

Black River Watershed Project - Work Plan (Tracking Code 2005-0108)

Task or Sub-Task	Responsible Agency	% of time	Grant or Local Match	Products
1.0 Administration (8%)				
1.1 Provide overall administration	VBCD-ED; WC	3%	grant/local	N/A
1.2 Develop and submit quarterly status reports following ESSD guidance. Reports will be submitted within 30 days of the end of each quarter	VBCD-ED; WC	1%	grant/local	Reports submitted to MDEQ quarterly
1.3 Submit contractor qualification form	VBCD-ED	N/A	local	Form to MDEQ
1.4 Develop and submit Draft Final Report following ESSD guidance, at least 45 days prior to the end of the project	WC	1%	grant	Draft to MDEQ
1.5 Incorporate DEQ comments and submit Final Report within 30 days of the end of the grant	WC	1%	grant	5 copies of report to MDEQ
1.6 Submit in both hard copy and electronic format a draft and final project fact sheet utilizing the ESSD template. The draft project fact sheet is due 30 days prior to the end of the project. The final project fact sheet will be submitted with the final report	WC	1%	grant	Project fact sheet: hard and electronic copies.
1.7 Submit a release of claims statement on letterhead with the final report	VBCD-ED	N/A	local	Letter to MDEQ
1.8 Provide draft and final products and deliverables, including any data collected in both hard copy and electronic format. A minimum of five hard copies and one electronic copy of all final products and deliverables will be submitted to the MDEQ	VBCD-ED; WC	1%	grant/local	Minimum of 5 hard copies and 1 electronic copy of all final products.
2.0 Management Plan review and update (5%)				
2.1 Update plan (including watershed inventory) to meet EPA 9 Minimum Elements (estimate load reductions for management measures)	WC	3%	grant/local	Updated management plan (online, 35 hard copies [added as appendices], and CD-ROMs)
2.2 Submit draft plan	WC	1%	grant	Draft plan submitted to MDEQ
2.3 Submit final plan	WC	1%	grant	Final plan submitted to MDEQ

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3.0 Reduce NPS Pollution (22%)				
<p>3.1 Reduce runoff and restore and stabilize eroding streambanks at Lion's Park, Bangor</p> <p>3.1a Submit engineering plans for DEQ review and approval at least 9 weeks prior to construction. Construction will not begin without DEQ approval.</p> <p>3.1b Install BMPs [1A*]</p>	<p>WC; City of Bangor; Contractor</p>	<p>5%</p>	<p>grant/local</p>	<p>Engineering designs, before & after photos in both hard copy and electronic format, bank erosion study</p>
<p>3.2 Reduce runoff and restore and stabilize eroding streambanks at Bloomingdale Park</p> <p>3.2a Submit engineering plans for DEQ review and approval at least 9 weeks prior to construction. Construction will not begin without DEQ approval.</p> <p>3.2b Install BMPs [1A*]</p>	<p>WC; Village of Bloomingdale ; Contractor</p>	<p>5%</p>	<p>grant/local</p>	<p>Engineering designs, before & after photos in both hard copy and electronic format, bank erosion study</p>
<p>3.3 Work with Village of Bloomingdale officials to ensure culvert replacement (at Haven & Max Lake Drain and 42nd St.) is performed in hydrologically sound manner [1B*]</p>	<p>WC; MDEQ; Road commission; Village of Bloomingdale</p>	<p>1%</p>	<p>grant/local</p>	<p>Meetings, commitment to install properly designed culvert, narrative for Final Report</p>
<p>3.4 Implement storm drain marking program [1H*]</p>	<p>WC; Volunteers</p>	<p>6%</p>	<p>grant/local</p>	<p>Mark up to 250 storm drain inlets; work with 3 municipalities to commit to replacing storm sewer covers as needed</p>
<p>3.5 Identify and improve failing septic systems [1I*]</p>	<p>WC; Health Departments</p>	<p>5%</p>	<p>grant/local</p>	<p>Grants for 10 watershed residents (within Priority Areas 1 and 2) to pay for septic inspections through county Health Departments; narrative for Final Report will include the results of inspections</p>
<p>3.6 Improve the navigability of the South Branch of the Black River (approximately 21 miles from Bangor to South Haven; 7 miles are currently passable) [5A*]</p>	<p>B/SHHWTA</p>	<p>N/A</p>	<p>local</p>	<p>Before & after photos, narrative for Final Report</p>

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3.7 Promote agricultural residue management practices (no-till/mulch-till) (see task 6.4) [1E*]	NRCS; VBCE	N/A	local	Narrative for Final Report including pollutant load reduction calculations; discounted equipment rental fees; 10 landowners in the watershed adopting no-till practices
4.0 Land Use Planning (15%)				
4.1 Master plan/zoning ordinance review and update for four communities [4A, 4B and 4C*]	SWMC; WC	6%	grant/local	10 meetings, reports with results of planning/zoning review (6 copies + CD-ROM), recommended language for master plans and zoning ordinances
4.2 Buildout analysis for four communities [4A*]	SWMC	N/A	grant	2 Printed maps and 6 CD-ROMs to each community that will include a report and analysis (this information will also be included in the meetings held in tasks 4.1 and 4.3)
4.3 Work with 13 additional communities on Smart Growth techniques	WC	9%	grant	Meetings (using the results of 4.1 and 4.2)
5.0 Land Protection (10%)				
5.1 Develop targeted outreach campaign focusing on promoting land protection 5.1a Develop volunteer committee 5.1b Develop priority conservation area map 5.1c Develop landowner relationships 5.1d Conduct site visits 5.1e Provide planning and placement of conservation easements [4D*]	SWMLC; WC	10%	grant/local	Biannual reports; GIS-based conservation map; database tracking pertinent property and landowner information
5.2 Support efforts to protect prime farmland from development [4E*]	VBCE-ED & Board	N/A	local	Narrative for Final Report

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6.0 Information & Education (25%)				
All products and presentations will be reviewed and approved by the DEQ prior to distribution.				
6.1 Develop and distribute newsletters [7B and 4F*]	WC; SWMC	4%	grant	6 watershed newsletters; 6 Low Impact Development newsletters
6.2 Hold Watershed Short Course [7D*]	VBCD; SWMC; WC	5%	grant/local	5 course sessions + watershed tour
6.3 Hold "Introduction to Lakes" workshop [7D*]	WC; MSUE	2%	grant/local	3 course sessions
6.4 Hold watershed workshop series targeting priority water quality concerns associated with agriculture in this watershed	VBCD-ED; NRCS; MSUE; MGSP-GT	N/A	local	9 workshops total
6.5 Hold "municipal summit" workshops on Low Impact Development Techniques and "smart growth," planning and zoning [4C and 4F*]	WC; SWMC	6%	grant	4 workshops
6.6 Develop educational tools and materials and promote existing materials and programs on water quality issues that focus on the pollutants of concern [7B and 7D*]	WC; VBCD; BRWA; MGSP	5%	local/grant	Letters, articles, brochures, factsheets, website, narrative for Final Report
6.7 Provide scholarships for watershed residents to take MSU online watershed management courses 6.7a Develop contract for reimbursement [7D*]	WC	1%	grant	5 residents complete online course (attendees will be required to donate 30 hours of volunteer time each)
6.8 Participate in joint educational activities that are intended to focus on the priority issues.(presenter, moderator, etc.) [7D*]	WC; VBCD-ED; BRWA; MGSP-AM	2%	local/grant	Minimum of 4 events (landscaping for lakes, fertilizer workshop, etc.)

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7.0 Locally Led Process (3%)				
7.1 Continue steering/technical committee	VBCD-ED; WC	3%	local/grant	Minimum of 12 meetings
8.0 Evaluation (12%)				
8.1 Track and report attendance at Steering/Technical Committee meetings and public meetings	WC	1%	grant	Summary of attendance records
8.2 Evaluate watershed tours and public meetings	WC	2%	grant	Evaluation summary of the planning project
8.3 Complete surveys, evaluations, and one on one interviews. 8.3a. Develop and submit a Quality Assurance Project Plan (QAPP) to DEQ for review and approval at least 8 weeks prior to monitoring. Monitoring will not begin without DEQ approval. 8.3b All data will be submitted in both hard copy and electronic formats.	WC; BRWA	3%	grant/local	QAPP, Data in hard copy and electronic format, Evaluation Analysis report
8.4 Continue/enhance water quality monitoring efforts (bank erosion study, volunteer monitoring) 8.4aDevelop and submit a Quality Assurance Project Plan (QAPP) to DEQ for review and approval at least 9 weeks prior to monitoring. Monitoring will not begin without DEQ approval. 8.4b All data will be submitted in both hard copy and electronic formats. And if applicable Water Quality data will be recorded and submitted using the DEQ template.	WC; BRWA	3%	grant/local	QAPP, Data in hard copy and electronic format, Bank erosion Study Analysis Report
8.5 Evaluate BMP effectiveness (coordinate with 8.4)	WC; BRWA	2%	grant/local	Before & after photos in both hard copy and electronic format, narrative reports, pollutant load calculations
8.6 Develop and implement assessment tool/checklist to determine if watershed management plan is being implemented	BRWA; VBCD; WC	1%	local/grant	Narrative report; tracking tool/checklist specific to the watershed management plan that will determine which tasks have been completed

**Correlative objective in watershed management plan*

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Board= Board of Directors

BRWA= Black River Watershed Assembly

B/SHHWTA= Bangor/South Haven Heritage Water Trail Association

ED= Executive Director

MSUE= Michigan State University Extension

MGSP-GT=Michigan Groundwater Stewardship Program - Groundwater Technician

MGSP-AM=Michigan Groundwater Stewardship Program - AmeriCorps Member

NRCS= Natural Resources Conservation Service

SWMC= Southwestern Michigan Commission

SWMLC= Southwest Michigan Land Conservancy

VBCD= Van Buren Conservation District

WC= Watershed Coordinator