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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how to develop a Local Watershed Plan (LWP). This planning effort involves targeting watersheds and eventually sub-watersheds in order to identify and eventually pursue mitigation projects. The Operational Strategic Plan identifies the types, timing and general location (Cataloguing Unit) of the mitigation EEP needs to achieve. The LWP process is one way EEP secures the required mitigation by partnering with local stakeholders who both contribute to the data gathering and planning process and facilitate outreach to local landowners.
- 1.2 Scope. This procedure applies to the development of Local Watershed Plans needed to support the EEP Operational Strategic Plan for meeting mitigation needs within high-priority eight-digit Cataloguing Units (CUs). The planning process is dynamic. It is fueled both by data (the forecasted mitigation needs and existing hydrology, habitat and land use in the CU) and local community priorities as discerned through working relationships with local landowners, stakeholders and officials. In addition, EEP's estimate of future needs for mitigation of a certain kind in a certain locale can change drastically from month to month, requiring a flexible approach to setting priorities, gathering data, scoping sites and working with stakeholders.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Assistant Operations Director
 - EEP Operations Director
 - EEP Strategic Planning Section
 - EEP Regional Supervisors (West, Central and East)
 - EEP Implementation Section (Planners)
 - Consulting Firms (On-Call or via Request for Services process)
 - EEP Project Managers
 - Resource Professionals / Stakeholders / Landowners
 - Contracted Stakeholder Involvement / Facilitation Group (North Carolina State University's Watershed Education for Communities & Officials, or local Council of Government)
 - EEP Director of Communications

2.0 PROCEDURE STEPS

- 2.1 Conduct needs assessment. As part of the *Operational Strategic Plan* (see PLN.PRO.01.04.01) effort each Spring, the Regional Supervisors commit to completing LWPs as needed to ensure EEP is able to identify and secure mitigation for each CU. The Regional Supervisors confer with their Planners to

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- develop a recommendation for using outside service providers to support the LWPs.
- 2.2 Make recommendations. The Regional Supervisors coordinate their needs where appropriate and present recommendations and estimated budget impacts for approval to the Operations Director and the Assistant Operations Director.
 - 2.3 Assign Planning staff. The Regional Supervisors make CU-specific assignments to their respective staffs.
 - 2.4 Implement screening procedures. The assigned Planner screens the targeted CU for LWP areas based on procedures outlined in the Watershed Needs Assessment Team Report (October 2003). The best candidate areas for LWP initiatives are a sub-set of the Targeted Local Watersheds identified in the most recent River Basin Restoration Priorities Report for the area (see PPPM Section 8.2.2.1).
 - 2.5 Recommend focus areas and resources. The Planner submits their recommendations to their Regional Supervisor for approval, including an estimated budget to develop the LWP using outside consultants as necessary to conduct two major aspects of the Plan: 1) Technical Watershed Assessment and Plan Development; and 2) Local Stakeholder Involvement/Facilitation (Phases I through III of the traditional LWP process).
 - 2.6 Regional Supervisor communicates LWP areas to Strategic Planning. Strategic Planning includes this information in its revisions to the Operational Strategic Plan.
 - 2.7 Select and implement the appropriate LWP model. The Planner works with their Supervisor to select the appropriate LWP model, given the amount and types of mitigation that need to be achieved, and the amount of time EEP has to secure the mitigation. EEP has three models for LWP:
 - Traditional Four-Phased. It typically takes 18 – 24 months to complete Phase III, and stakeholder outreach occurs throughout the four planning phases.
 - Phase I – Results in a “Preliminary Findings & Recommendations Report” achieved via compilation of mostly existing data.
 - Phase II – Results in a “Detailed Assessment Report” achieved via field monitoring contracted under a Memorandum of Agreement with the Division of Water Quality.
 - Phase III – Results in a “Project Atlas” of potential mitigation sites with credits estimated, and a final “Local Watershed Management Plan.”
 - Phase IV – Results in moving Tier 2 sites identified in the Project Atlas to Tier 1 status (options signed for conservation easements).

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- Fast-Track (or “Abbreviated”) – Is usually a six- to nine-month process involving rapid evaluation of priority sub-watersheds to identify the most promising mitigation sites. It results in an abbreviated “Watershed Characterization Report” and “Project Atlas” of potential sites. It might involve initial landowner outreach.
- Hybrid – a mix of the Traditional and Fast-Track models. It involves “fast tracking” most of the watershed, while taking more time to do a traditional, multi-phased approach in one or two sub-watersheds.

- 2.8 Choose consulting firm(s). The Planner works with the Design / Construction Supervisor and their Regional Supervisor to select consulting firm(s). EEP uses the request-for-service (RFS) process [PPPM under development] to select a consulting firm when we anticipate the contract will be for more than \$350,000. Otherwise EEP selects a firm from the On Call list (see Restoration Scoping and Contracting IMP.PRO.02.02.01). The Planner also works with EEP’s contract manager for the Division of Water Quality MOA to schedule their services if needed to do field assessments as part of Phase II (Traditional LWP model).
- 2.9 Develop scope of work and contract. The Consultant develops a scope of work (specific deliverables, timeline and budgeted costs for each task and subtask) in coordination with the Planner until the Planner approves it. The final contract package, including the scope of work, is submitted to the EEP Contracts Coordinator for final review and processing.
- 2.10 Publicize LWP effort via EEP web site. The Lead Planner creates a fact sheet about the planning effort and works with the Director of Communications to prepare it for publication on EEP’s web site.
- 2.11 Initiate Phase I of the LWP. The Consulting Firm compiles available data for the targeted watersheds, also known as hydrologic units (HUs). This includes GIS coverages and monitoring data. The Firm develops a preliminary delineation of sub-watersheds based on criteria such as drainage area, homogeneity of land use and land cover. They summarize the functional land uses across the HUs as a whole and within each sub-HU. They identify focus areas with representative functional problems. They identify stressors within the watersheds. They draft an approach for additional watershed characterization, including field assessment of conditions in representative sub-HUs and possible modeling to be conducted during Phase II. The output of Phase I is the “Preliminary Findings and Recommendations Report.” It can include a compilation of potential mitigation project sites.
- 2.12 Initiate Stakeholder involvement. (This step should be concurrent with Step 10 and continue throughout the entire planning process if possible.) EEP engages local stakeholders in the planning process so their knowledge and priorities are

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- captured in the final LWP. Invite CWMTF - Clean Water Management Trust Fund contact (regional staff): <http://www.cwmtf.net/fieldrepcounties.htm>. Local stakeholders can assist EEP in identifying and securing support from key landowners. If necessary, the Planner can develop a contract with North Carolina State University's Watershed Education for Communities & Officials (WECO), or a similar organization with expertise in facilitation of stakeholder groups to assist with meeting coordination and group facilitation. If an outside firm is not hired to facilitate the stakeholder process, the Lead Planner performs this role themselves.
- 2.13 Update LWP fact sheet on EEP's web site. The Planner works with the Director of Communications to update the LWP fact sheet, including information regarding the stakeholder involvement process and the findings from Phase I.
 - 2.14 Identify and pursue a demonstration project. When possible, the Planner works with the Project Manager and local Resource Professionals to identify and implement a demonstration project. A demonstration project can generate local interest in watershed restoration and in EEP's LWP efforts. Locating a demonstration project on public property allows people to visit the site and experience first-hand what an EEP restoration project entails.
 - 2.15 Proceed with Phase II of the LWP process. See Guidance documents for more direction. Typically the outside consultant or DWQ would provide data from field assessments, which would feed into the Phase II report. This includes information about the area's water quality, habitat, and hydrology. If the Stakeholder process has identified some potential sites / willing landowners, some site assessments should be conducted by the Consultant or the EEP Project Manager during this phase. (See IMP.PRO.02.01.02.) Results would be recorded in the Phase III Project Atlas and the Project Tracking System.
 - 2.16 Update LWP fact sheet on EEP's web site. The Planner works with the Director of Communications to update the LWP fact sheet, including information regarding the Stakeholder involvement process, the findings from Phase II and the demonstration project as appropriate.
 - 2.17 Proceed with Phase III of the LWP process. The Stakeholder process provides information regarding local initiatives and priorities for potential mitigation efforts. The data from Phases I and II, along with information from Stakeholders, is synthesized into the Phase III "Local Watershed Management Plan" and "Project Atlas" of promising sites. The Planner provides highlights of the draft documents to the Stakeholders for comment.
 - 2.18 Distribute Phase III reports. The Consultant provides EEP with three hard copies of the Phase III final reports and a compact disc as well. The Planner retains one set and forwards the others to the Project Manager and central files. The "Local

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Watershed Management Plan” is posted on EEP’s web site. The Project Atlas is not posted if it contains landowner specific information.

- 2.19 Update LWP fact sheet on EEP’s web site. The Planner works with the Director of Communications to update the LWP fact sheet, including information regarding the Stakeholder involvement process, the findings from Phase III and the demonstration project as appropriate.
- 2.20 Record data. The Project Manager enters the site data from the Project Atlas into EEP’s Project Tracking System, recording the estimated amount and types of credits that could result from pursuing mitigation at each site.
- 2.21 Complete. Go to PLN.PRO.03.01.02, Phase IV Local Watershed Planning.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

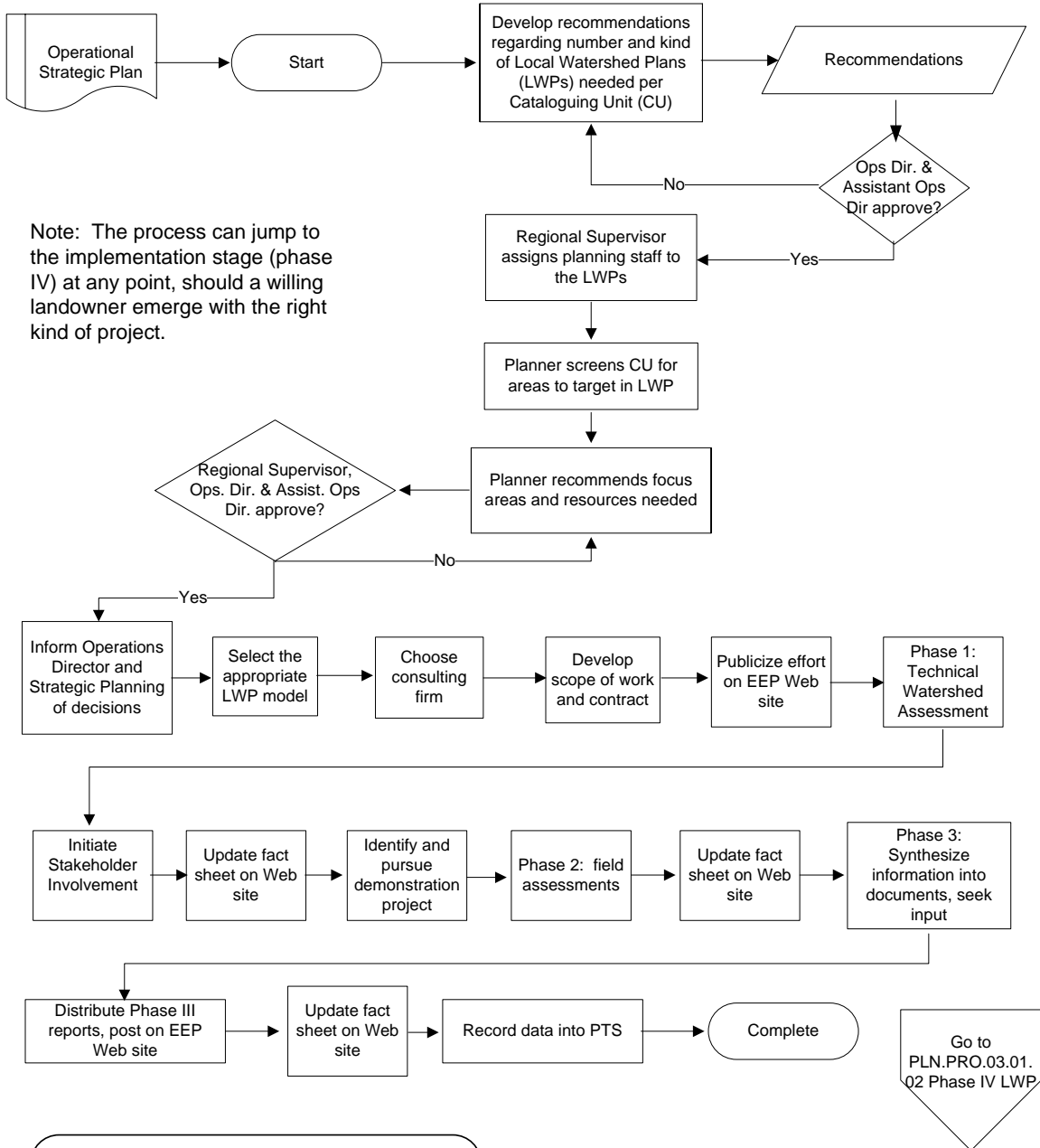
Table 1. Responsibilities and Authorities

Step #	Procedure Step	Operations Director	Assistant Operations Director	Strategic Planning	Planner	Regional Supervisors	Contract Coordinator	Consulting Firm	Project Manager	Director of Communications	Design /Construction Supervisor	Resource Professionals / Stakeholder Team
1	Conduct needs assessment				A	P						
2	Make recommendations	RA	A	A	A	P						
3	Assign planning staff				A	P						
4	Implement screening procedures				P	A						
5	Recommend focus areas and resources	RA	RA		P	RA						
6	Communicate LWP areas			N	A	P						
7	Select and implement LWP model				P	A						
8	Choose consulting firm(s)				A	A		N			P	
9	Develop scope of work and contract				P	A	RI	A				
10	Publicize LWP effort via EEP web site				P					A		
11	Initiate Phase I of the LWP				RA			P				
12	Initiate Stakeholder involvement				P			A				N
13	Update LWP fact sheet on web site				P					A		
14	Identify and pursue demonstration project				P			A	P			A
15	Proceed with Phase II				P			P	A			A
16	Update LWP fact sheet on web site				P					A		
17	Proceed with Phase III				RI			P	RI			RI
18	Distribute Phase III reports				S			P	S			
19	Update LWP fact sheet on web site				P					A		
20	Record data								P			
21	Complete. Go to PLN.PRO.03.01.02, Phase IV Local Watershed Planning											

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

- 5.1 EEP Watershed Needs Assessment Team Report to the Mitigation Coordination Group, October 2003.
- 5.2 A Guide to Compiling Phase I of Local Watershed Plans, EEP Planning Section, Draft, January 2006.
- 5.3 A Guide to Conducting Phases II and III of Local Watershed Plans: Watershed Assessment and Watershed Plan Development, EEP Planning Section, Draft, September 2006.

6.0 FORMS

None.