

1. SUPPORT FOR FOUR WORKSHOPS TO TRAIN DESIGN PROFESSIONALS
2. Principal Investigator: Kelly Porter, Environmental & Education Coordinator, WRRI, NC State University, 1512 Module 7, Flex Labs, Campus Box 7912, Raleigh, NC 27695-7912
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3. Abstract:
It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRI) support the work of the NC Sedimentation Control Commission and the Department of Environment and Natural Resources (DENR) Division of Land Resources (DLR) Land Quality Section (LQS) staff by providing assistance in the continuation of workshops for design professionals. Four workshops will take place annually. Two will occur in the fall and two in the spring each year. Each workshop will cover a two-day period and take place in at least two different locations in North Carolina.
4. Introduction:
North Carolina is a rapidly growing state where increased urban and road construction is expected to continue. This activity and the associated sediment and erosion problems are an important water quality issue. To minimize further impacts on water quality caused by accelerated erosion and sedimentation requires a strong, dedicated and well-trained cadre of individuals who can design and implement effective control practices.

From the beginning of North Carolina's Sedimentation Control Program, educational efforts have been a key feature in the design and implementation of erosion and sedimentation control measures. Education is considered vital to the long-term effectiveness of the program since individuals engaged in all aspects of sediment control are not static but dynamic and new participants must be reached 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. continuation of education for persons engaged in land-disturbing activities to include:
 - a. management of storm water
 - 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
 6. support a student intern to be trained in erosion and sediment control educational activities
5. Background
For many years, WRRI has 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 Stormwater 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 LQS staff in conducting a series of three one-week training sessions for inspectors, technicians, engineers, architects, and surveyors
7. Supported the LQS staff in conducting workshops to introduce the new Erosion and Sediment Control Design and Field Manual
8. Assisted the LQS staff in establishing a student intern program.
9. Developed a sediment newsletter for the Sedimentation Control Commission
10. Worked with LQS staff to conduct Erosion and Sediment Planning & Design workshops for many years.

6. Narrative:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the NC Sedimentation Control Commission and the NCDENR DLR LQS staff by providing assistance in the continuation of workshops for design professionals. Four workshops will take place annually. Two will occur in the fall and two in the spring each year. Each workshop will cover a two-day period and take place in at least two different locations in North Carolina. These workshops will consist of presentations by the various professionals on topics of interest and in-depth discussion of each subject area. A great deal of interaction will continue to be incorporated into the agenda to allow for better exchange of ideas and perspectives concerning design aspects of sediment and erosion control. These workshops should continue to provide an excellent opportunity for the LQS staff to interact with design professionals and receive feedback on issues that are of concern to all. This proposal is based on accommodations for:

- up to 120 paying workshop participants
- up to 10 LQS staff members including the Regional Offices (non-paying) as selected by the State Sediment Education Specialist (number of LQS staff allowed to attend will be dependent on percentage of attending paying participants)**
- up to 15 speakers (non-paying)
- up to 4 Sedimentation Control Commission members including Sedimentation Education committee and Technical Advisory committee members will be registered as guests (non-paying)
- up to 3 WRRRI staff

**NOTE concerning attending LQS staff:

- Any LQS staff exceeding the 10 will be expected to pay the registration fee unless they are a speaker at the workshop.
- The number of non-paying LQS staff allowed to attend will be dependent on percentage of registered paying participants. For example, if there are 90 registered paying participants out of a potential 120 paying participants, then 75% or 8 of the 10 LQS staff would be able to attend as non-paying participants $((90/120) \times 100 = 75\%)$.

- Non-paying LQS staff will be expected to help assist (as needed) WRRRI staff or speakers with audio-visual equipment setup/operation, speaker handout distribution, field tour duties, etc.

Registration fees

The base registration fee is \$175 for the 2-day workshop. If a field tour is included as part of the workshop then the registration fee is increased by \$25 to cover field tour transportation costs.

Specifically, the responsibilities of the Institute under this project will include the following:

1. Assist with the planning and development (with the Land Quality Staff) of the program agenda to respond to the needs of design professionals
 - a) WRRRI will supply LQS with a checklist and time schedule of various types of information needed for workshop event planning.
 - b) WRRRI will communicate with LQS on a regular basis to discuss and clarify event planning and logistical issues of upcoming workshops.
2. Handle workshop details including:
 - a) contact speakers outside of DENR, (i.e. professors, consultants). DENR will contact local program speakers and DENR speakers;
 - b) select and contract meeting locations and dates;
 - c) prepare and print program information;
 - d) mail/email information;
 - e) provide registration process for participants and exhibitors; (pre-registration process and on-site registration)
 - f) manage exhibitor contracts;
 - g) prepare participant materials and handouts;
 - h) acknowledge receipt of registrations;
 - i) maintain database of registrants per workshop;
 - j) coordinate meeting logistics on-site
 - k) handle all accounting aspects of the workshops including, associated cost of speakers, facilities, meals & breaks, audio-visual equipment, and other expenses; and
 - l) prepare participant certificates,
 - m) for the workshops involving field tours, LQS will organize the field tours and WRRRI will take care of transportation needs and other logistics.
7. Deliverables, Methods, and Procedures:
WRRRI will provide DENR with final list of participants from each workshop and a summary of the evaluations for each workshop. WRRRI will post presentations on the WRRRI website after the workshop. The presentations will be available until the next set of workshop postings.
8. Project Milestones:

Planning Description	Time up to Event
1. WRRI suggest dates for Fall Workshops to LQS and look at hotel availability for suggested dates	6 months
2. WRRI staff assists LQS staff with the following: <ul style="list-style-type: none"> • Discuss workshop content look over evaluation forms from previous fall workshops • Create tentative workshop agenda • Come up with pool of speakers to draw from and contact 	4-5 months
3. WRRI and LQS contact speakers	4 months
4. LQS and WRRI communicate: <ul style="list-style-type: none"> • Workshop and speaker selection 	14 weeks
5. Final Agenda ready for brochure and speakers confirmed	12 weeks
6. LQS and WRRI communicate to discuss details and updates	10 weeks
7. WRRI puts together workshop information	9 weeks
8. WRRI mails/emails workshop information	8 weeks from 1 st event
9. LQS and WRRI meet to discuss details and updates	4 weeks
10. Registration deadline dates	2 weeks
11. Exhibitor cut-off	2 weeks
12. DENR staff list (up to 10) and guest list due	2 weeks
13. Hand-out material due to WRRI	2 weeks
14. LQS and WRRI discuss details and updates; Look over evaluation forms;	After workshop

9. Duration of Project: July 1, 2009 – May 1, 2010

10. Detailed Project Budget:

	2 Fall Workshops	2 Spring Workshops	Total Request	DENR Portion
Salaries and Wages	12,574	12,574	25,148	4,689
Benefits	2,514	2,515	5,029	938
Workshop Facilities	24,000	24,000	48,000	8,949
Travel	7,600	7,600	15,200	2,834
Supplies	5,000	5,000	10,000	1,864
Communications	1,374	1,374	2,748	512
Bus Transportation		4,500	4,500	839
Total Direct Cost	\$53,062	\$57,563	\$110,625	20,625
Registration Receipts (120 X \$175 for fall workshops, 120 X \$200 for spring workshops to cover field tours)	42,000	48,000	90,000	

TOTAL COST	11,062	9,563	20,625	20,625
Indirect Cost (15% TDC)			3,094	3,094
TOTAL REQUEST			\$23,719	\$23,719

B&W copies = .05*100pages*150participants*2workshops

Budget Explanation:

Salaries and wages are to support (1) Office Assistant maintaining registrations and data bases, (2) Kelly Porter for program development and production, and (3) Program Coordinator for logistics, communications, and registration processes. Benefits are budgeted at 25% for (2) and (3); 8.45% for (1) per University policy.

Workshop Facilities include meeting space fees, lunch for participants both days, beverage breaks during the workshops, and audio-visual equipment rental.

Supplies include copy paper, labels, folders, presentation handouts, etc. for the workshops.

Travel cost include speaker travel reimbursements and WRRI staff travel to workshop locations.

Communications include cost of postage, telephone and fax calls.

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: N/A
16. Ownership of Equipment Purchased under this contract: N/A
17. Credentials & Project Partners:
Kelly Porter, PI, resume attached. Lynne Bridger, CRA is designated as the contract administrator.
18. Regulatory Constraints: N/A
19. Project Administrator:
Matt Ronning
Assoc. Vice Chancellor for Research

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Kelly A. Porter

Education

M.S. Forestry, North Carolina State University, Raleigh, NC.

B.S. Forestry, State University of New York College of Environmental Science and Forestry (SUNY-CESF), Syracuse, NY.

Professional Experience

Environmental Education and Communications Coordinator, Water Resources Research Institute, Raleigh, NC (October 2003 – present)
Facilitate and organize content development of educational programs for environmental professionals; organize content and schedule for annual statewide water resources research conference; water resources informational liaison to university researchers, state and local government, and environmental professionals; oversee web development and content management of institute web site.

Internet and Communication Specialist, Triangle Solutions Incorporated, Raleigh, NC (January 2001 – October 2003).

Environmental Specialist, NC Division of Soil and Water Conservation, Raleigh, NC (August 1999 – November 2000).

Biological Science Laboratory Technician, USDA Forest Service, RTP, NC (January 1998 – August 1999).

Research Assistant/Graduate Student, North Carolina State University, Raleigh, NC (August 1993 – August 1997).

Research Intern (term appointment), Union Camp Corporation, Franklin, VA (June – December 1996).

Publications

Editor, *WRR NEWS*, bimonthly newsletter of Water Resources Research Institute (2004-2008).

Editor, *SEDIMENTS*, quarterly newsletter of North Carolina Sedimentation Control Commission (2004-2006).

Professional Affiliations

NCWRA, North Carolina Water Resources Association