

EPA-GLRI Project Task Worksheet*

*Adapted from original work plan found on page 2-4 of EPA-GLRI project narrative, revised January 26, 2017

Tasks	Partners ¹ (Lead Partner designated by *)	Milestones/Deliverables	Estimated Deadline
Preparation Phase			
1. TNC executes subawards with Delta Institute, GLC and a local Conservation District	TNC*, Delta, GLC, SCD	Subawards implemented	September 2015
2. TNC works with a Conservation District to hire a full time technician.	TNC*, SCD	Job description developed and technician hired	September 2015
3. Assemble project team to review work plan, set meeting schedule and identify critical tasks and deadlines	TNC*, Delta Institute, GLC	List of next steps, schedule of project team meetings	September 2015
4. Determine conservation practices and geographic areas eligible for payment via the performance fund	Delta*, TNC, GLC, SCD	List of conservation practices and geographic areas eligible for performance payments	September 2015
5. Develop performance payment framework (pricing, submittal of projects, contracting, payment terms, verification, reporting)	Delta*, GLC, TNC, SCD conservation technician	Finalized pay for performance structure including quantification method, price and payment system, contracting, verification and reporting	Oct/Nov 2015
6. Prioritization and prediction of sediment/nutrient reduction under various implementation scenarios	Delta*, TNC	Quantification of the potential sediment and/or nutrient reductions from different implementation scenarios	November 2015
7. Develop outreach plan, which will include a strategy for hosting field days and tours aimed at increasing awareness among private landowners	SCD*, Delta, GLC, TNC	Formal targeting and outreach plan for farmer enrollment and implementation of the Pay for Performance Program. Outreach materials, presentations, and enrollment tools will be finalized	January 2016
Implementation Phase			
8. Conservation technician implements the outreach plan and works with private landowners to evaluate potential conservation projects for funding via Pay for Performance (via program framework as determined in Task 6)	TNC*, Delta, SCD conservation technician	Each implementation project evaluated and recommendation made to landowners	Begins by January 2016 Ongoing, quarterly reports

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9. Conservation technician directly executes contracts with landowners eligible for payments via the performance fund, makes payments, monitors and verifies project implementation	TNC, SCD Conservation Technician, Delta	Executed contracts, summary of projects by practice, acres and funding, schedule for contract compliance activities	Begins by January 2016, Ongoing, Quarterly Reports
10. Ongoing review of programmatic performance, improve program framework if necessary	Delta*, GLC, TNC, SCD Conservation Technician	Semi Annual review and recommendations for program improvement	Begins July 2016, Ongoing
11. Research and develop options for creating a sustained funding system for the performance fund	Delta*, GLC, TNC	Revenue analysis, set of recommendations', summarized by a final report	Begins by Jan 2018, Completed October 2019
Administrative and Communication Phase			
12. Develop process for tracking documents, enrollments, contracts, quantification, verification, and payments for Pay for Performance Program.	Delta*, TNC, SCD conservation technician, GLC	Finalized process for tracking program activities efficiently	Nov/Dec 2015
13. TNC will coordinate and approve all written and digital materials about the project as well as speaking engagements and presentations	TNC*, SCD conservation technician	Copies of all written materials, copies of related presentations	Begins September 2015, ongoing
14. TNC will gather quarterly project details for reporting to EPA as required	TNC*, Delta, GLC, SCD conservation technician	Quarterly summary of all project related activities (Pay for Performance projects, pollutant load reductions etc)	Begins Oct. 2015, ongoing
15. TNC will draft final report, sent to project team for review and submit to EPA	TNC*, Delta, GLC, SCD conservation technician	Final Report	February 2020 or as directed by EPA

1. Partners include Delta Institute (Delta), Great Lakes Commission (GLC) and Sanilac Conservation District.