TOOL 1

Post-Construction Guidance Manual

Stormwater Program Self-Assessment

This is one of several tools designed to assist local stormwater managers with the development of their post-construction stormwater program. The tools are a companion to the Post-Construction Guidance Manual (www.cwp.org/postconstruction). The following tools are available:

Tool 1: Post-Construction Stormwater Program Self-Assessment

Tool 2: Program & Budget Planning Tool

Tool 3: Post-Construction Stormwater Model Ordinance

Tool 4: Codes & Ordinance Worksheet (COW)

Tool 5: Stormwater Manual Builder

Tool 6: Plan Review, BMP Construction, and Maintenance Checklists

Tool 7: Performance Bonds

Tool 8: BMP Evaluation Tool

For more information on the Post-Construction Guidance Manual, contact the Center for Watershed Protection, 8390 Main Street, 2nd floor, Ellicott City, MD 21046, 410-461-8323

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www.cwp.org.

Post-Construction Program Self-Assessment
Center for Watershed Protection, Inc.
July 31, 2008

Purpose:
One of the main challenges for a post-construction program is to assess the program's existing status and map out a future course and program direction. This assessment is designed to assist stormwater program managers with this task. The desired outcome for conducting this self-assessment is to generate short-term and long-term action items to build a more effective program.

How the Program Assessment is Structured
The structure of the assessment follows the sections in *Managing Stormwater in Your Community: A Guide for Building Effective Post-Construction Programs* (www.cwp.org/postconstruction).

Program Development (Ch. 2)
Land Use Planning as the First BMP: Linking Stormwater to Land Use (Ch. 3)
Developing a Stormwater Management Approach and Criteria (Ch. 4)
Developing a Post-Construction Stormwater Ordinance (Ch. 5)
Stormwater Guidance Manuals (Ch. 6)
Plan Review Process (Ch. 7)
Inspection of Permanent Stormwater BMPs During Construction (Ch. 8)
Maintenance (Ch. 9)
Tracking, Monitoring & Evaluation (Ch. 10)

The assessment recognizes that each program is in a different stage of development and will evolve and become more sophisticated through time. The questions in each section of the assessment are divided into three subgroups, as follows:

- **Group A (Initiating the Program):** These assessment questions are most relevant for relatively new programs that are just putting program elements in place. It is strongly recommended that each program strive to accomplish the program elements in Group A by the end of the first NPDES MS4 permit cycle. If your program accomplishes all of the objectives in Group A -- Congratulations. . .and keep going!
- **Group B (Enhancing the Program):** These assessment questions represent important program enhancements that are necessary for an effective program. All existing programs should evaluate these carefully to determine which are most relevant for local conditions, and strive to incorporate selected elements within the second permit cycles.
- **Group C (Advancing the Program):** These questions refer to program elements that can be added as a program develops its funding, staffing, and planning capabilities. The timing for implementation of selected elements varies for each program.

Completing the assessment involves answering the questions for Groups A, B, and C, and identifying specific action items, as appropriate, from each group. Action items from Group A will be priorities for the short-term since these elements are recommended to be established by the end of the first permit cycle. The three groups are not meant to be

static. Each program has unique opportunities and conditions, and accordingly, each program will be able to check off items in each of the three groups. For instance, programs operated by a city public works department will look very different than a county program consisting of multiple townships.

How to Complete the Assessment

For many programs, completing the assessment will require involving several staff from different departments. Ideally, the assessment can be completed by a stormwater manager with overall program responsibilities. However, the assessment can also be used by city or town managers, planning or public works directors and staff, and consultants working on behalf of local programs.

For each section, the assessment involves the following steps:

1. For Groups A, B, and C, go through each statement and check off the appropriate box according to whether the element is part of your existing post-construction stormwater program.
2. Review the items for which you have checked the "NO" box. Consider which of these you would recommend for short-term and long-term actions. For items checked as "NO" in Group A, develop short-term action items and list these under the "Action Items for Next 1 – 5 Years" at the end of each section. For items checked as "NO" in Groups B and C, evaluate their relevance to your program, and create short or long term action items for the selected elements. Long-term action items should be listed in the "Action Items for Next 5 – 10 Years" section.
3. For any item that is checked as "Don't Know," make identifying the status of that program element a priority action item for Year 1.
4. This exercise may best be done with the help of a small internal staff committee. Please note that you are not committing to these actions, but only developing a draft list to inform your program planning and budgeting. For this reason, you may want to list your action items in priority order.
5. Since permitted post-construction programs must report on "measurable goals," it is also important to develop or clarify your measurable goals for each section. Measurable goals should be related to the short and long-term action items that you have identified. Additional guidance of measurable goals can be found in Chapter 10 of *Managing Stormwater in Your Community.* In the self-assessment, a table is provided below the Action Items in each section with some suggestions for measurable goals. The intention is that you will modify these and add others to suit your program.
6. Once you have developed action items and measurable goals, you can use this information to communicate with other departments or decision-makers, help develop your post-construction funding and budgeting plan, and develop goals for your permit renewal documents.

Ch. 2 Program Development

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

2.A.1. Post-construction program has at least one staff person assigned to oversee program development and implementation	☐Yes	☐No	☐Don't know
2.A.2. A department or point of contact is identified to administer and coordinate the stormwater program	☐Yes	☐No	☐Don't know
2.A.3. Post-construction program has access to necessary engineering and administrative support	☐Yes	☐No	☐Don't know
2.A.4. Annual budget for post-construction stormwater program defined and funds are available to support the program	☐Yes	☐No	☐Don't know
2.A.5. Public involvement provided for each program component	☐Yes	☐No	☐Don't know
2.A.6. Local geographic characteristics have been assessed to inform the development of the post-construction program	☐Yes	☐No	☐Don't know
2.A.7. Local water quality characteristics have been assessed to inform the development of the post-construction program	☐Yes	☐No	☐Don't know
2.A.8. Local demographic & community characteristics have been assessed to inform the development of the post-construction program	☐Yes	☐No	☐Don't know
2.A.9. Maps show existing and future land use conditions overlaid with streams and watersheds	☐Yes	☐No	☐Don't know
2.A.10. Measurable goals established for post-construction based on regulatory requirements and local priorities	☐Yes	☐No	☐Don't know
2.A.11. Annual reports and permit renewals are complete and submitted on time	☐Yes	☐No	☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

2.B.1. Phased implementation plan utilized to phase in staff, resources, and budgets over time	☐Yes ☐No ☐Don't know
2.B.2. Mix of revenue sources is utilized with at least one dedicated revenue source	☐Yes ☐No ☐Don't know
2.B.3. Diverse skill-set available amongst staff involved in post-construction program, including at least 3 of the following:	☐ construction, inspections, & facilities maintenance ☐ hydrologic engineering/hydrology ☐ water quality & biology ☐ GIS ☐ land use & planning ☐ budget planning & mgmt ☐ capital project management ☐ law & regulations expertise

2.B.4. If different departments are involved in the stormwater program, cross-training and coordination sessions are held at least twice/year	☐Yes ☐No ☐Don't know
2.B.5. Public involvement goes beyond minimum notification to include stakeholder committees, workshops, and/or outreach to neighborhoods & target audiences (e.g., hotspots)	☐Yes ☐No ☐Don't know
2.B.6. A hotline and/or website is available for citizen alerts and complaints	☐Yes ☐No ☐Don't know
2.B.7. Program information is available on website to download:	☐ Application forms ☐ Manuals ☐ Checklists ☐ Other ☐ No ☐ Don't know
2.B.8. Water resources databases and maps are incorporated into GIS and include:	☐ impaired waters ☐ high priority local resources ☐ areas subject to flooding ☐ utilities ☐ current and future impervious cover
2.B.9. Stream assessment and outfall inventory conducted to assess current conditions and locations of all outfalls	☐Yes ☐No ☐Don't know
2.B.10. Pollutants of concern (based on local, regional, and state priorities) have been identified for local stormwater program	☐Yes ☐No ☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

2.C.1. Post-construction program elements incorporated in a master stormwater plan and/or watershed plan(s)	☐ master swm plan ☐ watershed plan ☐ subwatershed plan(s)
2.C.2. Stormwater utility instituted, including dedicated funding for maintenance program	☐Yes ☐No ☐Don't know
2.C.3. Diverse skill-set available amongst staff involved in post-construction program, including at least 4 of the following:	☐ construction, inspections, & facilities maintenance ☐ hydrologic engineering/hydrology ☐ water quality & biology ☐ GIS ☐ land use & planning ☐ budget planning & management ☐ capital project management ☐ law & regulations expertise
2.C.4. At least two education & outreach events are conducted each year for staff and target audiences: plan reviewers, applicants, inspectors, property owners & managers, etc.	☐Yes ☐No ☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years.. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know" make identifying the status of that program element an action item for the following year.

Program Development Action Items for Next 1 – 5 Years

1. _____

2. _____

3. _____

4. _____

5. _____

Program Development Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Program Development Measurable Goals

Measurable Goal Examples	Date of Completion
Assign a lead department to coordinate post-construction stormwater program	Year 1
Develop maps with relevant geographic, demographic, and water resources information	Year 2
Conduct a Program Self-Assessment	Year 2
Secure a dedicated funding mechanism	Year 5

Ch. 3 Land Use Planning as the First BMP: Linking Stormwater to Land Use

GROUP A – Initiating The Program

Place a check in the appropriate box based on whether a component is part of your existing program

3.A.1. Stormwater managers included in comprehensive plan process so that overall watershed and stormwater goals can be incorporated	☐ Yes	☐ No	☐ Don't know
3.A.2. Comprehensive or General Plan amended to include post-construction stormwater program goals, objectives, and strategies	☐ Yes	☐ No	☐ Don't know
3.A.3. Both land use planners and stormwater managers involved in pre-concept and/or pre-application meetings for potential development projects	☐ Yes	☐ No	☐ Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place.

3.B.1. Comprehensive review of local policies and regulations (zoning, subdivision, etc.) has been conducted, identifying potential obstacles to meeting stormwater goals	☐ Yes	☐ No	☐ Don't know
3.B.2. Both land use planners and stormwater managers are involved in utility and transportation master planning	☐ Yes	☐ No	☐ Don't know
3.B.3. Multidisciplinary team -- including engineers, planners, local decision-makers, and key stakeholders – are involved in program development	☐ Yes	☐ No	☐ Don't know

3.B.4. Land use planning approach allows for minimizing water quality impacts of development at various scales, utilizing at least 3 of the following:

- ☐ infill, redevelopment, & compact development incentives
- ☐ natural area protection
- ☐ direct development to designated growth areas
- ☐ low-impact development
- ☐ stream buffering
- ☐ overlay zoning & performance standards
- ☐ special stormwater criteria for sensitive receiving waters
- ☐ purchase and/or transfer of development rights
- ☐ alternative street & parking design (less impervious cover)
- ☐ fee-in-lieu program for watershed projects

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place.

3.C.1. Stormwater managers are involved in economic development planning, especially for enterprise zones, Main Street projects, and other projects that involve infill and redevelopment	☐ Yes	☐ No	☐ Don't know

3.C.2. Land use planning approach allows for minimizing water quality impacts of development at various scales, utilizing at least 5 of the following:	☐ infill, redevelopment, & compact development incentives ☐ natural area protection ☐ development in growth areas ☐ low-impact development ☐ stream buffering ☐ overlay zoning & performance standards ☐ special stormwater criteria ☐ purchase and/or transfer of development rights ☐ alternative street & parking design ☐ fee-in-lieu program for watershed projects
3.C.3. Site-level stormwater management integrated with watershed plans to use a watershed approach (for instance, priority retrofits, stream repairs, and/or stream buffer enhancements are used in lieu of or in addition to on-site measures through a fee-in-lieu or mitigation system)	☐Yes ☐No ☐Don't know
3.C.4. Cross-training and joint activities allow land use planners, stormwater managers, and transportation, utility, and capital project planners to explore how various land use/stormwater processes can be better integrated	☐Yes ☐No ☐Don't know
3.C.5. Post-construction program and land use planners are capable of adaptive management when/if climate change poses challenges to current stormwater management strategies	☐Yes ☐No ☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Land Use Planning Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Land Use Planning Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Land Use Planning Measurable Goals

Measurable Goal Examples	Date of Completion
Remove unnecessary barriers to infill and redevelopment	Year 3
Revise zoning and subdivision codes to remove barriers to LID, conservation design, and other site designs that protect water quality	Year 4
Restrict development or adopt stricter performance standards in sensitive watersheds	Year 5

Ch. 4 Developing a Stormwater Management Approach and Criteria

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

4.A.1. Overlay maps identifying sensitive waters and other sensitive natural areas are used to influence local stormwater criteria	☐Yes ☐No ☐Don't know
4.A.2. Local/regional rainfall analysis has been conducted and used to develop stormwater management criteria and appropriate treatment volumes based on local/regional precipitation trends	☐Yes ☐No ☐Don't know
4.A.3. Site designers encouraged to use design techniques that minimize impervious cover and preserve natural areas	☐Yes ☐No ☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

4.B.1. Site-by-site stormwater management approach is enhanced by a master plan or watershed-based plan	☐Yes ☐No ☐Don't know
4.B.2. Stormwater program provides flexibility to meet criteria for redevelopment conditions	☐Yes ☐No ☐Don't know
4.B.3. Post-construction stormwater criteria developed, as applicable, for:	☐ Natural resources inventory prior to site development ☐ Groundwater recharge; runoff reduction ☐ Water quality treatment ☐ Channel protection ☐ Flood control
4.B.4. Special stormwater criteria applied to, as applicable:	☐ Exceptional waters (e.g., cold water fisheries) ☐ Impaired waters ☐ Drinking water supplies ☐ Wetlands ☐ Coastal resources ☐ Stormwater hotspots ☐ Other locally-important resources List: _____
4.B.5. Potential pollution hotspots are identified during plan review and source control methods applied to design, when appropriate	☐Yes ☐No ☐Don't know
4.B.6. Source control and pollution prevention practices are incorporated into a stormwater public education program	☐Yes ☐No ☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

4.C.1. Site-based load limits or special performance standards for pollutants identified in a TMDL study are applied to development and redevelopment sites	☐Yes ☐No ☐Don't know

4.C.2. Local government sites (e.g., schools, regional parks, office buildings, public works yards) used as demonstration sites for both Smart Growth and innovative stormwater management ☐Yes ☐No ☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Stormwater Approach & Criteria Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Stormwater Approach & Criteria Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Stormwater Approach & Criteria Measurable Goals

Measurable Goal Examples	Date of Completion
Develop a stormwater approach that includes improved site design, source controls, and stormwater treatment	Year 2
Develop specific stormwater management criteria for inclusion in ordinances and design standards that address water quality treatment	Year 3
Develop specific stormwater management criteria for inclusion in ordinances and design standards that address: natural resources inventory, runoff reduction, and channel protection	Year 5

Ch. 5 Developing a Post-Construction Stormwater Ordinance

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

5.A.1. Post-construction stormwater requirements are codified in a stand-alone ordinance or other code (e.g., zoning)	☐Yes ☐No ☐Don't know
5.A.2. Inconsistencies with existing codes and standards (e.g., zoning, subdivision codes) identified and remedied	☐Yes ☐No ☐Don't know
5.A.3. Basic elements included in stormwater ordinance:	☐ Legal authority & purpose statements ☐ Definitions ☐ Applicability of requirements (parcel size, disturbed area, or impervious cover created) ☐ Exemptions & waivers ☐ Performance criteria: water quantity and quality. ☐ Plan submission & review procedures ☐ Plan review fees ☐ Approval of stormwater plans prior to other plan/permit approvals (e.g., grading permit) ☐ Inspection reporting and frequency ☐ Requirement for maintenance agreements ☐ Penalties & remedies
5.A.4. Basic public involvement procedures exist for ordinance development & adoption – public meetings, comment period, public hearings	☐Yes ☐No ☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

5.B.1. Post-construction stormwater ordinance integrated with ordinance(s) for construction site stormwater and illicit discharge detection & elimination (IDDE), as follows:	☐ Enforcement procedures integrated ☐ Plan review integrated ☐ Inspections integrated ☐ Don't know
5.B.2. Technical and procedure details included in design and/or policy manual referenced in ordinance	☐Yes ☐No ☐Don't know
5.B.3. Concept plan and/or pre-submittal meeting required for development projects	☐Yes ☐No ☐Don't know
5.B.4. Provides for coordination with State/Federal/Other Local permits and plans (e.g., local grading permit not issued until applicable State & Federal permits obtained)	☐Yes ☐No ☐Don't know

5.B.5. Low-impact development and/or non-structural measures permitted/encouraged through credits or other approval process.	☐Yes	☐No	☐Don't know
5.B.6. Easements for access, drainage, and stormwater BMPs required	☐Yes	☐No	☐Don't know
5.B.7. Bonding or other surety required for post-construction stormwater practices up through final stabilization and test period (e.g., 2 years after final stabilization)	☐Yes	☐No	☐Don't know
5.B.8. As-built plans with certification required	☐Yes	☐No	☐Don't know
5.B.9. Civil penalties included in penalties section, including for maintenance non-compliance	☐Yes	☐No	☐Don't know
5.B.10. Substantial public involvement (focus groups, workshops, public meetings, etc.) is part of ordinance development and adoption	☐Yes	☐No	☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

5.C.1. BMP-specific maintenance plans required on plans and/or as part of maintenance agreements	☐Yes	☐No	☐Don't know
5.C.2. Fee-in-lieu provisions allow for off-site or watershed projects (e.g., stream restoration, stormwater retrofits) identified in watershed plan	☐Yes	☐No	☐Don't know
5.C.3. Low-impact development required to the greatest practical extent, at least within certain districts (e.g., all "Greenfield" development)	☐Yes	☐No	☐Don't know
5.C.4. Advisory Committee or Codes Roundtable involved in developing and/or revising stormwater ordinance	☐Yes	☐No	☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Stormwater Ordinance Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Stormwater Ordinance Action Items for Next 5 – 10 Years:

1. _____
2. _____
3. _____
4. _____
5. _____

Stormwater Ordinance Measurable Goals

Measurable Goal Examples	Date of Completion
Adopt stormwater ordinance that addresses post-construction	Year 2
Stormwater ordinance developed or amended to allow and provide incentives for site design that protects water quality and low-impact development	Year 3

Ch. 6 Stormwater Guidance Manuals

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

6.A.1. Stormwater manual referenced in ordinance has following basic components:

- ☐ Background information on need for stormwater management
- ☐ BMP Standards referenced to an appropriate State or other technical manual
- ☐ Acceptable computation and BMP sizing methods
- ☐ Standard maintenance agreement
- ☐ Stormwater plan review checklist (Tool 6)
- ☐ Construction checklist(s) (Tool 6)
- ☐ Maintenance checklist(s) (Tool 6)

6.A.2. Manual reviewed and updated on regular basis (every 5 years) ☐ Yes ☐ No ☐ Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

6.B.1. Policy/Procedure Manual referenced in ordinance has additional components:

- ☐ Plan submission & review procedures
- ☐ Performance measures that can be used to provide incentives for better site design and low-impact development
- ☐ Information on Federal/State/Local permits for activities in wetlands, streams, and floodplains
- ☐ Standards for easements – where & when required, dimensions, maintenance access, recordation procedures
- ☐ Standard deed(s) of easement
- ☐ Standard performance bond form and bond release procedure (Tool 7)
- ☐ Inspections schedules, during and after construction

6.B.2. Design Manual referenced in ordinance has additional components:	☐ List of recommended BMPs ☐ Specific standards or criteria for long-term maintenance reduction ☐ Standards/guidance on proprietary BMPs, including standard maintenance contract ☐ Landscaping and pondscaping guidance provided and coordinated with other landscaping standards ☐ Guidance for single-family lot plans, if applicable ☐ Design examples ☐ List of acceptable hydrologic models
6.B.3. Periodic system exists for reviewing and updating manual, such as review committee and structured feedback from field experiences (annual basis)	☐ Yes ☐ No ☐ Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

6.C.1. Design Manual has following additional components:	☐ Formal system of credits or incentives for low-impact development, non-structural measures, and/or source controls to be used in lieu of structural measures ☐ Standards, design procedures, and/or examples for low-impact development, non-structural measures, and source controls. ☐ System for contributions to watershed projects such as details for calculating fee-in-lieu ☐ Boilerplate BMP-specific maintenance plans as attachments to maintenance agreement ☐ Guidelines for monitoring and reporting on BMP performance and compliance

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Stormwater Guidance Manuals Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Stormwater Guidance Manuals Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Stormwater Guidance Manuals Measurable Goals

Measurable Goal Examples	Date of Completion
Compile list of applicable technical resources	Year 1
Develop policy/procedures manual as guidance for compliance	Year 4
Develop technical manual for selecting and sizing recommended BMPs for the community	Year 5

Ch. 7 Plan Review Process

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

7.A.1. Plan submittal requirements are outlined in a checklist with clear expectations and instructions (Tool 6)	☐Yes ☐No ☐Don't know
7.A.2. Submissions, reviews, and approvals have specific schedule and are tracked in database or other system	☐Yes ☐No ☐Don't know
7.A.3. Access to basic information (submitted plans, review comments, and approval procedures) is available to:	☐ applicants ☐ internal departments ☐ public
7.A.4. Computations detail the existing and proposed hydrologic conditions.	☐Yes ☐No ☐Don't know
7.A.5. Documentation must be? prepared for transfer of project to construction and maintenance phase	☐Yes ☐No ☐Don't know
7.A.6. Public projects treated equally to private projects in terms of submittal and review	☐Yes ☐No ☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

7.B.1. Development review process map/flowchart provided to act as communication tool and lend predictability to review process	☐Yes ☐No ☐Don't know
7.B.2. Proactive notification and plan tracking provided to applicants and public (allows fair opportunity to learn about plans and review details)	☐Yes ☐No ☐Don't know
7.B.3. Concept/preliminary plan stage used to encourage early consideration of post-construction stormwater in development process	☐Yes ☐No ☐Don't know
7.B.4. Pre-submittal meetings (mandatory or voluntary) held to review plan content and site issues and as vehicle to promote low-impact development and innovative practices	☐Yes ☐No ☐Don't know
7.B.5. Inspections staff notified/involved during plan review	☐Yes ☐No ☐Don't know
7.B.6. Field-delineated natural resources information included and confirmed as part of review process	☐Yes ☐No ☐Don't know

7.B.7. Review coordinated with Federal, State, and other local permit reviews. For instance, site plans are not approved until applicable permits have been obtained	☐ Construction stormwater permit ☐ Fed/State stream & wetland permit ☐ Dam safety permit ☐ Flood plain permit ☐ Other ☐ Reviews not coordinated with other permits ☐ Don't know
7.B.8. Each reviewer reviews no more than 70-100 plans on an annual basis	☐Yes ☐No ☐Don't know
7.B.9. Joint site visits conducted with applicant	☐Yes ☐No ☐Don't know
7.B.10. Plan preparer certifies final plan package (construction drawings, computations, easement plats, and maintenance agreement)	☐Yes ☐No ☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

7.C.1. Computation package has standardized content and modeling based on local or regional hydrologic and/or water quality model	☐Yes ☐No ☐Don't know
7.C.2. Incentives in place to enable expedited review process for plans that use innovative stormwater practices, while still ensuring thorough review by staff	☐Yes ☐No ☐Don't know
7.C.3. Ongoing training sessions held between review staff and design consultants and developers (encourages two-way communication on review process)	☐Yes ☐No ☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Plan Review Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Plan Review Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Plan Review Measurable Goals

Measurable Goal Examples	Date of Completion
Develop plan review and plan submittal checklist(s)	Year 1
Train staff and design consultants on the plan review process	Year 2
By the end of the permit cycle, XX% of new plans are consistent with design criteria by the second submittal	Year 5

Ch. 8 Inspection of Permanent Stormwater BMPs During Construction

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

8.A.1. Construction checklists available to inspectors and contractors (Tool 6)	☐Yes	☐No	☐Don't know
8.A.2. Inspections for permanent controls coordinated with construction-phase (erosion control) and long-term maintenance inspections	☐Yes	☐No	☐Don't know
8.A.3. Each post-construction stormwater BMP inspected to ensure timely and correct installation – nominal # of inspections = 3 per facility at key construction milestones	☐Yes	☐No	☐Don't know
8.A.4. Proper records kept of inspections and critical milestones for program documentation and to transfer project to long-term maintenance	☐Yes	☐No	☐Don't know
8.A.5. Enforcement tools available to remedy problems in the field	☐Yes	☐No	☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

8.B.1. Pre-construction meeting held with plan reviewer, inspector, owner, and contractor prior to any land disturbance to review construction sequence, critical areas, sign-off points, and issues with post-construction stormwater BMPs	☐Yes	☐No	☐Don't know
8.B.2. Performance Bonds posted for post-construction stormwater BMPs and released after stabilization or set "test" period (e.g., 2 years)	☐Yes	☐No	☐Don't know
8.B.3. Complaints during construction responded to in timely fashion (within 1 week for routine issues; within 24 hours for potential threats to public health and safety)	☐Yes	☐No	☐Don't know
8.B.4. Certified as-built plans reviewed and signed off by inspectors and review staff	☐Yes	☐No	☐Don't know
8.B.5. Public has access to inspection and complaint response records	☐Yes	☐No	☐Don't know
8.B.6. Ongoing training and cross-training is provided for inspections staff	☐Yes	☐No	☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

8.C.1. Inspections staff size adequate to inspect each site at the desired frequency (e.g., every 2 weeks and after each runoff-producing storm event)	☐Yes	☐No	☐Don't know
8.C.2. Comprehensive inspections conducted that include structural and non-structural measures, source controls, low-impact development measures	☐Yes	☐No	☐Don't know
8.C.3. Inspection reports, performance bond data, and as-built approvals tied to post-construction GPS/GIS and database	☐Yes	☐No	☐Don't know
8.C.4. Inspection certification program provides for private, certified on-site inspectors for certain sites	☐Yes	☐No	☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Inspection During Construction Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Inspection During Construction Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Inspection During Construction Measurable Goals

Measurable Goal Examples	# and/or Date of Completion
Develop checklists for staff inspectors	Year 1
Inspect all sites at least 3 times during construction	Year 3
Train contractors on key construction requirements for stormwater BMPs	Year 4
Number of post-construction BMPs installed correctly (as per standards and approved plan)	#

Ch. 9 Maintenance

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

9.A.1. Policies developed about Extent & Level of Service and long-term maintenance responsibility	☐Yes	☐No	☐Don't know
9.A.2. Inspectors have legal authority to gain access to and inspect post-construction facilities	☐Yes	☐No	☐Don't know
9.A.3. Inspections for public stormwater BMPs take place in response to complaints and at least on an annual basis	☐Yes	☐No	☐Don't know
9.A.4. Inspections for private stormwater BMPs take place in response to complaints and/or at least once every 3 years	☐Yes	☐No	☐Don't know
9.A.5. Basic maintenance checklist used (Tool 6)	☐Yes	☐No	☐Don't know
9.A.6. "Chain of custody" documentation used to transfer projects from plan review to inspection to maintenance functions	☐Yes	☐No	☐Don't know
9.A.7. Remedies exist to take care of immediate threats to public health, safety, and the environment	☐Yes	☐No	☐Don't know
9.A.8. Post-construction stormwater BMPs mapped and tracked using GIS or other tool	☐Yes	☐No	☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

9.B.1. Thorough inventory conducted of newly-approved plus pre-existing stormwater BMPs	☐Yes	☐No	☐Don't know
9.B.2. GIS used to map and track all stormwater BMPs	☐Yes	☐No	☐Don't know
9.B.3. BMP-specific maintenance checklists used to identify routine maintenance needs as well as more serious repairs (Tool 6)	☐Yes	☐No	☐Don't know
9.B.4. Maintenance policies and standards defined for proprietary devices, including maintenance plans and contracts	☐Yes	☐No	☐Don't know
9.B.5. Inspections for *all* stormwater BMPs take place at least once a year and in response to complaints	☐Yes	☐No	☐Don't know
9.B.6. GIS/GPS used to track and keep records of maintenance activities	☐Yes	☐No	☐Don't know
9.B.7. Prioritization system used to allocate program resource to most important maintenance tasks	☐Yes	☐No	☐Don't know
9.B.8. Ongoing education and outreach programs assist private entities with maintenance (e.g., Adopt-A-Pond, co-inspections with local staff)	☐Yes	☐No	☐Don't know

9.B.9. Program uses a combination of legal authority and outreach to correct serious maintenance conditions as well as provide preventative maintenance	☐Yes	☐No	☐Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

9.C.1. System in place to secure easements and access to older stormwater BMPs that should be included in maintenance program	☐Yes	☐No	☐Don't know
9.C.2. Comprehensive inspections and maintenance include non-structural measures, source controls, low-impact development measures, and retrofits. Maintenance standards exist for non-structural measures (Tool 6)	☐Yes	☐No	☐Don't know
9.C.3. Maintenance escrow or cash reserve requirement ensures financial capability for responsible parties	☐Yes	☐No	☐Don't know
9.C.4. Program integrated with watershed or master plan; projects are ongoing to include maintenance, retrofits, restoration projects, repairs, and outreach	☐Yes	☐No	☐Don't know

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for the next 1 – 5 years. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Maintenance Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Maintenance Action Items for Next 5 – 10 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Maintenance Measurable Goals

Measurable Goal Examples	# and/or Date of Completion
Address critical maintenance deficiencies within 3 months of initial inspection	Year 2
Inspect high priority stormwater BMPs at least annually	Year 3
Inspect all stormwater BMPs at least every three years (or according to program schedule)	Year 4
# of routine maintenance tasks performed for publicly-maintained facilities (annual)	#
# of repairs performed for publicly-maintained facilities (annual)	#
# maintenance inspection reports received from responsible parties (privately-maintained) (annual)	#

Ch. 10 Tracking, Monitoring, and Evaluation

GROUP A – Initiating the Program

Place a check in the appropriate box based on whether a component is part of your existing program

10.A.1. Basic measurable goals and performance indicators have been outlined to guide program	☐Yes ☐No ☐Don't know
10.A.2. New stormwater BMPs added to system for tracking and reporting	☐Yes ☐No ☐Don't know
10.A.3. All NPDES evaluation and reporting requirements are met	☐Yes ☐No ☐Don't know

GROUP B – Enhancing the Program

Place a check for every component that the program currently has in place

10.B.1. Baseline data has been gathered in order to measure progress (e.g., water quality data, # of BMPs already implemented)	☐Yes ☐No ☐Don't know
10.B.2. Strategic plan with specific goals and objectives guides overall tracking & monitoring program	☐Yes ☐No ☐Don't know
10.B.3. Water resources information is used to guide stormwater program approaches and assess progress, using at least one of the following:	☐ Watershed assessment monitoring ☐ Targeted monitoring for water quality problems ☐ BMP performance monitoring ☐ Modeling ☐ Stream assessments
10.B.4. Various stormwater infrastructure is mapped in GIS, including:	*System components:* ☐ BMPs ☐ Outfalls ☐ Conveyances *Information:* ☐ Date of installation ☐ Location ☐ Condition ☐ Photo ☐ Maintenance needs
10.B.5. Tracking of plan reviews, inspections, and maintenance linked in GIS (expedites coordination and reporting)	☐Yes ☐No ☐Don't know
10.B.6. Field remedies (landscaping changes, soil mix, types of acceptable facilities, etc.) communicated back to plan review staff for design manual updates	☐Yes ☐No ☐Don't know
10.B.7. NPDES-mandated reports and audits are used internally to evaluate and address deficiencies and improve local stormwater program	☐Yes ☐No ☐Don't know

10.B.8. Program goals are periodically revisited to promote innovation and incorporation of current research, technologies, and design approaches	☐ Yes ☐ No ☐ Don't know

GROUP C – Advancing the Program

Place a check for every component that the program currently has in place

10.C.1. Implementation of long-term monitoring and evaluation of measurable goals and performance indicators is conducted to improve program through time. Methods include some or all of the following:	☐ Tracking program indicators ☐ Tracking stormwater infrastructure ☐ Tracking land use/land cover ☐ Water quality monitoring ☐ BMP performance monitoring ☐ BMP maintenance surveys ☐ Stream assessments ☐ Water quality modeling ☐ Citizen/stakeholder attitude surveys
10.C.2. Water resources information is used to guide stormwater program approaches and assess progress, using at least 2 of the following:	☐ Watershed assessment monitoring ☐ Targeted monitoring for water quality problems ☐ BMP performance monitoring ☐ Modeling ☐ Stream assessments
10.C.3. Land use and land cover changes are assessed to guide stormwater program approaches and assess progress, including:	☐ Impervious cover ☐ Land use ☐ Land cover ☐ Future land use ☐ High value resources

Action Item Development

Review the list above. For items checked as "No" in Group A, develop short-term action items based on that component and enter it into the list of action items for Years 1--5 Action Item list. For items checked as "No" in Groups B & C, evaluate their relevance to your program and create short or long-term action items for selected elements. For any item that is checked as "Don't Know," make identifying the status of that program element an action item for the following year.

Tracking, Monitoring & Evaluation Action Items for Next 1 – 5 Years:

1. _____

2. _____

3. _____

4. _____

5. _____

Tracking, Monitoring & Evaluation Action Items for Next 5 – 10 Years:

1. _____
2. _____
3. _____
4. _____
5. _____

Tracking, Monitoring & Evaluation Measurable Goals

Measurable Goal Examples	**# and/or Date of Completion**
Outline stormwater program goals and performance indicators in a strategic plan	Year 4
Create tracking system for plan reviews, stormwater inspections, and maintenance activities linked with GIS	Year 4