

TITLE: [Name of municipality] Storm Water Abatement Feasibility Study

PROBLEM/NEED:

[Name of watershed] is an area of [##] acres, surrounding [name of waterbody]. [Name of waterbody] has been assessed in [name of water quality study such as a TMDL] to be impaired by [list of pollutants that impair the waterbody (e.g., bacteria, nutrients, etc.)] for [list resource values (e.g., drinking water, shellfishing, swimming, habitat, etc.)].

[Quantify importance of water resources with a brief (i.e., 1-5 sentence) description of historic uses, socioeconomic importance and/or ecological value.]

[Name of water quality study such as a TMDL] has identified storm water as a significant contributor to impairments being experienced in [name of waterbody]. The following locations have been identified as particularly significant for stormwater pollution:

[List of identified locations]

This project will assess the feasibility of constructing stormwater best management practices (BMPs) at each location using conceptual (i.e., 10%) designs. This will serve as a first step in implementing stormwater controls and restoring water quality and resource values to [name of waterbody]. Follow-up progress may include full (i.e., 100%) designs, permitting, exploration of watershed management alternatives and construction.

CATEGORIES OF NONPOINT SOURCE POLLUTION ADDRESSED

This project will conceptually address [list of storm water pollutants that impair the water resource] from storm water sources at [number of locations identified, above] locations.

PURPOSE:

[Name of water quality study such as a TMDL] has identified storm water as a significant contributor to impairments being experienced in [name of waterbody]. This project will assess the feasibility of constructing stormwater best management practices (BMPs) using conceptual (i.e., 10%) designs. This will serve as a first step in implementing stormwater controls and restoring water quality and resource values to [name of waterbody].

GENERAL PROJECT PLAN:

Upon approval of this grant request [name of sponsor (e.g., municipality)] intends to use a competitive bid process to hire a consultant to develop

### **EXAMPLE**

conceptual (i.e., 10%) engineering design plans for [list of identified locations, above] which discharge to [name of waterbody]. The designs will be compiled in a document that will include site-by-site write-ups with the following:

- Conceptual layout of BMP options at each location.
- Size of catchment.
- Description of existing storm water system and controls.
- Estimated quantities of pollutant loadings.
- Available land and land ownership issues.
- Environmental siting constraints (such as soil type, presence of wetlands or other sensitive resources).
- Anticipated water quality benefit.
- Estimated cost of each option.
- Other important infrastructure siting constraints.
- Discussion of feasibility.
- Discussion of recommended approach.
- Potential funding options.
- [Other information as deemed appropriate by the sponsor.]

A 1 - 2 page tabular summary of all feasible BMP options at each location and a discussion of prioritized recommendations for the watershed as a whole will be provided following the write-ups of the individual sites. The document will also include an appendix with all pertinent engineering calculations. The document will be reviewed in draft by a project steering committee that will include the following members:

[List of members typically includes representatives from the departments of planning, public works and engineering, town council, conservation commission as well as local neighborhood and watershed associations]

RIDEM will be provided with an opportunity to review the plan in draft. Once consensus is reached on the draft document, a public meeting will be held to review design options with all interested parties.

**EXAMPLE ONLY**

**TASKS, SCHEDULES AND ESTIMATED COSTS:**

<b>Tasks</b>	<b>Participants</b>	<b>Deliverables</b>	<b>Grant Budget</b>	<b>Match Budget</b>	<b>Month <sup>1</sup></b>
1. Establish project steering committee	[name of municipality]	List of committee members	0	\$1,500	1
2. Develop consultant services bid, issue bid and contract for services	[name of municipality] and steering committee	RFP for consultant services, contract for services	0	\$3,615	1-3
3. Develop a conceptual (i.e., 10%) design plan using the steering committee for input and provide it to DEM for review and comment	Consultant, [name of municipality], steering committee	Draft plan, minutes of steering committee meetings and attendance list	\$18,000 [about \$3,000/site]	\$6,718	3-8
4. Hold a public meeting [e.g., town council meeting] to review and	Consultant, [name of municipality], steering committee	Public meeting	\$2,000	\$500	9

<sup>1</sup> Month numbers are based on the grant period. (The first month begins on the date of the grant agreement approval; month two begins on same number day of the following calendar month; etc.) Deliverables are to be completed at the end of the final month when listed as a range.

**EXAMPLE ONLY**

approve the conceptual design plan					
6. Provide conceptual design plan and materials from public meeting in Task 4 to DEM for final approval	Consultant, [name of municipality], steering committee	Final conceptual design plan, town council resolution or other formal town approval, public advertisement and meeting minutes	0	0	10
5. Project administration	Consultant, [name of municipality]	Project reports	0	\$1000	1-12
<b>TOTALS</b>			<b>\$20,000</b>	<b>\$13,333</b>	

**EXAMPLE ONLY**

**DELIVERABLES:**

- RFP for consultant services.
- Contract for consultant services.
- List of steering committee members.
- List of steering committee attendants and meeting minutes for each meeting.
- Draft conceptual design plan for DEM review and comment.
- Final conceptual design plan for DEM approval.
- Public meeting advertisement and meeting minutes.
- Administrative reports.

**INTERAGENCY COORDINATION:**

[Name of municipality] will use a steering committee and public review meeting of the conceptual design plan to engage public involvement. All meetings will be held in compliance with local and state laws regarding public meetings.

**ENVIRONMENTAL RESULTS/MEASURES OF SUCCESS:**

This project will be evaluated primarily on the successful development of the conceptual design plan. The project will also be evaluated by attendance of public meetings and participation in the steering committee meetings.

**PROJECT MANAGER:**

[Name and title of primary municipal official in charge of project administration]

Address:

Phone:

Fax:

Email:

**ESTIMATED TOTAL COST, STATE AND MATCH AMOUNTS:**

Grant: \$20,000

Match: \$13,333

TOTAL: \$33,333

**EXAMPLE ONLY**

**BUDGET DETAIL**

Project Name:           [Name of waterbody] Stormwater Abatement Study          

Estimated Personnel Expenses

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>% of Time</b>	<b>Salary Costs</b>	<b>Fringe (@30%)</b>	<b>Total</b>
[Name]	Town Planner	\$55,363	7%	\$3,875	\$1,163	\$5,038
To be determined	7 Steering Committee Members	\$15/hour	29 hours/each	N/A	N/A	\$3,045
<b>Totals</b>						<b>\$8,083</b>

Budget Estimate

	<b>Total Costs</b>	<b>Grant Requested</b>	<b>Non-federal Match</b>
Estimated Personnel Expenses (from above)	\$8,083	0	\$8,083
Contractual	\$24,000	\$20,000	\$4,000
Indirect Cost			
Supplies			
Equipment			
Travel			
Construction			
Other--Bid advertisement	\$1,250	0	\$1,250
<b>Total</b>	<b>\$33,333</b>	<b>\$20,000</b>	<b>\$8,083</b>

**EXAMPLE ONLY**

**Contractual Budget  
Planning Consultant**

1.	Conceptual design plan	\$22,000
2.	Meeting facilitation and related expenses	\$2,000
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	TOTAL	\$24,000