

**TOWN OF EASTBROOK
REQUEST FOR QUALIFICATIONS (RFQ)
PROJECT MANAGEMENT & PLANNING CONSULTANT SERVICES
FOR ABRAMS POND WATERSHED-BASED MANAGEMENT PLAN DEVELOPMENT**

The Town of Eastbrook is requesting Statements of Qualifications from interested and qualified Consultants for Professional Planning Consultant Services in order to assist in the development of a watershed-based management plan (WBMP). The Town has been awarded a 604(b) grant under contract with Maine DEP to develop the Abrams Pond Watershed-Based Management Plan. Abrams Pond is a 435-acre Great Pond located in the towns of Eastbrook and Franklin in Hancock County.

Abrams Pond is currently listed on the Maine DEP's Nonpoint Source Priority Watershed List as Threatened. It was added to DEP's watch list following multiple years of summertime nuisance algal blooms starting in 1999 that resulted in water clarity readings <2 m. In April 2023, Abrams Pond was submitted by the Maine DEP Lakes Assessment Section for addition to the 2024 impaired lakes list. Abrams Pond is also listed as having sensitive sediment chemistry making it susceptible to internal phosphorus loading during periods of low oxygen. Water quality data has been collected in Abrams Pond since 1980. Long-term water quality trends show a significant decline in water clarity and a significant increase in both total phosphorus and chlorophyll-a. Watershed partners including the Town of Eastbrook, Abrams Pond Association, and Hancock County Soil & Water Conservation District (HCSWCD) have been working together to reduce phosphorus loading to the lake through LakeSmart, and two phases of nonpoint source (NPS) protection projects since 2011.

PURPOSE AND SCOPE OF WORK

The purpose of the project is to prepare a comprehensive WBMP for Abrams Pond with well-developed implementation strategies to effectively restore the water quality of Abrams Pond over the next 10 years. Tasks assigned to the Consulting Project Manager include:

- 1) Serve as the consulting Project Manager to the Town to oversee project progress, track grant expenses and match, submit reports (progress reports, final project report) and other deliverables, assist with preparation of subgrants, and keep the project on time and schedule.
- 2) Prepare a Sampling and Analysis Plan (SAP), help coordinate volunteer bathymetric mapping and in-lake monitoring efforts, provide QA/QC of volunteer monitoring data, and help coordinate sediment sampling and analysis.
- 3) Compile a water quality database, prepare a secondary data quality assurance table, and conduct a historical trend analysis and water quality memo.
- 4) Conduct a septic vulnerability analysis, prepare a septic system database, and assist with a septic survey (mailing) in coordination with the Town and Abrams Pond Association, and provide support to HCSWCD for a resurvey of NPS pollution in the watershed.
- 5) Conduct a land cover assessment and watershed modeling, complete nutrient and sediment load reduction estimates from NPS sites identified by HCSWCD, and conduct an internal loading and management measures analysis.
- 6) Coordinate and facilitate four Steering Committee meetings and three Technical Advisory Committee meetings over the course of the two-year project period. Present project outcomes at a public forum, prepare two press releases and provide content for two APA newsletters and the Town's website.

- 7) Develop a draft and final watershed-based management plan including 10-year watershed action plan, future monitoring plan, and GIS watershed maps.
- 8) Work closely with project partners including watershed towns, HCSWCD, Abrams Pond Association, Maine DEP, and the public to complete all project tasks as written in the work plan (Attachment 1).

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in developing and updating watershed-based/ management plans for impaired or threatened lakes. Also, please reference the experience of the firm in working with the State and EPA regulation and procedure, in particular those specified in the 319 program.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified team. Provide a brief resume for each person outlining their credential and experience. Describe your team's experience working in the region, and/or the Abrams Pond watershed.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your team of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the watershed, project, and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, coversheet, table of contents, and letter of introduction (maximum 2 pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm (20-30 points):** Preference shall be given to those firms with experience in watershed management planning related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (30-40 points):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and EPA Regulations and 319 Project Procedures (20-30 points):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and EPA and possess a thorough understanding of the rules and regulations regarding watershed management planning, particularly impaired lakes.
4. **Project Understanding (25-35 points):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

It is the intent of the Town to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant. The Town reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the project. The Town assumes no responsibility for costs incurred in responding to the RFQ.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

An electronic copy of Qualifications Statement must be submitted no later than 4 p.m. on Friday, February 23, 2024 to: selectman@eastbrookme.com, with the subject line, **Response to RFQ- Abrams Pond WBMP**.

For questions related to the RFQ, please contact:

Julie Curtis

First Selectman, Town of Eastbrook
959 Eastbrook Road
Eastbrook, ME 04634
selectman@eastbrookme.com
(207) 565-3513

Project Title	Abrams Pond Watershed-Based Management Plan Development Project
Organization	Town of Eastbrook
Project Start Date	October 2023
Project Completion Date	December 2025

I. Waterbody and Watershed Information

a. Background

Waterbody Name	Abrams Pond (MIDAS #4444)
Waterbody Size	435 acres
Watershed Area	1.42 square miles
Watershed Location	Eastbrook and Franklin, Hancock County
Title and Date of Existing or Past Watershed-based Management Plan	Abrams Pond Watershed-Based Protection Plan, April 2016
Public Access to Waterbody	Via Town Road (no formal boat launch); Proposed public access through the Lyle Frost WMA or adjacent private lot

b. Waterbody and Watershed Physical Characteristics

Abrams Pond (MIDAS #4444) is a shallow, 435-acre Great Pond located in the towns of Eastbrook and Franklin in Hancock County, Maine. The pond has a maximum depth of 8 meters (27 feet), an average depth of 5 meters (16 feet), and a low flushing rate (0.41 flushes/yr). The pond is sensitive to changes in pollutant loading from the watershed and from internal recycling of phosphorous from bottom sediments.

Most of Abrams Pond and it’s watershed lies in the Town of Eastbrook but a small area of the south end of the pond is located in the Town of Franklin. Abrams Pond’s outlet flows into Scammon Pond to the east, located in the State of Maine Lyle Frost Wildlife Management Area (WMA). The WMA is deemed by the Maine Dept. of Inland Fisheries and Wildlife as a high value Inland Waterfowl/Wading Bird Habitat (IWWH) which is a Significant Wildlife Habitat under the state’s Natural Resources Protection Act. Abrams Pond is the headwater that feeds into downstream Scammon Pond, Webb Pond, Webb Brook, Graham Lake, and the Union River. The Union River is part of the Designated Critical Habitat for the Atlantic Salmon (*Salmo salar*), Gulf of Maine Distinct Population Segment under the Endangered Species Act.

All the roads in the watershed that provide access to the developed shoreline are private, gravel roads with no formal road associations. Large expanses of blueberry barrens are a significant feature of the watershed, reaching to within 150 feet of the north and northeastern shores. The watershed contains several small intermittent drainages and several wetlands on the southwest corner of the watershed.

c. Description of Waterbody Uses and Value

Abrams Pond is used for recreation, including boating, fishing, and swimming. There are two avenues for public access. Public access exists via Town Road adjacent to an undeveloped shorefront lot owned by the Town of Eastbrook and Frenchman Bay Conservancy has created the new 135-acre Abraham’s Woods Preserve and is negotiating for public access through either the Lyle Frost Wildlife Management Area (WMA) or an adjacent private lot. Anglers commonly access the pond through privately owned sites for both open water and ice fishing. Marked snowmobile routes provide access throughout the watershed by landowner agreement. The creation of the Abraham’s Woods Preserve was the result, in mid-2017, of an important conservation transaction. A total of 135 acres, including the entire undeveloped eastern lakeshore and timberland to the east, was purchased by a private party, who then donated a conservation easement to Frenchman Bay Conservancy.

The pond supports a thriving population of warmwater fish including bass, perch and pickerel and is designated a “trophy bass” pond. In 2022 one adult loon was counted on the pond but loons are regularly observed on the lake with an average of 6 loons counted each year over the last 5 years. Bald eagles, ospreys, kingfishers, blue herons, mergansers, black ducks and songbirds frequent the pond. Abraham’s Woods Preserve links Abrams Pond and the Lyle Frost WMA.

II. Water Quality Problem or Threat

a. Water Quality Listing Status

Is water quality listed as impaired?	Currently listed as Threatened on the DEP NPS Priority Watersheds List (Watch List, Sensitive- Sediment Chemistry), but was submitted for addition to the impaired Lakes List on April 1, 2023 by Maine DEP
If impaired, what is the listed cause(s) and/or impaired use?	Causes: Watch List (nuisance algal blooms, water quality trends), Sensitive Sediment Chemistry
Name and date of any DEP TMDL report(s) for the waterbody.	n/a

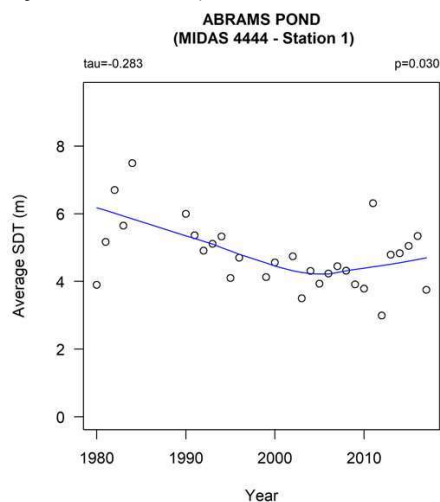
b. Water Quality Overview

Abrams Pond is currently listed on the Maine DEP's 2022 Nonpoint Source Priority Watershed List as "Threatened" but was submitted by the Maine DEP Lakes Assessment Section for addition to the 2024 Impaired Lakes List on April 1, 2023. Abrams Pond was added to the Watch List following multiple years of summertime nuisance algal blooms starting in 1999 resulting in water clarity readings <2m. The pond is also listed as having Sensitive Sediment Chemistry, making it susceptible to internal phosphorus loading during periods of low oxygen.

Water quality data has been collected in Abrams Pond since 1980, including 31 years of Secchi Disk Transparency (SDT) data, 13 years of total phosphorus (TP) data, and 12 years of Chlorophyll-a (Chl-a) data between 1980 and 2018.¹ Recurring summertime algal blooms at Abrams Pond are a serious concern for stakeholders who live on the shoreline and recreate in the lake. Long-term water quality trends show a significant decline in water clarity and a significant increase in both TP and Chl-a since 1980.

Evidence of a statistically significant SDT in Abrams Pond over historical sampling period (does not include data from 2019-2020).

Water clarity is generally low in the pond, ranging from 1.8 m to 8.1 m with a historical average SDT of 4.7 m. Minimum SDT dropped below the 2 m threshold beginning in 1999. In 2022, minimum and average SDT were the lowest on record, with an average SDT of 2.9 m and a minimum of 1 m. SDT dropped to 1.9 m on August 28, 2022 and remained below 2 m until early October. An analysis of long-term SDT data trends over the historical sampling period (1980-2018) showed a significant decrease in SDT (declining water clarity- see image above right).



Due to its relatively shallow depth, Abrams Pond does not strongly stratify, but instead exhibits periods of ephemeral or temporary stratification near the lake bottom, below 6 or 7 m which can result in high concentrations of TP at the bottom of the pond in the water column.

Average annual TP from 1980 – 2018 in Abrams Pond has ranged from 9 to 21 ppb with an average of 14.9 ppb. Long-term TP trends show a significant increase over the historical sampling period. The maximum epilimnetic TP measured in 2022 was the highest on record at 24 ppb. TP profiles collected in 2022 show a higher concentration of TP at the surface from June – August, followed by higher concentrations lower in the water column in early September through fall mixing.

A 2022 analysis of P mass in the lake indicates that the greatest mass of P in Abrams Pond is in the upper 4 m of the water column throughout the sampling season. TP was highest in mid-June (suggesting watershed inputs) and early September. An early July increase was mostly in the top 4 m suggesting that P was bound in cyanobacteria rising up from bottom sediments as opposed to release of P to the water column due to anoxic conditions at the bottom of the lake. This analysis confirmed that the primary sources of P in Abrams Pond stem from a combination of both watershed sources and internal loading, however more data is needed to refine this analysis including the role of cyanobacteria moving P into the water column.

III. Watershed Nonpoint Pollution Sources and NPS Mitigation Activities

a. Summary of Watershed Assessments and Priority Nonpoint Pollution Sources

¹ Lakes of Maine, Water Quality Report for Abrams Pond, Station 1: https://lakesofmaine.org/data/2018_Lake_Reports/4444_1.html

Water Quality Monitoring (1980 - Present)- Abrams Pond has been monitored by Maine DEP since 1980 and by the APA since 1992 under the direction of Lake Stewards of Maine/VLMP. In addition, watershed volunteers have been active in monitoring for invasive aquatic plants since 2008.

Abrams Pond Watershed Survey (2015)- In May of 2015, the APA, in partnership with Hancock County Soil & Water Conservation District (HCSWCD) and Maine DEP conducted a watershed survey which identified nonpoint source (NPS) pollution as the primary threat to water quality. The survey identified 34 NPS sites—20 residential sites (59%) and 14 private road sites (41%). Of these 34 sites, 13 were identified as having a high cost to fix and 22 sites require technical assistance by trained professionals. Twelve of the 14 road sites were ranked high/medium priority. The survey estimated 151 tons of sediment and 129 pounds of phosphorus could be prevented from entering the lake if the highest priority sites were addressed.

2022 Abrams Pond Water Quality Monitoring & Analysis- In 2022, water quality monitoring efforts included collection of Dissolved Oxygen (DO), temperature, and P profiles to provide a better understanding of the sources of P loading to the pond and to determine what additional data is needed to restore water quality. Volunteers collected water quality data every two weeks between June and October 2022. The analysis suggests that P in Abrams Pond is not predominantly the results of internal loading but rather stems from a combination of internal loading and watershed sources. The exact mechanism for internal P loading in Abrams Pond is not entirely clear, but points to P bound to cyanobacteria popping up from the sediments, and possibly mixing into the water column from P accumulation at the bottom of the pond. Follow-up monitoring is needed to refine the extent of internal and watershed loading to restore the pond.

b. Description of Watershed Activities to Address NPS Pollution

Watershed partners have worked diligently to make significant progress on implementing actions outlined in the 2016 WBPP (see below). However, a higher level of assessment and planning is needed to fully understand the complicated factors that have led to declining water quality in Abrams Pond. A WBMP is needed to develop management recommendations that go beyond addressing watershed survey sites such as examining the potential impact from internal recycling, and septic systems.

Abrams Pond LakeSmart Program (2011 - Present)- In 2011, APA began participating in LakeSmart—a program started by Maine DEP and now run by the Maine Lakes Society to educate, assist, and recognize property owners who maintain their camp or home sites in ways that manage storm water on site and prevent runoff and groundwater flows of excessive nutrients to lakes. To date, 29 of 60 properties have participated with 12 LakeSmart awards, and three commendations, and two properties that won early awards have been re-evaluated.

Abrams Pond Watershed-Based Protection Plan (2016)- In 2016, a Watershed-Based Protection Plan (WBPP) was developed for the Abrams Pond watershed by the HCSWCD and approved by the US Environmental Protection Agency (EPA) and Maine DEP. The plan laid out a strategy and schedule for NPS mitigation and water-quality protection efforts over a ten-year period (2016-2026).

Abrams Pond Watershed Protection Project Phase I, #20190003 (2019-2020)- HCSWCD received \$79,418 in Clean Water Act Section 319 grant funding to address NPS issues at private road and residential sites identified in the 2015 watershed survey. BMPs were completed on Dickens Farm Road, which included the most extensive series of erosion sites prioritized in the Phase I grant work plan. Support and financial contributions were secured from every owner of the 26 properties along the road. A series of technical assistance visits and information sessions with property owners have laid the groundwork for further progress.

Abrams Pond Watershed Protection Project Phase II, #20210006 (2021 - 2022)- The Town of Eastbrook received \$68,349 in Clean Water Act Section 319 grant funding to continue watershed protection work that began in Phase I. Project outcomes included installation of BMPs at 6 residential sites, 4 private road sites, and 5 driveway sites, along with 4 LakeSmart assessments. The project also raised community awareness of NPS issues through press releases, newsletters, public meetings, a buffer plant mailing, watershed living insert, and outreach to blueberry farmers in the watershed. Phosphorus loading to Abrams Pond is estimated to have been reduced by 17 lbs./yr through the project.

IV. Purpose

The purpose of the Abrams Pond Watershed-Based Management Plan (WBMP) Development Project is to prepare a comprehensive WBMP for Abrams Pond with well-developed implementation strategies to effectively restore the water quality of Abrams Pond over the next 10 years. The plan will include EPA's nine minimum elements of watershed-based plans and will result in the establishment of locally-supported and scientifically-sound water quality goals and action strategies. The process of plan development will result in the establishment of scientifically-sound water quality thresholds for addressing current sources of NPS in the watershed, and in-lake management strategies that address internal phosphorus recycling. Major project accomplishments and outputs will be comprised of: a watershed-based management plan that includes a water quality and sediment analysis, a future monitoring plan, a watershed and pollutant load analysis and land cover analysis, P loading estimates for high impact/priority NPS sites, an internal loading assessment and management options analysis, a septic system vulnerability analysis, septic database, septic system survey; four steering committee meetings and three technical review committee meetings, and a public meeting. The ultimate restoration goal for Abrams Pond is to meet State of Maine Class GPA water quality standards.

V. Partner Coordination, Roles and Responsibility

Town of Eastbrook will serve as the grantee, oversee administrative functions, serve on the Steering Committee, and assist with education and outreach. The Town will contribute \$1,000 cash match and **\$5,293 in-kind match** to the project.

Abrams Pond Association (APA) will provide trained volunteers to conduct in-lake monitoring and bathymetric mapping (Task 2), lead the septic database and septic survey work (Task 4), serve on the Steering Committee and Technical Advisory Committee, and assist with education and outreach activities including press releases, APA newsletters, and the public meeting (Task 6).

APA has pledged **\$6,000 cash match and \$8,158 in-kind match** to the project. APA will be the lead entity in charge of implementing the WBMP over the next 10 years.

Hancock County Soil & Water Conservation District (HCSWCD) will serve as a subgrantee to the Town of Eastbrook. The District will oversee the watershed survey update, serve on the Steering Committee, and provide input on the watershed action plan and draft WBMP.

An environmental consultant will be hired to serve as the Project Manager and oversee all project tasks to completion. In addition to project management, the firm must have experience developing EPA's 9-element watershed-based plans, watershed modeling, GIS mapping, water quality analysis, public outreach, and technical writing. The town will follow applicable procurement procedures as required under the grant administrative guidelines.

St. Joseph's College will assist with the sediment analysis.

Maine Department of Environmental Protection will administer project funding, serve as the project advisor, serve on the Steering Committee, and provide project and technical support including assistance with sediment sampling, and training for APA volunteer monitors.

US Environmental Protection Agency will provide work plan guidance and project funding, pending acceptability of final workplan and availability of federal funds.

VI. Tasks, Schedules and Estimated Costs

All press releases, outreach materials, project signs, and plans will acknowledge that the project is funded in part by the United States Environmental Protection Agency under Section 604(b) of the Clean Water Act. Project staff will consult with DEP on EPA's public awareness terms and conditions for Section 604(b) grants before the project commences. In addition, project staff will consult with DEP and EPA before project signs are designed. Refer to the Service Contract, Rider A. Section III. D. Acknowledgement.

Task 1 – Project Administration

The Town of Eastbrook will administer the project according to the service contract with DEP and develop an RFQ for consulting services in order to retain the services of a qualified consulting project manager to oversee project progress, expenses, matching funds, and submit reports (semi-annual progress reports and final project report) and other deliverables and issue a subgrant to HCSWCD.

Start and Completion Dates	January 2024 – December 2025	
Grant Cost: \$4,748	Match Cost: \$2,260	Total Cost: \$7,008
Breakdown of Grant by Cost Category: \$4,748 (contractual)		
Breakdown of Match by Cost Category: \$1,260 (salary & fringe), \$1,000 (contractual)		

Task 2 – Water Quality Monitoring & In-Lake Assessment

A comprehensive monitoring effort is needed at Abrams Pond to better understand the reason for the recent algal blooms and to inform plan development. This task includes preparing a Sampling and Analysis Plan (SAP), volunteer-led bathymetric mapping and in-lake monitoring (to

capture TP, Chl-a, DO/Temp throughout the water column from June – September), sediment sampling and analysis (St. Joseph’s College), and monthly phytoplankton analysis.

Start and Completion Dates	February 2024 – February 2025	
Grant Cost: \$6,467	Match Cost: \$4,307	Total Cost: \$10,774
Breakdown of Grant by Cost Category: \$2,667 (contractual), \$3,800 (other)		
Breakdown of Match by Cost Category: \$3,641 (donated services-labor), \$666 (Other)		

Task 3 – Water Quality Analysis

Water quality data available from the State database for Abrams Pond will be combined with data collected for the project in 2024 and analyzed to determine water quality trends, and any statistically significant changes in water quality over the historical time period. A water quality memo will provide recommendations for addressing the water quality impairment and future monitoring recommendations. The project will make use of any secondary (preexisting) data for Abrams Pond that is not in the state database. A brief “Secondary Data Quality Assurance Table” with selection criteria appropriate for the project will ensure that secondary data will adequately support project conclusions, decisions and/or actions.

Start and Completion Dates	April 2024 – April 2025	
Grant Cost: \$3,881	Match Cost: \$214	Total Cost: \$4,095
Breakdown of Grant Cost by Cost Category: \$3,881 (contractual)		
Breakdown of Match by Cost Category: \$214 (donated services-labor)		

Task 4 – Watershed Assessment

This task will include a septic system vulnerability analysis, development of a septic system database, and a follow-up landowner septic survey (led by APA). HCSWCD will prepare a Survey Implementation Plan (SIP), complete an NPS survey of the watershed to revisit sites remaining on the NPS site list and to document any new NPS sites in the watershed since the 2015 watershed survey, to document the condition of roads and potential impacts associated with climate change (a survey of culverts will be included as part of the NPS survey), and to update the NPS Site Tracker.

Start and Completion Dates	March 2024 – January 2025	
Grant Cost: \$11,522	Match Cost: \$2,512	Total Cost: \$14,034
Breakdown of Grant Cost by Cost Category: \$5,476 (subgrant), \$5,776 (contractual), \$270 (other)		
Breakdown of Match by Cost Category: \$315 (salary & fringe), \$1,927 (donated services-labor), \$270 (other)		

Task 5 – Watershed Modeling & Internal Loading Analysis

Watershed modeling will include a land cover assessment, delineating subwatersheds, phosphorus load modeling using the Lake Loading Response Model (LLRM) and conducting field

estimates of phosphorus and sediment loading from the 2024 watershed survey update (Task 4). The model will incorporate climate change scenarios, land cover data, the water quality analysis (Task 3), the internal loading analysis (described below), and pollutant loading reduction estimates from recent 319 efforts. Modeling results will be presented to the Technical Advisory Committee (see Task 6), calibrated, and revised to update the lake's assimilative capacity analysis, and to set water quality goals. The internal loading analysis will utilize the bathymetric mapping and sediment chemistry results (Task 2), water quality data (Task 3) and the watershed model to quantify internal loading and make specific management recommendations.

Start and Completion Dates	May 2024 – June 2025	
Grant Cost: \$9,551	Match Cost: \$2,054	Total Cost: \$11,605
Breakdown of Grant Cost by Cost Category: \$835 (subgrant), \$8,716 (contractual)		
Breakdown of Match by Cost Category: \$2,000 (contractual), \$54 (donated services-labor)		

Task 6 – Meetings, Stakeholder Engagement & Outreach

The watershed plan process will be led by a Steering Committee which will convene four times to help guide plan development. The committee will include representatives from the APA, HCSWCD, the Town of Eastbrook, DEP, and project consultants. A Technical Advisory Committee (TAC) will meet three times to review the water quality analysis, modeling results, action plan, and help with setting water quality goals. Members will include APA water quality monitors, DEP, and project consultants. Project outcomes will be presented at a public forum to get input on the draft action plan. Project information will be highlighted in two press releases, two APA newsletters, and the town website.

Start and Completion Dates	February 2024 – November 2025	
Grant Cost: \$7,789	Match Cost: \$4,784	Total Cost: \$12,574
Breakdown of Grant Cost by Cost Category: \$1,095 (subgrant), \$6,694 (contractual)		
Breakdown of Match by Cost Category: \$455 (salary & fringe), \$2,500 (contractual), \$1,579 (donated services-labor), \$250 (other)		

Task 7 – Watershed-Based Management Plan

The Abrams Pond WBMP will be completed using information developed in Tasks 2 - 6 (above). The plan will contain US EPAs required 9-elements including a detailed, stakeholder-driven 10-year Action Plan to restore the water quality in Abrams Pond, and high-quality maps highlighting important natural resources, NPS sites and more. A draft plan will be reviewed by both the Steering Committee and TAC, and a final plan will be reviewed and approved by DEP and EPA. The draft plan will be provided to DEP and EPA for review three months prior (October 1, 2024) to the project end date. DEP and EPA will provide comments on the draft and ensure all required elements are met in the final plan.

Start and Completion Dates	June 2025 – December 2025	
Grant Cost: \$6,028	Match Cost: \$1,377	Total Cost: \$7,405
Breakdown of Grant Cost by Cost Category: \$130 (subgrant), \$5,898 (contractual)		

Breakdown of Match by Cost Category: \$70 (salary & fringe), \$1,039 (contractual), \$268 (donated services-labor)

VII. Deliverables

An electronic copy of each deliverable will be provided to the DEP Contract Administrator. Each deliverable will be labeled according to procedures described in DEP document *Nonpoint Source Grant Administrative Guidelines*, <http://www.maine.gov/dep/water/grants/319-documents/2016GrantAdminGuidelinesFinal2.docx>.”

1. Sub-agreements, semi-annual progress reports, final project report (Task 1)
2. Sampling and Analysis Plan, bathymetric map, and monitoring spreadsheet (Task 2)
3. Secondary data evaluation table, future monitoring plan, water quality analysis spreadsheet and summary memo (Task 3)
4. Septic system vulnerability analysis summary, septic database, septic survey results summary, NPS watershed survey SIP and survey summary (Task 4)
5. Watershed model spreadsheet and memo including climate scenarios, internal loading and management measures memo (Task 5)
6. Copies of press releases, newsletter articles, public forum sign-in sheet (Task 6)
7. Action Plan, watershed maps, draft and final Watershed-Based Management Plan (Task 7)

VIII. Project Coordinator

Name	Julie Curtis
Organization	Town of Eastbrook
Mailing Address	959 Eastbrook Road, Eastbrook, ME 04634
Telephone Number	(207) 565-3307
Organizational UEI	K344ECMWN9M9
Email Address	eastbrk@midmaine.com

X. Project Budget

Federal Funds (604(b) or 319):	\$49,986
Non-Federal Match:	\$17,508
Proposed Total Cost:	\$67,494

Part 1. Estimated Personnel Expenses: (Applicant staff only)

Position Name & Title	Hourly Rate	Number of Hours	Salary & Fringe	Total Applicant Personnel Expenses
Lisa Folmer, Treasurer	\$35.00	24	\$35.00	\$840
Julie Curtis, First Selectman	\$35.00	36	\$35.00	\$1,260
Totals				\$2,100

Part 2. Budget Estimates by Cost Category

Cost Category	Federal Funds (EPA) CWA 604(b) or 319	Non-Federal Match	Total Cost
Salary & Fringe (from Part 1)	\$0	\$2,100	\$2,100
Subgrant (HCSWCD)	\$7,536	\$0	\$7,536
Contractual	\$38,380	\$6,539	\$44,919
Donated Services – Labor		\$7,683	\$7,683
Travel		\$475	\$475
Supplies			
Other	\$4,070	\$711	\$4,781
Indirect Costs			
Totals	\$49,986	\$17,508	\$67,494

Part 2 Notes:

Subgrant- (110 hrs x \$65/hr; 840 miles x \$0.46/mi)

Contractual- (Project Scientist 236 hrs x \$68/hr, Project Manager 252.5 hrs x \$78/hr, 464 miles x \$0.46/mi, \$125 supplies for public meeting & admin; Sr. Modeler 50.5 hrs x \$175/hr)

Donated Services-Labor- (APA volunteers 287 hrs x \$26.77- monitoring, bathymetric mapping, septic database & survey, Steering Committee, education & outreach, etc.)

Travel- (motor boat use \$25/day x 4 days bathymetric mapping + 15 trips monitoring)

Other Grant- \$500 plankton analysis (5 samples x \$100/sample), \$2,500 sediment analysis (5 samples), \$800 bathymetric data processing, \$270 landowner letter for NPS survey (90 letters x \$3.00/letter)

Other Match- \$250 town office space (for public meeting), \$191 cost for shipping HETL samples & plankton samples, \$270 septic survey mailing (65 letters x \$3.00/letter)

Part 3. Sources of Non-federal Match and Estimated Amounts

Sources of Non-federal Match	Amount
Town of Eastbrook (cash match)	\$1,000
Town of Eastbrook (in-kind match)	\$2,350
Abrams Pond Association (cash match)	\$6,000
Abrams Pond Association (in-kind match)	\$8,158
Total	\$17,508