements.  Thus, it is critical to continue providing education on a continuing basis.

Previous educational efforts of the Sedimentation Control Commission have generally focused on:
        1. explanation of the law and program;
        2. orientation for local, state, and federal officials;
        3. continuing education for persons engaged in land-disturbing activities to
        include:
                a. storm water management
                b. preparation of erosion and sediment control plans
                c. techniques of design and construction of erosion and
                sediment control devices
        4.  development of workshops and training programs and educational materials
        5.  support for erosion and sediment control design and field manuals

5.      Background
WRRI has for many years been supportive of strong sediment control efforts in North Carolina. Some of these efforts include:
        1.  Supported the state's first workshop on sediment control prior to the
        enactment of the Sedimentation Pollution Control Act.
        2.  Developed a workshop in urban storm water management and stream
        improvements.

3.  Produced for several years the publication titled "Urban Storm Water Manager" with a specific portion devoted to sediment control.
4.  Supported research projects related to sediment control including an assessment of the North Carolina Sedimentation Control Program.
5.  Contributed time and effort to the educational and technical committee deliberations of the Sedimentation Control Commission.
6.  Assisted the Land Quality Staff in conducting a series of three one-week training sessions for inspectors, technicians, engineers, architects, and surveyors.
7.  Supported the Land Quality Staff in conducting workshops to introduce the new Erosion and Sediment Control Design and Field Manual.
8.  Assisted the Land Quality Staff in establishing a student intern program.
9.   Developed a sediment newsletter for the Sedimentation Control Commission
10. Worked with Land Quality staff to conduct Erosion and Sedimentation Control Planning & Design Workshops for many years.

6.     Narrative:
It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRI) support the work of the Sedimentation Control Commission and the Division of Land Resources - Land Quality Section Staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of an annual workshop for local programs, including an awards banquet.  The workshop will cover a 1.5-2 day period. This workshop will consist of:

- Presentations by the various local programs on topics of concern to all local governments
- Presentations by DENR staff and in-depth discussion of each subject area
- Significant interaction of local programs to allow for better exchange of ideas and perspectives concerning various aspects of sediment and erosion control at the local level
- Opportunities for the Land Quality Section Staff to interact with the local programs and receive feedback on issues that are of concern to all local programs

WRRI will plan accommodations of up to 90 rooms for:
- 2 representatives from each Local Program (currently up to 54 programs)
- up to 15 speakers or guests, such as DENR staff (including staff from regional offices), and Sedimentation Control Commission members
- up to 3 WRRI staff

The total number of participants, staff, speakers and guests will not exceed 126.  Participants and staff may need to share rooms if space is limited.  Friends, spouses, or family members of speakers, Local Program staff, DENR staff, and WRRI staff are not permitted to stay at the facility, dine at the facility, or participate in the workshop. The workshop is for the purpose of training Local Program staff.  Split registrations or attendance will not be allowed.

In addition, WRRI will plan an awards banquet, during which awards will be given to two local programs for outstanding performance during the previous year – one small local program and one large local program, to be determined by LQS staff.  The banquet will be held in

conjunction with the workshop.  The awards banquet will accommodate all workshop participants and up to eight guests of the local program award recipients, inclusive (142 total).

Specifically, the responsibilities of the Institute under this project will include the following:
1.  Assist with planning and development of (with the Land Quality Staff) the program agenda to respond to the needs of the local programs
   a) WRRI will supply LQS with a checklist and time schedule of various types of information needed for workshop event planning.
   b) WRRI will communicate with LQS on a regular basis to discuss and clarify event planning and logistical issues of upcoming workshop.
2. Facilitate the following workshop logistics:
   a) Contact and confirm speakers outside of DENR.  LQS staff will contact speakers from within DENR and from individual local programs
   b) Select and contract meeting locations and date
   c) Prepare and print all workshop materials and participant handouts
   d) Prepare and send workshop invitations
   e) Handle registration process for participants (including pre-registration and on-site registration)
   f) Coordinate meeting logistics during planning phase and on-site during the workshops
   g) Maintain database of workshop participants
   h) Maintain records and report to appropriate boards for PDH credits
   i) Prepare participant certificates of completion for PDH credits
   j) Handle all accounting for workshops including travel and honoraria for speakers, facilities rental, meals, audio-visual equipment, and all reimbursement paperwork for local program staff
   k) Other logistical responsibilities as needed and within the scope of this proposal.

3.  Handle all logistics of the award banquet including
   a) Menu selection
   b) Awards presentation (in coordination with LQS staff)
   c) Creating and order certificates and plaques for winners
   d) Creating awards bulletin and banquet agenda (with LQS staff input on finalized agenda)

7.     Deliverables, Methods, and Procedures:
       WRRI will provide DENR with final list of participants and municipalities, and an evaluation summary from the participants.  WRRI will post presentations on the website after the workshop.  WRRI will also submit required workshop documentation to the NC Board of Examiners of Engineers and Surveyors and the NC Board of Landscape Architects in order to offer Professional Development Hours (PDHs) and contact hours to registrants for participation in the local program workshop.

8.     Project Milestones:

| Planning Description | Time up to Event |
|---|---|
| Select workshop dates and general location, including:<br>- WRRI and LQS work together to determine potential workshop dates in January-February 2013<br>- WRRI to determine facility availability for those dates<br>- WRRI to send save-the-date email to local programs with finalized dates | July-August 2012 |
| WRRI staff assists LQS staff with:<br>- Determining workshop content based on emerging needs of local programs and evaluation feedback from previous workshops<br>- Creating a draft workshop agenda<br>- Identifying potential workshop speakers and helping LQS to contact speakers as needed | August (4-5 months) |
| WRRI and LQS contact speakers and confirm:<br>- Availability for workshop<br>- Honorarium or travel reimbursement needs | 3-4 months |
| WRRI and LQS confirm speakers and presentation topics and communicate workshop logistics | 3 months |
| - Agenda (including speaker names and presentation titles) ready for workshop advertisements<br>- Workshop registration information posted online<br>- WRRI sends invitation to local programs with registration details<br>- Registration opens | 3 months |
| - LQS staff make final decisions for large and small local program award recipients<br>- WRRI finalizes banquet agenda and keynote speaker | 1.5 months |
| WRRI orders award plaques and certificates | 1 month |
| Deadlines for<br>- Local program participant registration<br>- Hotel reservations to be made<br>- LQS to submit list of non-paying staff or committee members attending workshop<br>- Speakers, LQS staff, and others to submit materials to WRRI to be included in participant materials (including powerpoint presentations, supplemental handout materials, etc) | 2 weeks |
| - LQS and WRRI discuss workshop results and evaluation feedback in preparation for next workshop<br>- Presentations are posted to website | After workshop |

**Communication Note**: Timely communication between WRRI and LQS staff is essential to maintaining the workshop planning timeline and ensuring a successful event.  Prompt feedback to questions and updates with information changes are necessary.  Individual or group conference calls among planning team may be required throughout planning process to ensure all logistics and details are properly addressed.  Communication should take place as needed (at

least once per month throughout the planning process), but is not included at specific time intervals on the above timeline.

9.  Duration of Project:  August 1, 2012 – April 30, 2013

10.  Detailed Project Budget:

| Budget Item | Request for FY 12/13 |
|---|---|
| Salaries and Wages | 10631 |
| Benefits | 2627 |
| Current Services or Fixed Charges (Meeting Facilities) | 16800 |
| Contracted Services, Current Services, Domestic Travel or Other Travel (Travel ) | 27948 |
| Supplies | 1500 |
| Current Services (Communications) | 250 |
| Contracted Services or Fixed Charges (Honorarium) | 1000 |
| Total Direct Cost | 60756 |
| Indirect Cost (15% TDC) | 9113 |
| **TOTAL COST** | 69869 |

Budget Explanation
*Salary*
-  1.0 months for Principal Investigator (PI) to plan, organize, contact speakers, collect handouts, and oversee workshop on-site and provide on-site logistical services.
-  1.0 months for Program Coordinator to oversee pre- and on-site registration, negotiate facilities contracts, report information for PDH credits and provide other on-site logistical services.
-  2 months at 0.5 FTE for Workshop Assistant to process incoming registrations, reconcile lists, facilitate workshop accounting with WRRI accountant, prepare workshop materials (handouts, name badges, certificates of completion, etc), and assist with on-site services.

*Benefits*
-  University rate = 30% for permanent employees, 8.25% for part-time employees

*Current Services or Fixed Charges (Meeting Facilities)*
-  The facilities category includes the cost of meeting space, food, and A/V equipment rental and set up, all of which are generally covered under a single contract with the

hosting location (as the Local Programs workshop seeks an all-inclusive location to promote maximum networking and interaction time for participants).
- Food includes 2 breakfasts, 2 lunches, 1 dinner, and break refreshments.

*Contracted Services, Current Services, Domestic Travel, or Other Travel (Travel)*
- Mileage reimbursement and lodging for participants and speakers. Lodging includes two nights per person at the $72/night for 143 participants.
- Depending on procedures of NCSU accounting office, travel for workshop participants, WRRI staff, and DENR staff may be charged differently, and can be invoiced/charged as contracted services, current services, domestic travel, or other travel.

*Supplies*
- Supply costs are estimated at $10-15 per participant, and include handouts, pads, pens, folders, nametags, certificates, etc.
- This estimate is based on 133 sets of handouts, plus extra for award plaques

*Current Services (Communications)*
- Estimated charges for fax and long distance phone calls
- Long distance calls are typically more for the local programs workshop compared to other workshops because of the required attendance by specific local programs, which necessitates more targeted calls

*Contracted Services or Fixed Charges (Honorarium)*
- This is based on previous years' budgets. No honorarium was requested or provided for FY10-11 or FY11-12 workshops.

11. Matching Funds: N/A

12. Indirect Costs: 15% Total Direct Cost

13. Payment Schedule:
Invoices will be submitted quarterly with itemized detail of charges. Only expenses incurred during the inclusive dates of the contract will be invoiced.

14. Accounting:
NC State University follows the A-21 circular, "Cost Principles for Educational Institutions."

15. Project Outputs and/or Measurable Results:

16. Ownership of Equipment Purchased under this contract: N/A

17. Credentials & Project Partners:
Nicole Wilkinson, PI, resume attached.
Mary Beth Barrow, CRA is designated as the contract administrator.

18. Regulatory Constraints: N/A

19. Project Administrator:

Matt Ronning
Assoc. Vice Chancellor for Research
NC State University, Box 7514
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Raleigh, NC  27695-7514
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## Nicole S. Wilkinson – Professional Summary

### Education

**Master of Environmental Management (MEM)** Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (May 2007)

**B.S. Marine Science and Biology** College of Arts and Sciences, University of Miami, Coral Gables FL (June 2004)

### Professional Experience

**Coordinator for Research and Outreach,** Water Resources Research Institute, Raleigh, NC (October 2010 – present)
Facilitate and organize content development of educational programs for environmental professionals; organize content and schedule for annual statewide water resources research conference; manage annual call for proposals for federal and state research funds; serve as water resources informational liaison to university researchers, state and local government, and environmental professionals; oversee web development and content management of institute web site.

**Coastal Training Program Coordinator,** North Inlet-Winyah Bay National Estuarine Research Reserve, USC Baruch Marine Field Laboratory, Georgetown SC  (June 2007-October 2011)

**Education Volunteer,** North Carolina Aquarium at Pine Knoll Shores, Pine Knoll Shores NC (2006-2007)

**Marine Conservation Program Assistant,** WIDECAST, Beaufort NC (2006-2007)

**Project GLOBAL Research Assistant**, Duke University Center for Marine Conservation, Beaufort NC (2006)

**Duke Environmental Leadership Program Assistant Coordinator**, Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (2005-2006)

**Undergraduate Biology Major Workshop Teacher,** University of Miami, Coral Gables FL (2003)

### Professional Affiliations

**NCWRA**, North Carolina Water Resources Association

**UCOWR**, Universities Council on Water Resources