Local 2016-2017 Two-Year Milestone Guidance

Introduction

Two-year Milestones represent near-term commitments, which promote a steady pace of progress toward water restoration targets. They are part of the federal Chesapeake Bay Accountability Framework. They also support Maryland's BayStat accountability system. The Milestones take two forms:

1. Programmatic Milestones
2. BMP Implementation Milestones

1. Programmatic Milestones

Description: Programmatic Milestones identify the anticipated establishment or enhancement of the institutional means that support and enable implementation (e.g., funding, authorities, enhancing existing programs and resources, designing and establishing new programs, studies, etc.).

Request: The State is requesting that local partners submit a brief summary of the non-agricultural programmatic commitments to be addressed within the county boundary during the Programmatic Milestone period. Ideally this should include both County and municipal activities. State and federal restoration milestones are developed separately[1]. Please use the template format provided with this guidance, which is discussed below.

Milestone Period: The period for the 2016-2017 Programmatic Milestones covers the two calendar years from January 1, 2016 – December 31, 2017.

Submittal and Reporting Process:

*   **New Programmatic Milestone Submittal:** The State is requesting submittal of Programmatic Milestone commitments by January 29, 2016. Submit to Paul.Emmart@Maryland.gov.
*   **Interim Programmatic Milestone Progress Reporting:** Please provide an interim status report on the Programmatic Milestones by January 31, 2017.
*   **Final Programmatic Milestone Progress Reporting:** Please provide a final progress report on the Programmatic Milestones by January 31, 2018.

General Guidance: Local 2017 Programmatic Milestones should build upon the previous 2015 Milestones. 2015 Milestone commitments of other counties offer a ready source of ideas for potential inclusion in your own jurisdiction's 2017 Milestone commitments.

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[1] The State is interested in aligning all BMP implementation milestone commitments; however, this remains an aspiration at this time.

Local Water Resource Elements (WREs), developed as part of the comprehensive land use planning process, are another potential source of ideas for programmatic milestones. The WRE documents can be found by searching "Maryland water resource elements" on the internet.

Listening Sessions, held at the beginning of the WIP development process, generated ideas and recommendations [PDF], which provide another source of potential ideas for programmatic milestones.

Topic Areas to Consider: The following suggested areas of potential programmatic activity are intended to prompt your thinking. Not all may apply to your jurisdiction.

Funding
Operational Budget
Capital Budget
New Funding Source development

Tracking & Reporting
Aligning MS4 annual reporting w/Sept. 30 annual BMP progress reporting date
Historical BMP Cleanup
Interim/Final Milestone Reporting Jan. 2015/Jan. 2016

Coordination
Change/Document Relationships between (County/Muni) Phase I and II MS4s
Partnership Building/Enhancements
Enhancing Inter-Departmental Coordination

Outreach/Education
Public Awareness
Engaging Political Leaders

Program Development or Enhancement
Studies
Public Involvement
Practical Steps, e.g.:
 - Collaborate with watershed associations, community organizations, etc. to leverage grant funding for environmental project development
 - Establish a committee to coordinate implementation projects
 - Seek state/federal funds to expand program capacity
Staff Recruitment

Local Watershed/Project Planning
Site Identification for implementation opportunities
Cost and alternatives analyses
Assessing local benefits in addition to impacts on Bay
Prioritizing potential projects

Programmatic Milestone Template: To promote consistency and ease of interpretation, the State is requesting local partners adopt a standard template for the Milestones, which is an MSWord document (Attached). Figure 1 shows an image of the template.

The **blue rows** of the Programmatic Milestone Template are intended to partition broad topic areas, under which would be listed subtopics. Maryland's 2013 Programmatic Milestone document [PDF], and those of other Bay States, use this same template.

The **columns** of the Programmatic Milestone Template are fairly self-explanatory:

- **Target Date:** Expected date/year to accomplish the milestone. For Milestones that involve multiple steps, the target dates can serve as a guiding schedule.

- **Milestone:** This can be a short title or brief description of the milestone. For Milestones that involve multiple steps, this column can identify the steps.

- **Deliverable:** This is the tangible outcome of the milestone. It can be a written strategy, a study, correspondence, briefing materials, an ordinance, a guidance manual or operating procedures, public meeting minutes, etc.

- **Lead Agency:** Ideally, this should be one entity to avoid diffusion of responsibility. However, other coordinating agencies and partners may be identified.

- **Comments/Status Updates:** This may be used initially to clarify or qualify the milestone commitment. During Interim and Final Milestone reporting, this column is used to describe the status of progress. This is the only column that should change during the milestone period. If a milestone is dropped or substantively changed, it should remain in the table, but the change can be noted in this column.

Figure 1 – <u>Programmatic Milestone Template</u>

Target Date	Milestone	Deliverable	Lead Agency	Comments/Status Updates
[Jurisdiction Name] 2014 - 2015 Programmatic Two-Year Milestones				
General Topic Area, e.g., Urban Stormwater				
	Sub-Topic Area 1			
	Sub-Topic Area 2 (Add more rows if needed)			

2. BMP Implementation Milestones

Description: BMP Implementation Milestones are expressed as the amount of various types of restoration activities, e.g. structural BMPs, which have geo-located coordinates. The practices can be described by various units, like acres, linear feet, or numbers of systems.

Request: The State is requesting that local partners submit a brief summary of the non-agricultural BMP implementation that is anticipated to occur within the county boundary during the BMP Milestone period. Ideally this should include both County and municipal activities. State and federal restoration milestones are developed separately[2]. You may format your information as you like using a spreadsheet or text document (Attachment A provides an example).

Milestone Period: The period for the 2014–2015 BMP Milestones covers two state fiscal years, July 1, 2013 – June 30, 2015. This period for BMP Milestones differs from the period for Programmatic Milestones, which covers the calendar years 2014 and 2015. The difference allows the State time to consolidate, process and submit BMP data to the federal US Environmental Protection Agency's Chesapeake Bay Program Office.

Submittal and Reporting Process: _**IMPORTANT**_ – It is important to note that BMP Two-Year Milestone reporting is _**not**_ the means by which reductions are reported and credited in the Chesapeake Bay watershed model:

   A. **BMP Two-Year Milestone Reporting:** Local BMP Two-Year Milestone reporting is solely for the purpose of informing the public about progress on near-term implementation commitments. For more information Contact: Paul.Emmart@Maryland.gov
   B. **BMP Data Reporting:** Separate avenues are in place for reporting technical BMP data on restoration progress. BMP implementation data are due to the State on September 30 each year. The State formats the data for incorporation into the Chesapeake Bay Model by December 1. For more information Contact: Gregorio.Sandi@Maryland.gov

- **New BMP Milestone Submittal:** The State is requesting submittal of BMP Milestone commitments by January 29, 2016.
- **Interim BMP Milestone Reporting:** Please provide an interim status report on the BMP Milestones by January 31, 2017.
- **Final BMP Milestone Reporting:** Please provide a final progress report on the BMP Milestones by January 31, 2018.

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[2] The State is interested in aligning all BMP implementation milestone commitments; however, this remains an aspiration at this time.

Examples: See Attachment A for a sample list of BMP Implementation Milestones and a table showing interim progress reporting (provided by Baltimore County for their 2013 Milestones). A more simple approach would be appropriate for smaller jurisdictions.

Attachment A:
Examples of BMP Implementation Milestones and Interim Milestone Progress Reporting*

2012-2013 Implementation Milestones

- 63,174 linear feet of stream restoration
- 972 linear feet of shoreline enhancement
- 669 acres of SWM retrofits/conversions
- Street Sweeping at current pace
- Storm drain cleaning at current pace
- 6,125 acres – urban nutrient management (1998)
- Watershed Association projects
- SSO elimination (20% of current average overflow rate)
- Redevelopment (estimated 200 acres over 2 years)
- Possible (10 acres urban riparian buffer and 100 acres of upland reforestation)

Interim 2012-2013 Implementation Progress Reporting

Action	Proposed Restoration Rates (2-years)	Actual Rate for 1 year	% Progress
Stream Restoration	63,174 Linear Feet	3,500	5.5%
Shoreline Erosion Control	5,190 Linear Feet	5,710	110.0%
SWM Retrofit/Conversions	669 Acres	15.2	2.3%
Street Sweeping	Current Rate	Below historic rate	35.9%
Storm Drain Cleaning	Current Rate	~ the same as historic rate	104.2%
Urban Nutrient Management	6,125 Acres	Waiting for expert panel results	
SSO Elimination	20% reduction from baseline	Need to develop tracking mechanism	
Upland Reforestation	85 Acres	Need Program Development	
Riparian Buffer Reforestation	57 Acres	Need to develop tracking mechanism	
Urban Tree Canopy Planting	1,400 trees	1,676	119.7%
Redevelopment	200 Acres	Need to develop tracking mechanism	
Watershed Association Projects	Current Rate	Exceeds historic rate	268.6%

* From Baltimore County's 2013 Milestones, used with the permission of the County Department of Environmental Protection and Sustainability.