

## May Program Report

April 16<sup>th</sup>-May 5<sup>th</sup>



### I. HIGHLIGHTS

1. Financial Report [Input Requested]
2. FY15 and FY17 EPA Cooperative Agreement Extensions [Update]
3. New EC Chair Recruitment [Input Requested]
4. Steering Committee Expectations Document [Decision Requested]
5. New Vision 2032 Blueprint [Update]
6. FY20 Work Plan Development [Decision Requested]
7. Blackstone Needs Assessment Project [Update]
8. NBEP Phase 2 Metadata [Update]
9. Hundred Acre Cove Project [Update]



### II. MANAGING THE PROGRAM

#### 1. Financials

- NBEP's financial status as of March 31, 2020 from NEIWPC is provided in Tables 1 and 2.

#### 2. People

- *New SC/Executive Committee (EC) Chair Search.* The EC has used a set of new talking points about the current role of the Chair to discuss the position with a handful of potential candidates. Unfortunately, all have declined. The EC will continue to explore candidates and new strategies to cultivate interests. Time will be set aside at the May EC meeting to discuss.
- *NBEP Internship Program.* NBEP has reached out to URI, Clark, and Bristol Community College, and has not spoken to Rhode Island College, New England University, and Yale. There is great feedback on our approach and how it is amenable to remote deployment of interns. NBEP has received good interest in our two internship opportunities offered this year. We have six applicants for the GIS position and two applicants for the partnership support position. Applications are due by May 20<sup>th</sup>. Staff expect to begin interviews soon and want to have people on board virtually by June.
- *Remote Working.* All NBEP staff continue to work remotely due to the COVID-19 situation. We will monitor the rules in RI and MA and work with NEIWPC to decide when we can safely return to the office.

**Estimated NBEP Funds Budgeted, Remaining, and Projections (As of 03.31.2020)**

Expense Category	Active Job Cost Codes										Total Balance Remaining	Projection FY20 Spending (Q3-4)	Notes	
	FY15 (0318)		FY17 (0332)		FY18 (0338)		STB (0100-324)		FY19 (0349)					
	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance				
Personnel and Fringe	\$ 390,260	\$ (1,277)	\$ 404,419	\$ 26,412	\$ 584,480	\$ 285,117	\$ 16,290	\$ 11,096	\$ 439,824	\$ 439,824	\$ 761,172	\$ 210,000	Expect ~15 months of funds remain @ 10/1/2020	
Travel	9,650	(1,273)	7,300	(3,570)	13,250	(636)	446	440	10,800	10,458	5,419	8,000	Adequate FY travel funds	
Supplies	6,057	4,245	4,592	(6,136)	7,089	5,779			500	500	4,388	4,000	Adequate FY supply funds	
Contracts	130,841	96,716	47,000	47,000	5,000	5,000					148,716	106,500		
Other (breakout below)	-	-	-	-	-	-	-	-	-	-	-	-	-	All obligations covered
Subawards	815,192	86,163		(26,159)	316,500	311,360			35,000	35,000	406,364	394,995		
Other Administrative*	47,700	(18,883)	38,781	(5,026)	21,749	9,090			22,351	22,176	7,357	15,000	Adequate FY funds	
Total Direct	1,399,700	165,691	502,092	32,521	948,068	615,710	16,736	11,536	508,475	507,958	1,333,416	738,495		
Total Indirect	200,300	18,585	97,908	14,691	151,932	93,467	3,264	2,347	91,525	90,916	220,006	113,849		
Total	1,600,000	184,276	600,000	47,212	1,100,000	709,177	20,000	13,883	600,000	598,874	1,553,422	852,344		

\*Includes Rental Space, Equipment Rental, Printing, Website Services, Conferences and Meetings, Conferences and Meeting Registration, Telephone, Advertising, and Computer Support from our EPA approved budget. Note that Subawards are pulled out from the Other category.

**Contracts and Subawards Detail - Estimated (As of 03.31.2020)**

JCC	Project Code	Expense Category	Project Description	Active Job Cost Codes									
				FY15 (0318)		FY17 (0332)		FY18 (0338)		FY19 (0349)			
				Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance		
0318-002	S-2018-006	D. Codiga	Analysis of DO, Chl, Temp in the Bay	\$ 31,000	\$ 21,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
0318-002	S-2016-010	City of East Providence	Sabin Point Park stormwater	100,000	5,071								
0318-002	S-2019-013	Mass Audubon	Broad Meadow Brook plan/design	28,760	28,760								
0318-002	S-2019-028	Save the Bay	Salt marsh adaptation/restoration	25,000	25,000								
0318-002	S-2019-027	Land Conservancy of N. Kingstov	Colonial causeway restoration	5,000	5,000								
0318-002	S-2019-029	Town of Millbury	Stormwater/heat island in town ctr	75,000	75,000								
0332-001	S-2019-019	URI	STORMTOOLS web app for hazard info			26,964	26,964						
0332-001	TBD	TBD CCMP Support	For consultants etc.			6,500	6,500						
0338-001	TBD	Synthesis Manuscript	For publication open source					5,000	5,000				
0338-002	S-2019-024	Pawtuxet River Authority	Restoration fish pass @ Pontiac Dam					22,500	22,500				
0338-002	S-2019-018	Town of Bristol, RI	Mt. Hope High School stormwater					25,000	25,000				
0338-002	S-2019-017	Town of Richmond, RI	Restore planning study @ Beaver River					30,000	30,000				
0338-002	S-2019-030	Aquidnick Island Planning Comm	Stormwater upgrades to W/VTs					100,000	100,000				
0338-002	TBD	Blackstone Capacity Grants	local Blackstone watershed/citizen groups					25,000	25,000				
0338-002	TBD	Blackstone Project Support	TBD					70,000	70,000				
0338-002	S-2019-016	MA DER	Mill Brook Bogs restoration					30,000	24,860				
0349-001	TBD	Research Grants	TBD									35,000	35,000
<b>Total</b>				<b>264,760</b>	<b>160,671</b>	<b>33,464</b>	<b>33,464</b>	<b>307,500</b>	<b>302,360</b>	<b>35,000</b>	<b>35,000</b>		

### 3. Organizational Governance and Planning

- *FY15 and FY17 Cooperative Agreement Extensions.* NEIWPC expects to submit requests for one-year extensions for the FY15 and FY 17 cooperative agreements due to COVID-19. Extensions are not necessary at this time for FY18 and FY19 funds.
- *Steering Committee Expectations Document.* NBEP revised the Steering Committee (SC) Expectations Document per the one comment received from EC members after the March meeting. The EC will be asked to vote today whether to send the document to the SC for a subsequent vote whether to require all SC members to sign the document. *[DOCUMENT PROVIDED TO EC FOR DISCUSISON AT THEIR MAY MEETING]*
- *Vision 2032 Subcommittee and Vision 2032 Blueprint.* The Vision 2032 Subcommittee has now met five times, two abbreviated meetings since the last EC meet. NBEP has developed an 18-pp draft *Vision 2032 Blueprint* (“blueprint”) that provides a living road map for building the plan consistent with expert guidance and subcommittee input to date. Attendance at meetings has grown to around 30 participants, with excellent input and progress. The focus of the last two meetings has been on the blueprint, including how to (1) ensure bottom-up development of the plan, (2) emphasize multi-benefit/cross-boundary actions, (3) best explain and visualize the process we will use to create and implement the plan, and (4) authentically pursue outreach to new interests, especially during the COVID-19 situation. For example, NBEP has had initial discussions regarding hiring a graphic designer and forming a working group to guide design and launch of *Vision 2032* online tools to aid with outreach and engagement. The goal is to begin work to activate our commitment to engage new interests early in the *Vision 2032* process, enact a listening phase, and to transparently share of information about our ongoing work. For more detail, please see the meeting notes and draft blueprint here: <http://nbep.org/about/ccmp/>.
- *FY20 Work Plan and Budget.* NBEP’s next Cooperative Agreement application is due to EPA by July 1<sup>st</sup>. Based on feedback at the March EC and April SC meetings, NBEP staff have developed draft work plans and budgets that will be brought to the EC for consideration at their May 12<sup>th</sup> meeting. The EC will review the materials, offer any revisions, and vote whether to forward these materials to the SC for review and approval at their next meeting in June. Here is some clarifying information:
  - Remember that NBEP expects to receive \$662,500 in National Estuary Program (NEP) funds and \$250,000 in Southern New England Program (SNEP) funds in FY20.
  - A single draft FY20 Work Plan document has been created for the EC that includes separate plans for NEP and SNEP funds.
    - The draft FY20 NEP Work Plan was created by taking the FY19 NEP Work Plan and highlighting edited text in red font. Five tasks were noted as completed, three new tasks added, and modest updates to some outputs included.
    - A new FY20 SNEP Work Plan was created for SNEP funds.
  - A single draft FY20 Budget document has been created for the EC that includes separate budgets for NEP and SNEP funds.
    - The FY20 NEP Budget is a revision of the three-year (FY19-FY21) budget approved by EPA last year.
    - A new FY20 SNEP Budget for the next three years was created for SNEP funding.*[DOCUMENTS PROVIDED TO EC FOR DISCUSISON AT THEIR MAY MEETING]*

#### 4. Funding Diversification

- *Revenue Options*. No progress on this issue. The new EPA NEP Funding Guidance has not been released and further discussions between EPA and NEIWPC have not taken place. **Note** that without near-term resolution of outstanding issues that currently prevent grant writing it is unlikely that NBEP will meet its obligation in the FY19 Work Plan to submit at least two proposals this fiscal year.

**ACTION #1: Are there any questions about the new financial report?**

**ACTION #2: Any ideas for cultivating interest in the EC Chair position?**

**ACTION #3: The EC will vote on whether to require SC members to sign the Expectations Document and advance it to the SC for consideration at their next meeting in June.**

**ACTION #4: The EC will vote on whether to send the FY20 Work Plan and Budget packages to the SC with or without revision for review and approval at their next meeting.**



### III. BRINGING PEOPLE TOGETHER

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- *Blackstone Needs Assessment Project*. Meeting materials from past meetings have now been posted on the NBEP website. The agenda for the next meeting on May 6<sup>th</sup> is also posted. For more information see <http://nbep.org/projects/blackstone-needs-assessment/>.



### IV. SYNTHESIZING, ANALYZING, & SHARING DATA

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- *Science Updates*. As approved by the Science Advisory Committee and included in our current QAPP, NBEP will offer science updates via a variety of formats in the interim before the next five-year full status and trends report is due in 2022.
  - Staff have met with Emily Shumchenia and gathered all the information necessary to start building an ArcGIS story map that will constitute a science update on the benthic community project funded by NBEP that was completed last year.
  - The GIS intern will work with Julia Twichell to update land use data in our study area as a further science update.
- *NBEP Data Management*. Metadata creation for “Phase 2” of building out NBEP’s Data Hub from the 2017 State of the Watershed Report is well underway. Nutrient loading and salt marsh habitat are complete and benthic habitat (including the 2020 update), sea grass habitat, and wastewater infrastructure are ongoing. All metadata for the raw data behind key figures in the report are complete and data have been uploaded to the Hub. All data related to the 2017 report should be on the hub by fall 2020.

- *Synthesis Manuscript.* NBEP and the authors have decided not to resubmit the synthesis manuscript to the journal *Regional Studies in Marine Science*. The piece will be slightly revised based on the journal's comments, reformatted as a technical report, and posted on the NBEP website. A digital object identifier (DOI) number will be obtained so it can be found on citation tracking websites and databases.
- *Data Credibility.* We drafted a standard protocol for collection of information, as well as a "credibility meter" to help NBEP categorize information by collection rigor (from anecdotal, to citizen science under a standard protocol, to peer reviewed) and to inform how data could be used in NBEP reports.
- *Website Tweaks.* A "Projects" tab has been added to the top of the NBEP website. As noted above, information on the Blackstone Needs Assessment Project are now posted.



## V. SUPPORTING EXTERNAL PROJECTS

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- *Direct Via Technical Assistance*
  - *Hundred Acre Cove.* NBEP held two meetings with Save The Bay in late March and April to finalize the Stormwater Infrastructure Viewer, Septic Viewer, and septic prioritization spreadsheet. Final products and accompanying write-ups will be delivered by the end of the week.
  - *Commercial Fisherman Observations.* NBEP staff have completed preliminary scoping of a set of 18 semi-structured interviews and annotated nautical maps completed last year to document changing ecological conditions in Narragansett Bay. Sarah Schumann, a commercial fisherman in Newport, compiled this information and approached NBEP to discuss the utility of data collected to date and appropriate next steps. Data contains a wealth of new information, such as the presence or absence in the last 50 years or so of target fisheries, invertebrates, algae, plankton, and other biota. NBEP offered its scoping assessment via Zoom to Sarah, a fishing colleague, and URI's Coastal Resource Center (CRC) on what data was collected, how it could be visualized to aid comprehension and refinement of the information, and some suggestions for next steps. Further discussions with fishermen, CRC, and RIDEM Marine Affairs staff are expected in early May to consider building out a more formal project that NBEP could support that adds to scientific knowledge and builds bridges.
  - *Lower Columbia Basin Partnership (LCBP) Program Evaluation (PE).* Mike was selected by EPA to be the ex-officio representative for the LCBP Program Evaluation. He completed extensive review of the LCBP's PE submission and other materials to create and submit a 7-page comment letter on the partnership to EPA. LCBP is perhaps the best NEP in the nation, so supporting this effort was both an honor and informative for future NBEP work.
- *Indirect Via Funding*
  - *FY19 SNEP Projects.* NEIWPC expects to issue a one-year extension to all these projects based on the COVID-19 pandemic. Three of five required QAPPs have now been finalized, one QAPP non-compliance corrective action plan for Bristol was accepted by EPA, and all quarterly reports were accepted. We expect to offer a presentation on these projects at the June SC meeting.
  - *FY17 Research Projects.* Projects from East Providence (Sabin Point Park Stormwater Improvement Project) and Dan Codiga (*Analysis and Synthesis of Bay Oxygen, Chlorophyll and*

*Temperature Data*) are still on target for completion by June 30, 2020. We expect to offer a presentation on the outcome of these projects at the June SC meeting.



## VI. OUTREACH

- Below is a list of NBEP staff in-person outreach efforts since the April 13<sup>th</sup> SC meeting. Note that this list does not include NBEP committee meetings and regular meetings among NBEP, NEIWPC, and EPA.

When	Person or Meeting	NBEP Staff	Why or Subject
4/13/20	Sarah Schumann, Lanny Denlinger, Jen McCann	Gerel, Twichell	Fisherman observations
4/14/20	Coastal Discussion Series	Schmidt	Vision 2032 learning
4/17/20	SNEP Policy Committee	Gerel	SNEP support
4/17/20	Town of Bristol	Schmidt	QAPP CAP
4/21/20	Hundred Acre Cove	Bancroft, Twichell	Tier 2 deliverables
4/21/20	NEIWPC All Staff Branding Meeting	All NBEP staff	New NEIWPC branding
4/23/20	Estuary, Coastal, and Ocean Organizations Meet	Gerel	Coordinate DC efforts
4/23/20	Kate Mulvaney, EPA AED	Twichell	EJ paper
4/24/20	RI EC4 Meeting	Schmidt	Vision 2032 integration
4/28/20	Emily Shumchenia, E&C EnviroScape	Bancroft, Schmidt, Twichell	Benthic science update
4/29/20	Zosterapalooza Webinar	Schmidt	SAV discussion
4/29/20	How to Conduct an Interview Webinar	Schmidt	Internship Program prep
4/30/20	Emily Vogler, RISD and Greg Nemes	Bancroft, Twichell	Vision 2032 graphic design
5/4/20	NEERS Planning Committee	Schmidt	NEERS support



## VII. UPCOMING ACTIVITIES

- Priority staff activities for the next two months:

Gerel	Schmidt	Bancroft	Twichell
Finalize FY20 Work Plan & Budget	Science Updates	Blackstone Needs Assessment Project	GIS Data Hub
Vision 2032	NBEP Internship Program Coordination	Metadata	Vision 2032 design and outreach
NBEP Committee and Blackstone meetings	Vision 2032 science support	Vision 2032 partner support	Science updates: benthic StoryMap, EJ paper
Targeted Outreach	Refine and post manuscript	Website switch from WordPress to Squarespace	Commercial fishing observational data

- Upcoming NBEP meetings:
- Blackstone Needs Assessment: May 6<sup>th</sup> 1:30-3:30pm via Zoom
  - Vision 2032 Subcommittee: June 18<sup>th</sup>, 10am-12pm via Zoom
  - Steering Committee: June 24<sup>th</sup>, 10am-12pm via Zoom