

3.1 DIVISION OF RESPONSIBILITIES

To successfully implement the pilot program it was necessary to delegate responsibilities for the program implementation. Contra Costa County assumed a coordination, facilitation and management role. Additionally, the County managed the funding and grant coordination to implement the program. The County and the CCFW were responsible for the long-term program management and oversight. Community groups were responsible for the logistics of the data collection event.

The outline below describes the division of responsibilities for creek monitoring and data collection activities for the *Contra Costa County Watershed Forum Atlas*. The lists are not meant to be exhaustive, but rather provide a general guide for the types of activities to be conducted by the County and the Creek Groups.

Contra Costa County Community Development Department

- Coordinate and facilitate Program
- Apply for and manage grants on behalf of the Watershed Forum
- Establish protocols and guidelines for data collection
- Develop and provide training and related materials to community groups
- Provide technical assistance for data collection events
- Use County GIS layers to generate lists of land-owners along creeks for use by community groups to obtain permission to access private property
- Purchase, manage and coordinate use of GPS units
- Purchase, manage and coordinate use of data collection tools
- Manage data-sheets and reports
- Process and integrate collected data into *Watershed Atlas* GIS layers
- Adjust program in response to feedback
- Provide public access to data

Community Creek Groups and Volunteers

- Organize and recruit volunteers (at least 9 people)
- Provide space for training session
- Coordinate volunteer data collection event (including establishing data collection locations)
- Notify land-owners of plans and obtain permission for access to property
- Establish safety protocols (first aid, etc.)
- Assume liability for, or obtain liability waiver from volunteers
- Coordinate necessary transportation
- Provide personal equipment (boots, sunblock, gloves, etc.)
- Document efforts (photos, digital photos, written reports, media coverage etc.)
useful for future fundraising efforts and support for program
- Provide feedback for program improvement