

DRAFT

**Appendix A:
Model Scope of Work
and
Grant Program Scope of Work Requirements**

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 (<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 Plan Conformance municipality for GIS mapping of stormwater structure locations and conditions assessment, amendments to the existing 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. The Plan Conformance Implementation Grant Program SOW Requirements form must accompany the SOW submission which can be found below as well as on the Highland Council website at: http://www.highlands.state.nj.us/njhighlands/grantprograms/plan_conformance/grant_scope_of_work_reqs.pdf. 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: <http://www.highlands.state.nj.us/njhighlands/planconformance/liasons.html>.

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 2 options for completing this task:

Option 1. Utilize the New Jersey Highlands Council’s Mobile Stormwater Mapping Application (App). This option utilizes an Internet mapping website accessed with a mobile phone or tablet. Use of this web-based application requires a software licensing fee and the acquisition of an external GPS mobile device which are part of the Component I grant budget. The Highlands Council will provide all protocols and guidance documents for the web-based stormwater structure* inventory.

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) and the

Highlands Council approved SOW details. The proposed field data collection form must be submitted with the SOW.

**Note: Under the existing permit (expired at this time), 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. 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. 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 et al. 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. 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.

Plan Conformance Implementation Grant Program Scope of Work Requirements (Non-TDR Grants)

Scopes of Work submitted to the Highlands Council in support of a municipal or county Plan Conformance Grant must specify the master plan and/or regulatory provision(s) proposed for development or modification, the steps needed (including background studies) to complete the initiative(s), and how the resulting deliverables will further the municipal or county effort toward achieving Plan Conformance.

ELIGIBILITY

Eligibility for funding under the Highlands Council Plan Conformance Grant Program requires and will be evaluated based on Applicant responses to the following.

- A. Funding provided under this grant will be used to provide the following grant deliverable(s) (select all applicable):

(X)	Plan Conformance Grant Deliverables
<input type="checkbox"/>	1. Complete background study/studies and/or data collection needed to develop or modify one or more components of a municipal/county master plan or of the jurisdiction's regulatory provisions, to further its/their consistency with the RMP.
<input type="checkbox"/>	2. Develop or modify a municipal/county master plan component (inclusive of resource management plans, sustainable economic development plans, etc.) to further its consistency with the RMP.
<input type="checkbox"/>	3. Develop or modify a municipal/county regulatory enactment (including policy enactments governing municipal or county owned/operated lands or facilities) to further its consistency with the RMP.
<input type="checkbox"/>	4. Develop or modify a municipal/county master plan or regulatory component pursuant to a guidance document provided by the Highlands Council to achieve/further its consistency with the RMP.

B. Specify study/studies and/or data collection proposed: _____

C. Specify master plan component(s) to be developed or modified: _____

D. Specify regulatory provision(s) to be developed or modified: _____

E. Specify applicable Highlands Council guidance materials: _____

- F. Grant deliverable(s) will further the consistency of the municipal/county master plan or regulatory enactments with respect to the following policy areas of the RMP (select all applicable):

(X)	RMP Policy Areas
	1. Highlands Resource Protection/Enhancement
	2. Sustainable Economic Development
	3. Smart Growth, Compact Development
	4. Transportation/Circulation Planning
	5. Highlands Center
	6. Highlands Redevelopment Area
	7. Agricultural Preservation/Retention
	8. Land Preservation/Stewardship
	9. Water Use & Conservation/Management
	10. Water Quality Protection/Management
	11. Wastewater Management
	12. Stormwater Management
	13. Stream Corridor Protection/Management
	14. Lake Management
	15. Forest Resource Protection/Management
	16. Critical Habitat Protection/Management
	17. Carbonate Rock Management
	18. Steep Slope Protection/Management
	19. Septic System Management
	20. Easement Inventory/Monitoring/Management
	21. Fair Share Housing Plan Development/Modification per FHA
	22. Community Facilities Planning
	23. Historic/Scenic Resource Preservation/Management
	24. Cluster Development Planning
	25. Low Impact Development Planning
	26. Other (specify):

GRANT FINANCIAL AND PERFORMANCE REPORTING

In accordance with the Highlands Council Grant Program Section XIX. The following grant conditions are required.

- A. The Grantee is required to submit a final deliverable at the conclusion of each completed module.
- B. The Grantee shall submit interim performance quarterly reports as prescribed by the Highlands Council; however, the reporting time frame may be modified with approval from the Highlands Council and shall not be required less frequently than annually.

- C. Extensions to reporting and deliverable due dates may be granted upon written request to the Highlands Council.

- D. If reports are not submitted as required, the Highlands Council may, at its discretion, suspend payments on this grant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Grantee on this or any grant with other State agencies until the required reports/deliverables have been submitted.

HIGHLANDS COUNCIL QUARTERLY REPORTING REQUIREMENTS

Quarterly Reports shall include the current status of each task activity; the budget details including a percent complete status; anticipated task results for the next 90 days; and comments or concerns. Please note completed task do not need to be included in the quarterly reporting details. The quarterly report shall be submitted to the Highlands Council Liaison on an agreed upon schedule and format.