

## **DRAFT**

# **Appendix A: Model Scope of Work**

### **Abstract**

Prior to commencing activities related to the implementation of a Highlands Stormwater Management Program, municipalities must have an approved scope of work, developed in collaboration with their Highlands Council staff liaison.

This document is included as Appendix A of the overall Highlands Region Stormwater Management Program Guidance document. For complete documentation, contact your Highlands Council Liaison ([www.nj.gov/njhighlands/planconformance/liasons.html](http://www.nj.gov/njhighlands/planconformance/liasons.html)).

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## **Highlands Plan Conformance Grant Program Highlands Region Stormwater Management Program Overview Model Municipal Scope of Work**

This scope of work (SOW) overview document supports the Plan Conformance resource management implementation plan and the required Highlands Regional Master Plan (RMP) updates to the existing New Jersey Stormwater Management Rules at N.J.A.C. 7:8 (Stormwater Rules) for conforming towns in the Highlands Region. The SOW tasks identify the required update components as was indicated in the municipal Plan Conformance Petition and associated Highlands Implementation Plan and Schedule approved by the Highlands Council.

The Highlands Council has authorized grant funding for each conforming municipality for GIS mapping of stormwater structure locations and conditions assessment, amendments to the existing Municipal Stormwater Control Ordinance(s), evaluating and updating municipal Stormwater Management and Mitigation Plans in accordance with the Stormwater Rules to reflect the RMP resource protection standards, and training.

This document discusses each component of the overall program. Highlands Council Municipal Liaisons should be contacted for additional information. The list of municipal liaisons can be accessed at: [www.state.nj.us/njhighlands/planconformance/liaisons/](http://www.state.nj.us/njhighlands/planconformance/liaisons/).

### **Component I – GIS mapping of Stormwater Structure Locations and Conditions Assessment**

Task 1. Conduct an assessment of existing stormwater structure\* locations and submit digital GIS data for each structure in the municipality in accordance with the Stormwater Rules. This is required for all Tier A and Tier B municipalities in the Highlands Region. The SOW must identify the lead person responsible for handling this task, the staffing approach and a description of the naming convention to address the User Guide instructions for structure IDs. Please note that the municipality shall prepare a SOW for completion of this task and submit it to the municipal liaison for approval prior to proceeding with the task activities.

Municipalities have several options for completing this task:

Option 1. Utilize the New Jersey Department of Environmental Protection’s (NJDEP) ArcGIS Online Mapping Tool (Tool). This option is intended for permittees who do not have a handheld GPS unit and who are creating a new inventory. The use of this tool requires an ArcGIS Online license and a mobile device such as a cell phone or tablet. The NJDEP is making a number of ArcGIS Online licenses available, at no cost, to permittees who request it. Environmental groups or volunteers that will assist a municipality with mapping and inventory of stormwater infrastructure may also be eligible to use a free license. Permittees may contact [Tim Ebersberger \(Timothy.Ebersberger@dep.nj.gov\)](mailto:Timothy.Ebersberger@dep.nj.gov) to begin using this tool or to request a license.

Option 2. Utilize a combination of paper forms, GPS devices for latitude and longitude coordinates and digital photography to carry out the stormwater structure\* inventory and assessment. The Highlands Council will provide necessary forms, protocols, and guidance documents for structure inventory and evaluation. All data collected must adhere to the NJDEP Mapping and Digital Data Standards ([www.nj.gov/dep/gis/assets/NJDEP\\_GIS\\_Spatial\\_Data\\_Standards\\_2013.pdf](http://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_2013.pdf)) and the

Highlands Council approved SOW details. The proposed field data collection form must be submitted with the SOW. Note: information from the paper forms must be translated to an acceptable electronic format in accordance with the Standards prior to submission so that the data can be easily imported into GIS. Paper forms will not be accepted but should be kept on file with the municipality.

Option 3. Utilize a Trimble handheld GPS data dictionary template. This tool is intended for permittees with handheld GPS unit capabilities and software who may or may not have existing inventories, but intend on collecting data via a handheld GPS unit. A number of versioned templates created using Pathfinder software are available at [www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm). Completed templates should be submitted to the Highlands Council and the NJDEP.

Option 4. ESRI Geodatabase Template Tool. This tool is intended for permittees with ArcGIS software capabilities and experience who have existing electronic inventories. This template should be populated by permittees and submitted to the Highlands Council and the NJDEP. Templates can be found on the NJDEP website at [www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).

Option 5. Permittees with limited hardware/software capabilities or permittees with existing inventory databases that exist in environments such as Microsoft Excel or Access may submit their inventories using an Excel template. The template should be populated by permittees and submitted to the Highlands Council and the NJDEP. A copy of the template can be found at [www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).

*\*Note: Under the existing permit, only storm sewer outfall pipes are required to be mapped under the NJPDES Tier A permit. Municipalities, however, are encouraged to include any/all stormwater structure data that is currently available in their inventories (inlets, detention/retention basins, green infrastructure, etc). Please speak with your Highlands municipal liaison for specific questions.*

## **Component II – Adoption of Highlands Area Stormwater Control Ordinance Amendments**

- Task 1. Review existing Stormwater Control Ordinance(s) to incorporate Highlands RMP stormwater control requirements; refer to Appendix D of the Highlands Region Stormwater Management Program Guidance for required revisions to the NJ Model Stormwater Control Ordinance for Municipalities as presented in Appendix D of the NJ Stormwater Best Management Practices Manual dated April 2004.
- Task 2. Revise municipal Stormwater Control Ordinance(s) to reflect Highlands RMP updates. Submit draft revised document to Highlands Council for review.
- Task 3. Revise document based on comments received from Highlands Council. Finalize document and receive Highlands Council approval prior to local adoption.
- Task 4. Provide electronic copy of adopted document to Highlands Council.

## **Component III – Develop or Review and Update of Stormwater Mitigation Plan**

- Task 1. Review the existing adopted municipal Stormwater Mitigation Plan if the municipality has permitted, in accordance with 7:8-4.6, a variance or exemption from the design and performance standards for stormwater management measures. If a municipality does not currently have a mitigation plan, one shall be developed.
- Task 2. Review the guidance document for the preparation of a Highlands RMP Stormwater Mitigation Plan provided by the Highlands Council in Appendix E of the Highlands Region Stormwater

Management Program Guidance for a detailed outline of mitigation components and required sections. The Highlands guidance was prepared based on the requirements of N.J.A.C. 7:8. The municipality is to select a **minimum of two sites** for mitigation priority projects and develop concept mitigation plans for the sites as part of the municipal Stormwater Mitigation Plan update. A developer may provide funding or partial funding to the municipality for the cost to implement the mitigation in accordance with the Stormwater Rules.

- Task 3. Revise municipal Stormwater Mitigation Plan to reflect Highlands RMP component details. Submit draft document to Highlands Council for review.
- Task 4. Revise document based on comments received from Highlands Council. Finalize document and receive Highlands Council approval prior to local adoption.
- Task 5. Provide electronic copy of adopted document to Highlands Council.

#### **Component IV – Stormwater Management Training**

- Task 1. Funding is available through the Plan Conformance process for municipal officials and/or designees to attend either Highlands-sponsored Stormwater Management training programs or other stormwater training programs. Please note that **prior approval from the Highlands Council is required** for attendance at non-Highlands stormwater training events and all funding is reimbursement-based.