

Proposal 12.**Table 1.**

Your Name:	Julie Winters
Goal Implementation Team:	Enhance Partnering, Leadership and Management GIT, Budget & Finance Workgroup
Project Title:	SRS Financing Strategy/System Forum
Project Type (See Section IV above):	Metric Development and Tracking
Goal/Outcome:	All Outcomes in the Chesapeake Bay Watershed Agreement 2014
Estimated Cost:	\$55,000
Justification: Provide a brief description of the work and why it is needed. It is recommended that you draw upon one or more work plans.	Part 1: Convene one-day forum to begin development of financing strategies/system that are tailored to the Chesapeake Bay Watershed Agreement Management Strategies for the specific outcomes. Part 2: Provide access to experts for follow up (to part 1) advice on finance for specific outcomes.

Methodology: Provide a 1-2 paragraph description of how the work is likely to be accomplished.

Financing Strategy Forum output: Participating Goal Implementation Teams (GIT) and Workgroups will develop initial specific/unique financing strategies specific to the Management Strategy outcomes.

The process of the Forum's working sessions on financing strategies will serve as both a learning exercise and as a start to an anticipated long process for a finance system to be developed for each outcome and/or GIT. The process to develop the financing system is anticipated to be incorporated into the Strategy Review System for the Chesapeake Bay Program with action items to be incorporated into the FY2018-2019 biennial workplans. The financing system will be comprised of the many and connected outcome financing strategies. Financing strategies will advance implementation the priority action items with measureable results.

Planning group: Small planning group (group intended to sunset) convened to further develop and implement this day-long working session scope; includes development and distribution of advance homework materials, securing space, speakers, possible facilitators, and other logistics. Small group will work through a modified strength, weaknesses, opportunities, and threats (SWOT) analysis; identify overarching and common finance themes; and identify experts.

Follow-up expert input: Experts will be available to outcomes to provide follow-up advice on finance strategy and system specifics for each outcome.

The follow-up advice is to assist specific outcomes in the build out the initial concepts identified during the one-day forum.

This funding will be used to pay for meeting support and then the follow-up expert input. Meeting support estimated budget is \$25,000, and follow-advice honoraria for experts is \$30,000. Success of this project is that each of the 31 outcomes identifies some elements of the financial system, and approximately 10 to 15 outcomes have 75% of the financial systems defined.

The BFWG will coordinate and align the implementation of the project with the findings / recommendations of the Chesapeake Bay Programs' Environmental Finance Symposium Report Action Team report. The Path

	<p>Forward, CB Environmental Finance Symposium Recommendations and Final Report, April 2017. The BFWG will leverage publications available on financing strategies for many of the outcomes available from the Environmental Finance Centers and the Water Environment Federation (e.g., Financing Strategies chapter of WEF's publication on Green Infrastructure Implementation). Presentations on the strategies are available and I will be glad to make them available, if interested.</p> <p>Please see the following paper for further explanation on what is envisioned as the Financing or Financial System mentioned in the application.</p>
Cross-Goal Benefits: What other goals may be advanced through this work?	All Outcomes in the Chesapeake Bay Watershed Agreement 2014
Are you willing to serve as GIT lead? (see description of the role in Section VI above)	Yes

Table 2. – Component 1

GIT Lead Name:	Julie Winters
Goal Implementation Team:	GIT 6, Budget and Finance Workgroups (BFWG)
Project Title:	SRS Finance Forum – Meeting Planning & Support
Refined Cost Estimate:	Total: \$25,000 for meeting planning & support
Estimated Project Duration:	Detail the project timeline, including the end date.
Statement of Work:	<p>The scope of work for this RFP is to provide meeting planning and support for the SRS Finance Forum. The purpose of the Finance Forum is to convene a one-day work session which will result in identification of finance options and enabling conditions for participating outcomes and the related biennial action plans. The target is to hold the Forum on a day in March or April (on a Tuesday, Wednesday or Thursday).</p> <p>The contractor will work closely with the BFWG chair, coordinator, and staffer and then make logistical arrangements and flawlessly execute a one-day meeting. The contractor is responsible for: securing the meeting space location – including tables and chairs (with plenary meeting space and suitable for 5 to 10 breakout groups at locations approved by the BFWG coordinator); providing necessary IT presentation (projector and screen, with computer hook ups and electronic pointer) and phone conferencing equipment; compiling and distributing electronically advance meeting materials and logistical information; inviting and confirming meeting presenters;</p>

	<p>maintaining the meeting participant list; meeting space set up; providing day of meeting materials, tent cards, 10 sets of flip charts/easels and pens; and then breakdown the meeting space and return the equipment after the meeting ends.</p> <p>The contractor will provide for coffee and lunch, to be paid for by the meeting participants, or via private sponsorship, and not out of the budget for the activity funded by this RFP; no federal funds may be used to pay for meeting refreshments. Secure sponsorships for coffee, food and refreshments.</p>
List specific deliverables/products to be provided by the contractor:	<ul style="list-style-type: none"> - Statement of pre-meeting activities/timeline(s) to ensure completion of the outcomes in the above statement of work. - Final plan for execution of the meeting, to be delivered no later than two weeks prior to the meeting.
QAPP:	No environmental data be generated and a quality assurance plan is not required.
Qualifications – List specific skills and experience required of winning bidder:	The successful bidder will describe and demonstrate prior experience and examples that show ability and skills to provide the meeting planning and support for other similar meetings. The successful bidder is expected to have a wealth of vendor contacts, and be resourceful and creative in carrying out this work. Five references are requested. Bidders will establish prior experience working with the Chesapeake Bay program. The bidder will provide meeting planning and support using the most cost effective means.
Bidders List:	Dan Nees, University of Maryland Environmental Finance Center, dnees@umd.edu
Reviewers List:	Julie Winters, winters.julie@epa.gov Jim Edward, edward.james@epa.gov Emily Freeman, freeman.emily@epa.gov

Table 2. – Component 2

GIT Lead Name:	Julie Winters
Goal Implementation Team:	GIT 6, Budget and Finance Workgroups (BFWG)
Project Title:	SRS Finance Forum – Expert Honoraria
Refined Cost Estimate:	Total: \$30,000 for expert honoraria
Estimated Project Duration:	February 2018 to January 2019
Statement of Work:	<p>The scope of work for this RFP is to pay honoraria to experts.</p> <p>The experts are individuals from the private sector that have environmental financing expertise. Experts will be identified by the BFWG, the University of Maryland Environmental Finance Center, outcome workgroups, jurisdictions and those engaged at</p>

	<p>the local community/government level. The BFWG will communicate the experts to the successful awardee.</p> <p>The experts will both participate in a one-day work session/charrette and then provide ongoing advice to the selected outcome workgroups.</p> <p>The purpose of the one-day Finance Forum is to convene a charrette which will result in identification of finance options and enabling conditions for participating outcomes and the related biennial action plans. The target is to hold the Forum on a day in March or April (on a Tuesday, Wednesday or Thursday). The one-day session will include participation from the Chesapeake Bay partners, specifically the outcome workgroups, BFWG, and the to be identified environmental finance experts. The environmental finance experts will be available for a total of 400 to 600 hours to participate in the one-day forum and for follow-up advice to the outcome workgroups.</p>
List specific deliverables/products to be provided by the contractor:	1) accounting for hours for each expert and for which outcome workgroup the experts advise (including a short description of expertise provided, e.g., advice through discussion, review/comment document) and amounts paid (totals and by hour), 2) payment of honoraria to experts, 3) final report of hours by expert for each outcome workgroup and amounts paid (totals and by hour).
QAPP:	No environmental data be generated and a quality assurance plan is not required.
Qualifications – List specific skills and experience required of winning bidder:	The successful bidder will describe and demonstrate prior experience and examples that show ability and skills to provide accounting, tracking, execute payments, and reporting as described in “list of specific deliverables/products to be provided by the contractor.” In addition, successful contractor will demonstrate minimal charges, and not to exceed 5% (or less) of the total project budget, for performing this work.
Bidders List:	Dan Nees, University of Maryland Environmental Finance Center, dnees@umd.edu
Reviewers List:	Julie Winters, winters.julie@epa.gov Jim Edward, edward.james@epa.gov Emily Freeman, freeman.emily@epa.gov