

## **PDC Locality Implementation Program Scope of Services**

### **C. PROJECT METHODOLOGY AND DELIVERABLES**

The following activities outline the “Minimum” and “Optional” deliverables to be completed by the PDC and are imperative to a successful project. Completion of all the “Minimum Deliverables” in the 4 (four) Activity groups and at least 5 (five) of the “Optional Deliverables” from any of the Activity groups constitute satisfactory completion under this contract. The development of collaborative arrangements between two or more PDCs at this initial program development stage is encouraged.

#### **Activity 1: Facilitation of Chesapeake Bay Phase III WIP implementation with localities and regional partners**

The PDC will continue to engage localities, regional and state partners regarding Bay WIP III programmatic actions and implementation activities. These partners include, but are not limited to, local and regional governments; soil and water conservation districts (SWCDs); river basin commissions (e.g., Rivanna River Basin Commission, Rappahannock River Basin Commission, etc.); environmental non-profits (e.g., Friends of the Rappahannock, James River Association, etc.); state and federal agency representatives. The PDC will focus on liaison activities between localities and all of the partners.

##### **Minimum Deliverables**

- a) Development of a regionally-specific annual Scope of Work (modeled after the draft developed by TJPDC titled, Local Area Watershed Implementation Plans Sustainability Program) for implementation for fiscal year 2020 should on-going funding for this initiative be realized. (by June 30, 2019)
- b) Host and facilitate a minimum of 3 meetings on Bay WIP topics, or include Bay WIP issues on agendas for existing meetings, with participation from membership local governments. Encourage attendance from other partners. (by Sept 30)
- c) Initiate work with localities and other partner organizations to develop cost estimates and potential budgets for implementation of Bay Program-approved BMP projects and to identify opportunities to align multiple program needs. (by September 30, 2019) Any information that can be provided to DEQ for the June 30<sup>th</sup> interim report may inform the state budgeting process for next year.
- d) Work with localities to compile and submit GIS shapefiles to support the Chesapeake Conservancy’s Bay High-Resolution Land Cover Update project, where such data exists. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. (by June 30, 2019)

##### **Optional Deliverables**

- e) Collaborate with other Bay PDCs to establish an “urban sector” network group. Coordinate meetings and/or teleconferences with other Bay PDCs to discuss BMP implementation process and efforts to assist unregulated (non MS4) communities. (by September 30, 2019)

- f) Work with localities to begin review of local plans and ordinances and identify whether WIP III BMPs and prioritized programmatic actions are included in goals/objectives or opportunities for future inclusion. (by September 30, 2019)
- g) Share information with localities on state, federal, and private BMP implementation funding opportunities. (as available)

**Activity 2: Development and distribution of implementation tools and resources**

The PDC role is for contract-related work that produces outreach and education elements fostering local stakeholder participation in Chesapeake Bay Phase III WIP implementation; and the region-wide dissemination of, and assistance with, tools, collaboration with stakeholders and other partners, and leadership for regional strategies, programmatic actions and planning goal implementation.

**Minimum Deliverables**

- a) Develop a marketing piece and web page that describes/informs local stakeholders about the WIP. (by September 30, 2019)
- b) Work with localities and other regional stakeholders to develop a matrix of potential grant project priorities for the region with total project costs, potential funding sources, partners, application deadlines and any other critical information. (by September 30, 2019)

**Optional Deliverables**

- c) Develop a program that educates the local stakeholders about the direct benefits of implementing BMPs in their communities (instead of focusing on the Bay area exclusively); and that engages and encourages citizens to participate by promoting the benefits to their local communities. (by September 30, 2019)
- d) Identify opportunities for regional (or multiple locality) projects such as small watershed-scale stream restoration and bank stabilization in the PDC region. (by September 30, 2019)
- e) Support local governments with grant writing assistance as opportunities arise based on local government needs. (by September 30, 2019)
- f) Develop a library of draft applications (for basic information needs and project drafts) for use within the region to acquire project funding. For example, templates can be developed for: (1) non-profit foundations such as the National Fish and Wildlife Foundation; (NFWF); (2), locally-targeted state resources such as the Stormwater Local Assistance Funds (SLAF); and (3) a potential co-benefit funder applicable in the region (ex. Virginia Department of Emergency Management {VDEM} - Hazard Mitigation, Virginia Department of Transportation {VDOT} - Road Improvements with WQ BMPs, Trout Unlimited - Habitat Improvement, National Oceanic and Atmospheric Administration {NOAA} - Coastal Resiliency). Examples of past, successful projects or representative draft applications for one or more specific BMPs are acceptable for this deliverable. (by September 30, 2019)

### **Activity 3: BMP implementation reporting and liaison with DEQ**

The PDCs identified needs with existing BMP project reporting procedures during the Phase III WIP development process. This section begins to address and improve many aspects of reporting mechanisms for data on implemented BMPs.

#### **Minimum Deliverables**

- a) Host a training webinar in cooperation with DEQ to assist localities staff, and other agencies as needed (e.g., SWCD, local departments of health) on use of the BMP Warehouse for reporting implementation actions. (by June 30, 2019)
- b) Survey local governments and any other partner organizations on BMP data reporting gaps. Compile this information to submit to DEQ for input regarding actions and resources required for BMP data collection, reporting and Bay Model credit. (by September 30, 2019)
  - i. Identify known gaps in BMP reporting
  - ii. Identify projects or BMP data known to be absent
- c) Survey localities to identify WIP III BMP training needs. (e.g. design, tracking, reporting, verification, maintenance (by September 30, 2019)

#### **Optional Deliverables**

- d) Participate with the Virginia Department of Health (VDH), SWCDs and local governments to develop a process to capture and track septic tank pumpouts and report to DEQ's BMP Warehouse common reporting forms. (by September 30, 2019)
- e) Establish a regional BMP reporting process, as needed by localities and including a process for BMP reporting for those localities that do not want to be included in a regional approach (by September 30, 2019)