

Scope of Work for Regional Stormwater Management Plans

This guidance has been developed by the New Jersey Department of Environmental Protection's Division of Watershed Management to assist grantees in developing a scope of work that includes milestones that serve as logical benchmarks for the Department to assess progress made for each task necessary to create a viable Regional Stormwater Management Plan. Upon the completion of each milestone the Department will meet with the grantee to discuss progress made and to make a determination whether the grantee shall continue and begin the next milestone. While the Department encourages the grantee to seek funds commensurate with the cost of completing all milestones, it is at the discretion of the Department to obligate those remaining funds to the grantee. This determination will be made based upon quarterly progress reports and the outcome of each milestone meeting.

All scopes of work to develop a Regional Stormwater Management Plan (RSWMP) must include the following items:

1. The objective that the grantee is anticipating will be addressed through the implementation of the RSWMP. The scope of work must recognize that the objectives of the RSWMP may change depending on the outcome of the detailed characterization and assessment required for the development of the RSWMP.
2. It must indicate that the quarterly reports will include a report on the milestones for that quarter and will discuss any changes in the schedules proposed under this scope of work. The quarterly report must include any meeting minutes of the RSWMP Committee.
3. It must include a minimum of three letters or resolutions from local agencies, indicating their commitment to participate in the RSWMP committee.
4. The scope of work must contain the following milestones and task breakdown outlined below:

Milestone #1: Submit for recognition as a RSWMP

As part of the requirements for a RSWMP in the Stormwater Management (SWM) rules at N.J.A.C. 7:8, the grantee will be responsible for the formation of the RSWMP Committee. This committee shall be responsible for designating a Lead Planning Agency (LPA) which will then be recognized as the primary contact for the committee. The Lead Planning Agency must submit a request for recognition as a RSWMP committee to the Department. When the LPA is prepared to submit for formal recognition as a RSWMP Committee, the grantee will schedule Coordination Meeting #1 with the LPA (if designated as a different entity from the grantee) and with the Department Project Review Team (Department grant manager, Department RSWMP project manager, and Department technical staff) in order to discuss progress and next steps. The LPA shall submit 2 copies of the information required for recognition as a RSWMP Committee at that meeting. The information for recognition must include a draft work plan with a schedule for the completion of specific tasks and milestones necessary to complete that RSWMP.

Please note: The LPA will have to pass a formal resolution stating the agency's commitment to the project. The resolution must state that the agency will continue to provide support and act as the LPA until the RSWMP is formally adopted into the areawide Water Quality Management Plan. (even though the contract with the grantee will formally close at the end of the review/revision period when the letter of acceptance from the Department is received and the amendment is proposed by the LPA).

Milestone 1: Submission for Recognition as a RSWMP Committee Coordination Meeting #1				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Membership Invitations and Follow-Up	Grantee	Months	mm/yy	mm/yy
Task 2: Committee Formation	Grantee	Months	mm/yy	mm/yy
Task 3: Designation of Lead Planning Agency (LPA)	RSWMP Committee	Months	mm/yy	mm/yy
Task 4: Draft Work Plan and Schedule for completing RSWMP	RSWMP Committee through the LPA	Months	mm/yy	mm/yy

Milestone #2: Characterization and Assessment of Drainage Areas

At the completion of Milestone #2, the grantee will submit a summary report of the items obtained and developed as part of the Characterization and Assessment to the project manager, as well as the checklist of the mandatory requirements. The Characterization and Assessment should be targeted to focus on the issues identified as the original objective, as opposed to the assessment of the entire drainage basin. If any portion of the information listed under NJAC 7:8-3.4(a)1 is not provided, the Characterization and Assessment Summary Report must provide the justification for this decision.

The grantee will schedule Coordination Meeting #2 with the review team assembled at the time of the first meeting to review the accomplished tasks and to discuss progress made to date.

Milestone 2: Characterization and Assessment of the Drainage Area & Submission of Findings Coordination Meeting #2				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Mapping		Months	mm/yy	mm/yy
Task 2: Drainage Area Analysis		Months	mm/yy	mm/yy
Task 3: Assessment of Analysis Results		Months	mm/yy	mm/yy
Task 4: Resolution from the LPA		Months	mm/yy	mm/yy

Milestone #3: Drainage Area Specific Water Quality, Quantity, and Recharge Objectives

At the completion of Milestone #3, the grantee will schedule Coordination Meeting #3 with the Department Project review team. The grantee or LPA must be prepared to present how each requirement of the Characterization and Assessment was met and how the analysis was conducted. The grantee or LPA must also be prepared to present the objectives of the RSWMP, including addressing water quantity, water quality, and groundwater recharge impacts due to stormwater runoff; address how the stated objectives will improve the ranked problems identified; discuss the data needs identified to meet the objectives agreed upon by the RSWMP Committee; and address questions raised by the review team. The grantee or LPA may need to revise project scope of work based on the refined project objectives.

Milestone 3: Drainage Area Specific Water Quality, Quantity, and Recharge Objectives Coordination Meeting #3				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Identification of water quality objectives		months	mm/yy	mm/yy
Task 2: Identification of water quantity objectives		months	mm/yy	mm/yy
Task 3: Identification of area groundwater recharge objectives		months	mm/yy	mm/yy
Task 4: Identification of other SW-related objectives, if any		months	mm/yy	mm/yy
Task 4: Submit Revised Scope of Work, if necessary		months	mm/yy	mm/yy

Milestone #4: Stormwater Management Measures and Performance Standards

At the completion of Milestone #4, the grantee will schedule Coordination Meeting #4 with the Department Project review team. The LPA should be prepared to present the stormwater management measures chosen to address the objectives identified under Milestone #3. The measures may include items such as the construction of stormwater management facilities, public education, and a stream corridor protection plan. The measures must include design and performance standards for new development to address stormwater quantity, stormwater quality, and groundwater recharge. The LPA should present the process of plan implementation.

Note: New stormwater management measures and performance standards do not have to be developed for stormwater quantity, stormwater quality, and groundwater recharge. The RSWMP committee can choose to focus on one or more of these issues, and utilize the standards in the NJAC 7:8-5. For example, the RSWMP analysis can focus on baseflow and aquifer recharge, and revise the groundwater recharge performance standard discussed in the rule. To address stormwater runoff quantity and quality, the RSWMP committee can decide to utilize those standards in the SWM rule.

Milestone 4: Stormwater Management Measures and Performance Standards Coordination Meeting #4				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Identify drainage area design and performance standards		months	mm/yy	mm/yy
Task 2: Identification of stormwater management measures to achieve the objectives		months	mm/yy	mm/yy

Milestone #5: Submission of Completed RSWMP for Review

At the completion of Milestone #5, the grantee will schedule Coordination Meeting #5 with the Department Project review team. The grantee should be prepared to present the entire RSWMP including the implementation plan to the Department Project Review Team. At this meeting the LPA will submit the project to the Department for formal review.

Milestone 5: Submission of Completed RSWMP for Review Coordination Meeting #5				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Implementation Plan Development		Months	mm/yy	mm/yy
Task 2: Preparation of the plan for submission to the Department		Months	mm/yy	mm/yy

Milestone #6: Revisions to the RSWMP to Address Review Comments

Upon the completion of Milestone #6, the grantee will schedule Coordination Meeting #6 with the Department Project Review Team. It is anticipated that the Department's Project Review Team may have additional questions or comments to be addressed by the LPA as part of the review process. The schedule should include time to address questions or comments by the Review Team. It is recommended that a period of 3-6 months may be appropriate. Milestone#6 will be completed when all the issues of the Review Team have been addressed to the satisfaction of the Department.

Milestone 6: Revisions to the RSWMP to Address Review Comments Coordination Meeting #6				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Response(s) to project review team comments			mm/yy	mm/yy
Task 2: Revisions to RSWMP as necessary			mm/yy	mm/yy

Milestone #7: Proposal of the RSWMP Amendment to the Areawide WQMP

Milestone #7 will be achieved when the grantee is informed that the technical requirements of the RSWMP are met, and the amendment to adopt the RSWMP is proposed to the areawide WQMP. At this point the contract will be completed; however it is necessary for the LPA to continue to support the project until the adoption of the amendment. Once the amendment has been proposed by the LPA, there is a 30 day public comment period, during which time, a nonadversarial public hearing on the amendment or an extension on the public comment period may be requested. All comments submitted prior to the close of the comment period shall be considered by the Department in reviewing the amendment request.

Milestone 7: Proposal of the RSWMP Amendment to the Areawide WQMP				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Complete the Amendment to the Areawide WQMP and respond to public comments if necessary			mm/yy	mm/yy

