

Proposal to The North Carolina Department of Environment and Natural Resources  
Division of Land Resources  
Land Quality Section


titled


**SUPPORT FOR THREE WORKSHOPS TO TRAIN DESIGN PROFESSIONALS**

Covering the Period from August 1, 2011 – April 30, 2012

Requested Support in the Amount of \$24,628

Submitted by the Water Resources Research Institute  
of  
The University of North Carolina

  
\_\_\_\_\_  
Nicole Saladin Wilkinson  
Principal Investigator

  
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Michael Voiland, Director  
Water Resources Research Institute  
of the University of North Carolina

  
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for North Carolina State University

1. SUPPORT FOR THREE WORKSHOPS TO TRAIN DESIGN PROFESSIONALS for FY 2011-2012
2. Principal Investigator: Nicole Wilkinson, Coordinator for Research and Outreach, WRRRI, NC State University, 1575 Varsity Drive, Module 7, Varsity Research Bldg, Campus Box 7912, Raleigh, NC 27695-7912 [nicole\\_wilkinson@ncsu.edu](mailto:nicole_wilkinson@ncsu.edu), 919-513-1216 (phone), 919-515-2839 (fax), County of Wake, Federal Tax ID # 56-6000756

3. Abstract:

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 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. Three workshops will take place annually, with two in the fall (2011) and one in the spring (2012). Each workshop will cover a two-day period, and one workshop each will be scheduled in three different regions of NC – western, central, and coastal.

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. 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, WRRRI 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. Three workshops will take place annually, with two in the fall (2011) and one in the spring (2012). Each workshop will cover a two-day period, and efforts will be made to have the workshops in three different regions of North Carolina – western/mountain, central, and eastern/coastal region. 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 135 workshop participants:
  - 120 paying registrants;
  - up to 15 non-paying slots for DENR staff members, including the Regional Offices and Sedimentation Control Commission members, to serve as speakers, organizers and workshop assistants; and for special speakers receiving honorariums;
  - up to 3 WRRRI staff for on-site registration, equipment set-up and over-site; and,
  - exhibitors (paying) as workshop space permits.

**Registration fees**

The base registration fee is \$175 per participant for the 2-day workshop. Day 1 of the workshop will be classroom style with speakers from DENR, DOT, and/or other state agencies to present updated regulations, laws, and permit requirements. Day 2 of the workshop will incorporate hands-on, field-based demonstrations and activities. If a field tour is included as part of the workshop, and arranged transportation is required, then the registration fee will be increased by \$25 per participant to cover field tour transportation costs.

Specifically, the responsibilities of WRRRI 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. Facilitate the following workshop logistics:
  - a) Contact and confirm speakers outside of DENR (i.e. professors, consultants). LQS staff will contact speakers from within DENR
  - b) Select and contract meeting locations and dates
  - c) Prepare and print all workshop materials including announcement fliers and participant handouts
  - d) Send out workshop announcements through listservs, direct mail, and other avenues to recruit participants to event
  - e) Communicate with speakers and participants regarding workshop details
  - f) Handle registration process for participants and exhibitors (including pre-registration and on-site registration)
  - g) Coordinate meeting logistics during planning phase and on-site during the workshops
  - h) Manage exhibitor contracts
  - i) Maintain database of workshop participants
  - j) Maintain records and report to appropriate boards for PDH credits
  - k) Prepare participant certificates of completion for PDH credits
  - l) Handle all accounting for workshops including travel and honoraria for speakers, facilities rental, meals, audio-visual equipment, and other expenses
  - m) Other logistical responsibilities as needed and within the scope of this proposal.

7. Deliverables, Methods, and Procedures:

WRRRI will provide DENR with a 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. WRRRI 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 design workshops.

8. Project Milestones:

<b>Planning Description</b>	<b>Time up to Event</b>
WRRRI and LQS work together to determine potential workshop dates; WRRRI to determine facility availability for those dates	6 months prior
WRRRI staff assists LQS staff with: - Determining workshop content based on emerging needs	4-5 months

<ul style="list-style-type: none"> <li>and evaluation feedback from previous workshops</li> <li>- Creating a draft workshop agenda</li> <li>- Identifying potential workshop speakers and helping LQS to contact speakers as needed</li> </ul>	
<b>WRRRI and LQS contact speakers and confirm:</b> <ul style="list-style-type: none"> <li>- Availability for workshop</li> <li>- Honorarium or travel reimbursement needs</li> </ul>	4 months
<b>WRRRI and LQS confirm speakers and presentation topics</b>	3.5 months
<ul style="list-style-type: none"> <li>- Agenda (including speaker names and presentation titles) ready for workshop advertisements</li> <li>- Workshop registration information posted online</li> <li>- First workshop announcement made by email to wrrri-news listserv and other appropriate listservs</li> <li>- Registration opens</li> </ul>	3 months
<ul style="list-style-type: none"> <li>- WRRRI begins compiling workshop materials to be posted online and included in participant information packets (updates made to website on continuous basis based on new information submitted)</li> <li>- Announcement/registration brochures sent by USPS to potential participants</li> </ul>	9 weeks
<ul style="list-style-type: none"> <li>- WRRRI issues second electronic workshop announcement</li> <li>- Revised agenda with additional speaker information</li> </ul>	2 months
<ul style="list-style-type: none"> <li>- WRRRI issues third electronic workshop announcement (as needed, based on status of registration)</li> <li>- Final agenda is ready, including all speakers and presentation titles, as it will appear in participant folders</li> </ul>	1 month
<b>Deadlines for:</b> <ul style="list-style-type: none"> <li>- LQS to submit list of non-paying staff and/or committee members attending workshop</li> <li>- Participant Registration</li> <li>- Exhibitor Registration</li> <li>- Speakers, LQS, and others to submit materials to WRRRI to be included in participant materials (including powerpoint presentations, supplemental handout materials, etc)</li> </ul>	2 weeks - <u>firm</u>
<ul style="list-style-type: none"> <li>- LQS and WRRRI discuss workshop results and evaluation feedback in preparation for next workshop</li> <li>- Presentations are posted to website</li> </ul>	After workshop

**Communication Note:** Timely communication between WRRRI 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, 2011 – April 30, 2012

10. Detailed Project Budget:

Budget Item	Fall Workshop 1 - Hickory	Fall Workshop 2 - Wilmington	Spring Workshop 1 - Raleigh	Total Request	DENR Portion
Salaries and Wages	10629	10629	10629	31887	9,978
Benefits	2403	2403	2403	7209	2,256
Fixed Charges or Current Services (Workshop Facilities)	5,964	6,769	5,587	18,320	5,733
Travel	1,000	1,000	1,000	3,000	939
Supplies	1,500	1,500	1,500	4,500	1,408
Current Services (Communications)	500	500	500	1,500	469
Contracted Services or Fixed Charges (Honorarium)	2,500	2,500	2,500	7,500	633
<b>Total Direct Cost</b>	<b>24,496</b>	<b>25,301</b>	<b>24,119</b>	<b>73,916</b>	<b>21,416</b>
Registration Receipts (100 x \$175/workshop)	17500	17500	17500	52500	
<b>TOTAL COST 100p</b>	<b>6,996</b>	<b>7,801</b>	<b>6,619</b>	<b>21,416</b>	<b>21,416</b>
Indirect Cost (15% TDC)				3,212	3,212
<b>TOTAL REQUEST</b>				<b>24,628</b>	<b>24,628</b>

#### Budget Explanation

##### *Salary*

- 3.0 months for Principal Investigator (PI) to plan, organize ,contact speakers, collect handouts, and oversee workshop on-site and provide on-site logistical services.
- 3.0 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.
- 6 months at 0.5 FTE for Workshop Assistant to process incoming registrations, reconcile lists, facilitate workshop accounting with WRRRI accountant, prepare workshop materials (handouts, name badges, certificates of completion, etc), and assist with on-site services.

**Benefits**

- University rate = 27% for permanent employees, 9.15% for part-time employees

**Fixed Charges or Current Services (Indicates Workshop Facilities)**

- Facilities includes the cost of meeting space, A/V equipment rental, and food costs, and range from \$5500-\$6800, roughly, per workshop, but may vary depending on location selected (it is expected that Wilmington facilities are more expensive than locations in Raleigh or Hickory)
- Every effort will be made to provide food at the state per diem rate, although this is often difficult as the facilities that are needed to host large workshops often have food/beverage purchase requirements that exceed the state per diem. WRRRI will explore all options to seek the most economical meeting facility that balances space rentals and food/beverage expenses.

**Travel**

- Estimated at \$250 per WRRRI staff (up to 3 staff) for a two-day workshop, and an extra \$250 for additional travel reimbursement allowance for speakers who may need mileage or meal coverage in order to participate in the workshop. Travel includes mileage, hotel, car/van rental from University motor feet, and meals at the state per diem rate.

**Supplies**

- Supply costs are estimated at \$15 per participant, and include handouts, pads, pens, folders, nametags, certificates, etc.
- This cost is based on 100 participants, and will increase by \$300 if up to 120 participants register

**Current Services (Communications)**

- \$0.70 per each item mailed \* approximately 500 mailings per workshop
- \$150 for telephone and fax charges per workshop

**Contracted Services or Fixed Charges (Honorarium)**

- This has increased from the FY10-11 budget to account for the exclusion of the Turbidity portion of previous workshops and the potential need for more honorarium to cover new field portions or speakers at the FY 11-12 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:** N/A

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:  
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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