

US EPA ARCHIVE DOCUMENT

# Quarterly Project Progress Report

**Construction Storm Water Excellence Initiative 2007**

**EPA Grant# EI-96489108-0**

**SEPTEMBER 2011**

**U.S. EPA State Innovation Grant Program  
National Center for Environmental Innovation**

**Tennessee Department of Environment and Conservation  
University of Tennessee, Municipal Technical Advisory Service**



**Municipal Technical Advisory Service**  
In cooperation with the Tennessee Municipal League

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## **Project Description**

### **Construction Stormwater Excellence Initiative**

(Tennessee's State Innovation Grant Project- 2007)

#### **Grantor:**

US EPA State Innovation grant Program, National Center for Environmental Innovation

#### **Grantee:**

Tennessee Department of Environment and Conservation (TDEC)  
University of Tennessee, Municipal Technical Advisory Service (MTAS)

#### **State Project Manager:**

Robert Karesh, Tennessee Department of Environment and Conservation  
Division of Water Pollution Control, Statewide Stormwater Coordinator  
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Nashville, TN 37243-1534  
Phone: (615) 253-5402 / Fax (615) 532-0686  
Email: [Robert.Karesh@tn.gov](mailto:Robert.Karesh@tn.gov)

#### **Total Project Cost:**

The total amount funded was \$200,000. The State of Tennessee has committed a minimum of \$100,000 of in-kind funding for the same period. There are no other federal contributions to this program.

#### **Project Period:**

October 1, 2007 to September 30, 2011 (Original)  
October 1, 2007 to September 30, 2013 (Amended)

**Key Milestones (Including Outputs),  
Reflecting The Projected Timelines For Completion<sup>1</sup>**

Objectives and Outputs	Original Start Date (Amended Start Date)	Original Completion Date (Amended Completion Date)	Complete?	Slippage Explanation/Other Comments
<b>Objective:</b> Stormwater group preliminary organizational meeting (pre-award) <b>Output(s):</b> <i>TDEC/MTAS meetings to determine key MS4's for preliminary solicitation, etc.</i>	September 2007	May 2008	Yes	This objective combined with the 3rd objective while waiting for final signatures.
<b>Objective:</b> Execute contract with the University of Tennessee's Municipal Technical Advisory Service (MTAS) <b>Output(s):</b> <i>Due to MTAS's unique status within the State, their ability to deliver training and technical support statewide to local governments and their history as a TDEC partner in the Stormwater program, MTAS will be the sole contractor for the initiative.</i>	October 2007	Final Signatures May 2008	Yes	Final signatures were received by Contracts Division/TDEC May 2008
<b>Objective:</b> TDEC-MTAS project team meetings <b>Output(s):</b> <i>Continuing identification of MS4's for Stormwater group. Identifying specific contacts from various other stake holder organizations. Scheduling venues for organizational meetings. Developing agenda's, informational literature, etc.</i>	October 2007 (March 2008)	May 2008	Yes	As with Objective #1, TDEC-MTAS continued to work together on project and planning meetings during the delayed pre-award time. The final signatures were received by May 2008.
<b>Objective:</b> Establish stormwater group (Tennessee Stormwater Association) <b>Output(s):</b> <i>Organize initial meeting of the state regional group representative at a state level. Formalize the group. Set up a calendar of regional &amp; state meetings, etc.</i>	December 2007 (March 2008)	June 2008	Yes	Due to delayed signatures for official contract award to MTAS, the development of the statewide Stormwater Association was not begun until March 2008
<b>Objective:</b> Establish stakeholder committee <b>Output(s):</b> <i>Identify, contact, and obtain participation from representatives of the stakeholder groups. Set up and formalize the committee. Set mission, agenda, meeting calendar and milestones.</i>	December 2007 (May 2008)	May 2008	Yes	Due to delayed signatures for official contract award to MTAS, and the delayed establishment of the TNSA, the Stakeholder Committee was not established until May 2008

<sup>1</sup> Please see Revised Timeline Schedule in Appendix B

**Key Milestones (Including Outputs),  
Reflecting The Projected Timelines For Completion<sup>1</sup>**

Objectives and Outputs	Original Start Date (Amended Start Date)	Original Completion Date (Amended Completion Date)	Complete?	Slippage Explanation/Other Comments
<p><b>Objective:</b> Issue new MS4 General Permit</p> <p><b>Output(s):</b> <i>With the new minimum requirements for baseline MS4 programs, develop the additional minimum requirements for QLP. This was not part of Grant.</i></p>	Not part of grant	June 2008  (July 2010)  (October 1, 2010)	Yes	TDEC worked with EPA to craft a permit that reflected the EPA's desire to see a "Green" permit with more emphasis on infiltration based permanent BMP's.
<p><b>Objective:</b> Facilitate meetings to establish criteria</p> <p><b>Output(s):</b> <i>Set venue, agenda, etc., and facilitate meetings in order to achieve stakeholder input on the criteria for qualifying a local program.</i></p>	January 2008  (June 2008)	June 2010	Complete	Start date amended due to grant development delays but meetings have been held every quarter since the organizational Kickoff meeting held August 15, 2008. Prep work began in June 2008.
<p><b>Objective:</b> Develop and promote guidelines and incentives</p> <p><b>Output(s):</b> <i>With the information from the stakeholder committee meetings, develop guidance material and an incentive program for qualifying local programs.</i></p>	Began in (September 2008)	June 2010	Complete	Start date amended due to grant development delays but meetings to develop incentives/criteria have been held every quarter since the organizational Kickoff meeting held August 15, 2008
<p><b>Objective:</b> Develop excellence recognition program</p> <p><b>Output(s):</b> <i>With the information from additional stakeholder committee meetings, input from additional groups such as the Tennessee Municipal League, etc., develop excellence recognition program</i></p>	October 2009	September 2010  (February 2011)	Complete	Began initial discussion October 2009, and after amending the project timeline, we will have two more quarterly meetings to discuss & finalize Excellence Recognition. Permit issuance delays changed this to Feb 2011
<p><b>Objective:</b> MS4's implement new permit</p> <p><b>Output(s):</b> <i>MS4's revise their programs in accordance with new permit</i></p>	July 2008  (July 2010)	January 2010  (January 2012)	In process	Issuance of permit delayed 2 years as explained.
<p><b>Objective:</b> Pilot the qualification of a MS4</p> <p><b>Output(s):</b> <i>Work with select MS4(s) volunteer(s) program(s) to work through guidance materials and document achieving the various elements involved in becoming a qualified program. Monitor the designated Qualified Program.</i></p>	June 2010  (June 2012)	June 2011  (June 2013)	No	To provide the MS4s with time to adhere to the new MS4 permit requirements, we requested a grant extension of two years. This projects the QLP Pilot start date for June 2012 and the QLP Program to go live in June 2013. Please see

<p align="center"><b>Key Milestones (Including Outputs), Reflecting The Projected Timelines For Completion<sup>1</sup></b></p>				
				Timeline in Appendix B.
Objectives and Outputs	Original Start Date (Amended Start Date)	Original Completion Date (Amended Completion Date)	Complete?	Slippage Explanation/Other Comments
<p><b>Objective:</b> Develop and deliver workshops across the state</p> <p><b>Output(s):</b> <i>Based on the results of the pilot program, update the guidance materials. With the updated guidance materials and pilot program case history/histories, develop workshops lesson plans. Deliver workshops and guidance materials statewide.</i></p>	<p>June 2011  (June 2013)</p>	<p>August 2011  (August 2013)</p>	No	<p>The timeline was adjusted by two additional years to provide the MS4s with enough time to adhere to the new MS4 permit requirements; we requested a grant extension of two years. This new timeline projects the QLP Pilot start date for June 2012 and the QLP Program to go live in June 2013. Please see Timeline in Appendix B.</p>
<p><b>Objective:</b> Deliver a replicable solution to other states</p> <p><b>Output(s):</b> <i>With updates to workshop lesson plans and materials based on participant feedback, develop final guidance materials, workshop lesson plans, case histories etc., for delivery to EPA.</i></p>	<p>September 2011 (September 2013)</p> <p>*Note: the Gathering of supporting documentation in preparation for this item is ongoing.</p>	<p>September 2011  (September 2013)</p>	No	<p>The timeline was adjusted by two additional years to provide the MS4s with enough time to adhere to the new MS4 permit requirements; we requested a grant extension of two years. This new timeline projects the QLP Pilot start date for June 2012 and the QLP Program to go live in June 2013. Please see Timeline in Appendix B.</p> <p>Gathering of supporting documentation in preparation for this item is ongoing.</p>

## **Part 1 – Synopsis of Accomplishments during the Reporting Period**

The 14th reporting period (ending September 30, 2011, 3rd quarter (calendar year) 2011), was mainly part of the time needed under the requested extension for MS4's to work on familiarizing themselves with, and working on, their new Small MS4 Permit. Therefore, this report reflects mainly the same activities as last quarter's report.

We followed up on the QLP Stakeholder Committee Meeting on February 17. Work was done by TDEC, MTAS, and the Committee on items necessary for the implementation of the QLP pilot. A meeting to tentatively finalize these items and begin the actual outreach campaign was scheduled for September 22, 2011. Scheduling conflicts resulted in the meeting being moved to the next quarter, on October 17, 2011.

TDEC has continued to support the establishment of the Tennessee Stormwater Association (TNSA) with efforts outside the scope and funding of this grant.

TNSA held regional meetings across the state which TDEC and MTAS attended in order to provide QLP and permit updates and provide education on the QLP process.

EPA approved a revised project timeline and issued a grant amendment extending the project/budget period another two years, taking the issue of a new small MS4 permit and its impact on the project into account.<sup>2</sup>

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<sup>2</sup> Appendix B

## Part 2 – Narrative Discussion

### 2.1 QLP Stakeholder Committee

We continued to follow up on items from the QLP Stakeholder Committee Meeting to February 17, 2011, as we did in the previous quarter.

February 17, 2011 Agenda:

1. QLP Refresher
2. Proposed Construction General Permit
3. Final MS4 Permit
4. QLP Awards & Recognition
5. Becoming a QLP: Flowchart for QLP Application Preparation, Submittal and Approval
6. Results of the 1st QLP Survey per QAPP

Several resources had been developed or finalized in preparation for this meeting. Supporting documentation and additional contact and negotiation with other agencies were required on some of these:

- Procedure: the step by step application, probation, and approval process guidelines for an MS4 to become a Qualified Local program in the State of Tennessee
- TDEC approved standardized QLP application forms
- A final TDEC approved list of incentives for becoming a QLP:
  - Incentive #1: Standardized TDEC/ QLP Enforcement Protocol
  - Incentive #2: QLP status considered equivalent to program effectiveness monitoring
  - Incentive #3: MS4's applying for QLP Status will have to show that the necessary resources will be provided
  - Incentive #4: QLP Status requirements guaranteed static
  - Incentive #5: Streamlining QLP procedures
- A final TDEC approved list of potential awards or recognition measures for QLP's in Tennessee:
  - QLP Website
  - Special QLP Logo
  - Public Announcement/Press Release/Photo Opportunity with TDEC Commissioner

- Additional Points awarded for State Revolving Fund (SRF) loans and Community Development Block Grants (CDBG)
- Articles in Magazines, Professional Newsletters and Websites

In particular, we concentrated on the following:

- Preparing for a QLP Advisory Committee meeting in the third quarter
- Finalizing the QLP Application and review and approval process
- Finalizing the supporting documentation and forms for the Minimum requirements
- Putting together a QLP public outreach campaign
- Finalizing the reporting and information sharing process and mechanisms between the QLP's and TDEC.

This was all work continued from the second quarter of 2011 in preparation for the fall QLP meeting.

## **2.2 Revised Project Timeline and Grant Project/budget Period Amendment**

As of this report, the EPA has approved a revised project timeline and issued a grant amendment extending the project/budget period another two years, taking the issue of a new small MS4 permit and its impact on the project into account. The driving force justifying the need for the time extension was the delay in the issuance of Tennessee's new General Permit for Small MS4s. TDEC worked with EPA to craft a permit that reflected the EPA's desire to see a "Green" permit with more emphasis on infiltration based permanent BMP's. The MS4s will need time to revise their programs in accordance with the new permit. This unforeseen time adjustment would not leave enough time for a full Pilot Program prior to the original end date of the project.

## **2.3 Tennessee Stormwater Association**

One of the key components to the education and outreach for input for the QLP option was the establishment of the Tennessee Stormwater Association. This was identified in the grant proposal. Support for this outreach and input is a grant activity. The Association has been invaluable in this process and will continue to be.

As provided for in this innovation grant, we have continued to support the TNSA during this reporting period.

TDEC has also continued to support the establishment of the TNSA with efforts outside the scope and funding of this grant.

### Part 3 – Projection of Activities, Accomplishments, and Major Expenditures for Next Quarterly Report

During the next quarter we will be:

- Preparing for and holding a QLP Advisory Committee meeting (October 17)
- Finalizing the QLP Application and review and approval process
- Continue Finalizing the supporting documentation and forms for the Minimum requirements
- Putting together a QLP public outreach campaign
- Finalizing the reporting and information sharing process and mechanisms between the QLP's and TDEC.

### Part 4 – Financial Report

The project budget is on track for the goals and milestones of this project. Information Technology set up an internal account at MTAS under which project reporting continues to capture the Grant related hours. An invoice for April- June 2011 for \$5,132.93 was submitted to TDEC by MTAS on July 8, 2011, of this Quarter. A table based on that invoice is included below. TDEC, likewise, set up an internal tracking mechanism and continues to capture TDEC hours to apply toward the in-kind match. MTAS and TDEC began talks on revising the budget this quarter. Because budget amounts were projected, a budget amendment is necessary. This will not impact project results/delivery. MTAS and TDEC revised the budget this period and submitted it for approval.

Budget Category	Total Approved EPA Project Budget	Current Invoice: April 1-June 30, 2011	Cumulative to Date
Professional Salaries	\$80,000	\$2,933.12	
Fringe Benefits/Insurance	\$24,000	\$847.18	
Travel	\$10,000	\$251.12	
Printing/Supplies	\$15,000	\$0	
Training/Special Services	\$15,000	\$432	
Fixed and Administrative Costs	\$56,000	\$669.51	
<b>Totals</b>	<b>\$200,000</b>	<b>\$5,132.93</b>	<b>\$159,454.11</b>

# APPENDIX “A”

A-1 Amended and Accepted Timeline Proposal and Comparison

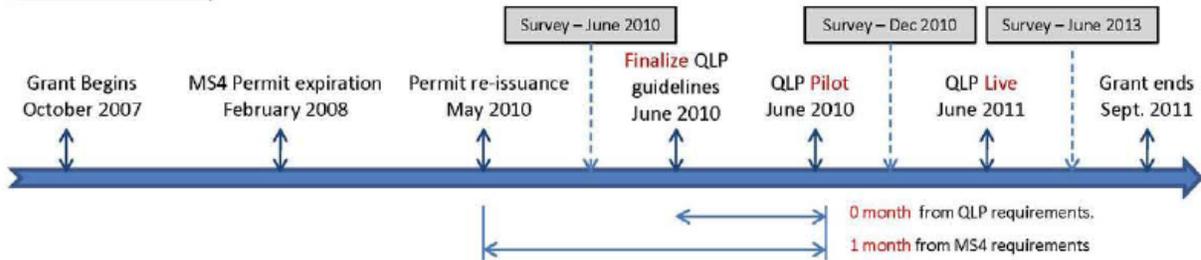
A-1

In order to provide the MS4s with enough time to adhere to the new MS4 permit requirements, we requested a grant extension of two years. This new timeline projects the QLP Pilot start date for June 2012 and the QLP Program to go live in June 2013.

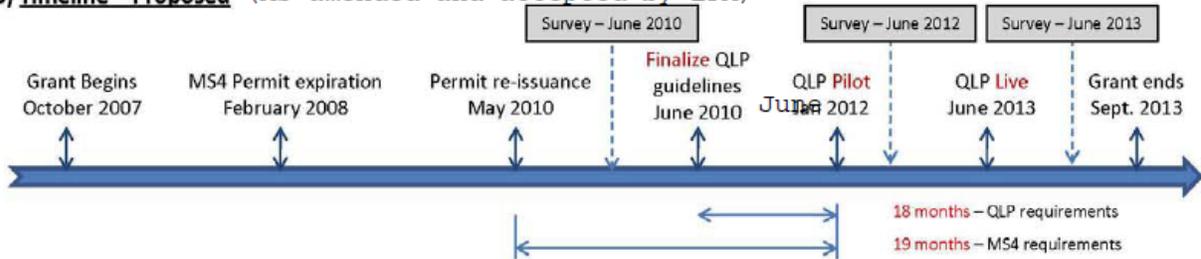
1) **Timeline - At time of grant initiation**



2) **Timeline - Current** (Prior to EPA Amendment)



3) **Timeline - Proposed** (As amended and accepted by EPA)



# APPENDIX “B”

B-1 MTAS Invoice

COPY

B-1

# THE UNIVERSITY of TENNESSEE UT

## MUNICIPAL TECHNICAL ADVISORY SERVICE

*Miscellaneous Charge*

Invoice No: 2311  
Date: 07/08/2011

Bill To: Tennessee Dept. of Environment and Conservation ;  
L & C Tower, 6th floor, Attn. Sandra Kane

Ship To: Tennessee Dept. of Environment and Conservation ; L  
C Tower, 6th floor, Attn. Sandra Kane

401 Church St.  
Nashville, TN 37243

401 Church St.  
Nashville, TN 37243

DATE SHIPPED	SHIPPED VIA	F. O. B. POINT	TERMS
			Net 30

Description	Total
Development of criteria & incentives for Municipal Separate Storm Sewers Systems (MS4s) from April 1, 2011 through June 30, 2011; Contract ED-08-23452-00	\$5,132.93
Total Amount Due this Invoice:	\$5,132.93
Total Receipts Received this Invoice:	\$0.00
Total Balance Due this Invoice:	\$5,132.93

**Make checks payable to : The University of Tennessee**

Mall payment to:  
Armintha Loveday  
Municipal Technical Advisory Service  
University of Tennessee  
120 Conference Center Building  
Knoxville, Tennessee 37996-4105  
Phone: (865) 974-0411  
Fax: (865) 974-0423

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