**Draft Jurisdictional Needs for the LGEI**

The Local Government Engagement Initiative (LGEI) Coordinator requested the compilation of outreach materials and technical assistance needs requested by jurisdictions. Tetra Tech participated in meetings with the Chesapeake Bay jurisdictions to help them develop strategies to improve communication and engagement with local governments. Items below are documented from the outreach meetings and during the LGEI monthly calls. The tables below document and describe what has been requested by each of the jurisdictions, including the type of request and the estimated hours needed to develop or create the item. A table for each of the jurisdictions is provided. Also provided is a summary table that consolidates the requested items and documents which were the most requested. Completed items or items being developed by the Local Leadership Workgroup are not documented in the summary table.

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| Summary Table Item | # of States Requested | List of States | Assigned to |
| Fact sheet (and PPT) about EPA’s expectations | 6 | DC, DE, MD, NY, PA, WV | CBO Comm Office |
| Diagram, list, catalog, or set of BMPs that shows the practice and the co-benefits of the BMP; list of ordinances or actions | 5 | DC, DE, MD, NY, WV |  |
| BMP selection tool | 1 | VA |  |
| Graphic that conveys to local governments that they can take credit for existing programs | 3 | DE, PA, VA |  |
| Assistance in developing messages | 6 | DC, DE, MD, NY, PA, WV | CBO Comm Office |
| Case studies | 5 | DC, MD, NY, PA, WV |  |
| Open-house strategy sessions for public meetings; listening sessions support; peer-to-peer sessions support | 7 | DC, DE, MD, NY, PA, VA, WV | ACB |
| Conference support | 6 | DC, DE, MD, NY, PA, WV |  |
| Fact sheet about EPA’s Planning Targets and Planning Allocation Methodology | 2 | DC, PA | CBO Comm Office |
| Phase III WIP FAQs | 7 | DC, DE, MD, NY, PA, VA, WV |  |
| Value of water fact sheet | 2 | DC, WV |  |
| Materials that help convey details of the model to local governments | 1 | WV |  |
| Strategy for communication and engagement assistance with federal facilities | 1 | DC |  |
| Web support | 1 | MD |  |
| Facts posted in daily paper to connect BMP info and homeowner actions | 1 | WV |  |

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| District of Columbia | | | | | | | |
| Item No. | **Type** | | **Description** | | **Comments** | | **Estimated Hours** |
| DC-1 | Outreach material | | Fact sheet about EPA’s expectations | | 1-page fact sheet in simple terms a layperson would understand | | 6 hours to write; 4 hours to format |
| DC-2 | Outreach material | | Diagram or list of BMPs that shows the practice and the co-benefits of the BMP | | Similar to <http://www.cnt.org/sites/default/files/publications/CNT_Value-of-Green-Infrastructure.pdf>, page 3. The BMPs would be sorted by planning, policy, conservation, or pollution prevention. The diagram would be a one-page snapshot of what local governments could explore for their specific needs and would show benefits such as air quality, drinking water protection, combined sewer overflows, zoning, programmatic, etc. The diagram would show what is feasible, and that one BMP could solve multiple issues. The chart would be a subset of the 204 BMPs. | | 32 hours to research and write fact sheet; 10 hours to format |
| DC-3 | Messages | | Messages that will get audiences’ attention and convey why they should care | | Messages would help prevent negative responses and would tie in issues such as flooding, public health, and fees down the road if pollution isn’t addressed in the near-term. Messages should benefit communities.  *Communications workgroup is using draft messages developed by Hatcher.* | | 16 hours to research and write messages |
| DC-4 | Case study | | Case studies specific to DC that include facts and benefits | | *Would be part of the next generation case studies effort.* | | 20 hours to research/write each case study; 6 hours to format |
| DC-5 | Engagement support | | Support at open-house strategy sessions; conference support | | Need help with providing guidance; identifying speakers for subsectors. | | 8-16 hours per event (includes pre- and post-support activities) |
| DC-6 | Outreach material | | Fact sheet about EPA’s Planning Targets | | 2-4 page fact sheet about EPA’s Planning Targets and Planning Allocation Methodology  *May be under development in the Communications Office* | | 6 hours to write; 4 hours to format |
| DC-7 | Outreach material | | Phase III WIP FAQs | |  | | 16 |
| DC-8 | Outreach material | | Value of water fact sheet | | Need to help communities understand the value of clean water.  Need education on pollution prevention and erosion impacts. | | 18 hours to research/write; 6 hours to format |
| DC-9 | Engagement support | | Messages and communication | | Assistance with strategy for communication and engagement of federal facilities in the District. | |  |
| Delaware | | | | | | | |
| Item No. | | **Type** | | **Description** | **Comments** | **Estimated Hours** | |
| DE-1 | | Outreach material | | Fact sheet about EPA’s expectations | 1-page fact sheet in simple terms a layperson would understand | 6 hours to write; 4 hours to format | |
| DE-2 | | Outreach material | | Diagram or list of BMPs that shows the practice and the co-benefits of the BMP | Similar to <http://www.cnt.org/sites/default/files/publications/CNT_Value-of-Green-Infrastructure.pdf>, page 3. The BMPs would be sorted by planning, policy, conservation, or pollution prevention. The diagram would be a one-page snapshot of what local governments could explore for their specific needs and would show benefits such as air quality, drinking water protection, combined sewer overflows, zoning, programmatic, etc. The diagram would show what is feasible, and that one BMP could solve multiple issues. The chart would be a subset of the 204 BMPs. | 32 hours to research and write fact sheet; 10 hours to format | |
| DE-3 | | Outreach material | | Graphic that conveys that LGs can take credit for existing programs and practices. | One-page graphic that helps local governments understand that they can leverage existing achievements to meet TMDL requirements. Build on co-benefits. Graphic could include things like septic repairs, ditch maintenance, flood mitigation, drinking water protection, MS4 permit compliance, etc. | 8-12 hours, depending on complexity | |
| DE-4 | | Messages | | Assistance in developing messages that will get audiences’ attention and convey why they should care | Messages would help prevent negative responses and would tie in issues such as flooding, public health, and fees down the road if pollution isn’t addressed in the near-term. Messages should benefit communities.  *Communications workgroup is using draft messages developed by Hatcher.* | 16 hours to research and write messages | |
| DE-5 | | Outreach material | | Local government fact sheet | Local governments need a fact sheet and glossary to get up to speed.  *Complete* | 0 | |
| DE-6 | | Outreach material | | Infographic about Phase III WIP development that can be handed out and sent to local governments | *Complete* | 0 | |
| DE-7 | | Engagement support | | Support at local elected officials listening sessions | Assistance needed might include reimbursement for travel costs, arranging logistics, facility rental, and professional facilitation assistance. | 8-16 hours per event (includes pre- and post-support activities) | |

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| New York | | | | |
| Item No. | **Type** | **Description** | **Comments** | **Estimated Hours** |
| NY-1 | Outreach material | Fact sheet about EPA’s expectations | 1-page fact sheet in simple terms a layperson would understand | 6 hours to write; 4 hours to format |
| NY-2 | Outreach material | Diagram or list of BMPs that shows the practice and the co-benefits of the BMP | Similar to <http://www.cnt.org/sites/default/files/publications/CNT_Value-of-Green-Infrastructure.pdf>, page 3. The BMPs would be sorted by planning, policy, conservation, or pollution prevention. The diagram would be a one-page snapshot of what local governments could explore for their specific needs and would show benefits such as air quality, drinking water protection, combined sewer overflows, zoning, programmatic, etc. The diagram would show what is feasible, and that one BMP could solve multiple issues. The chart would be a subset of the 204 BMPs. | 32 hours to research and write fact sheet; 10 hours to format |
| NY-3 | Messages | Assistance in developing messages that will get audiences’ attention and convey why they should care | Consistent Bay Program messages that would help prevent negative responses and would tie in issues such as flooding, public health, and fees down the road if pollution isn’t addressed in the near-term. Messages should benefit communities.  *Communications workgroup is using draft messages developed by Hatcher.* | 16 hours to research and write PA-specific messages |
| NY-4 | Engagement support | Support at open-house strategy sessions; conference support | Need help with providing guidance; identifying speakers for subsectors. | 8-16 hours per event (includes pre- and post-support activities) |
| NY-5 | Outreach material | Phase III WIP FAQs |  | 16 |

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| Maryland |  |  |  |  |
| Item No. | **Type** | **Description** | **Comments** | **Estimated Hours** |
| MD-1 | Case study | Case study that demonstrates community-level implementation | *Would be part of the next generation case studies effort.*  Include more environmentally and economically sustainable landscaping practices that include all types of "integrated infrastructure," e.g., transportation, flood control, streetscaping, landscaping, tree planting, leaking sewer pipes, daylighting streams, and climate adaptation. | 20 hours to research/write each case study; 6 hours to format |
| MD-2 | Engagement support | Support at open-house strategy sessions | Need help with providing guidance; identifying speakers for subsectors. | 8-16 hours per event (includes pre- and post-support activities) |
| MD-3 | Outreach material | Watershed education presentation to municipal officials | Need to educate local officials about how environmental projects can be incorporated into infrastructure improvement and maintenance projects.  *Local Leadership Workgroup is developing an education program for elected officials; topics relate to Watershed Agreement* | 0 |
| MD-4 | Outreach material | BMPs | Develop a 1-pager that lists high priority BMPs |  |
| MD-5 | Outreach material | BMPs | Develop a set of BMP fact sheets |  |
| MD-6 | Engagement support | Support for Maryland Municipal League’s Summer Conference and Maryland Association of Counties Summer Conference | June 25-28, 2017. Help with developing messages and educational materials for an exhibit. Help with holding roundtable or pop-up discussions.  August 16-19, 2017 Help with developing messages and educational materials for an exhibit. Help with holding roundtable or pop-up discussions. | 8-16 hours per event (includes pre- and post-support activities) |
| MD-8 | Web support | Make suggestions for Maryland Bay Blueprint website improvements | Communications Workgroup could be charged with reviewing and providing suggestions. | 4-8 hours per website to review and write suggestions |
| MD-9 | Outreach material | Use information from OpinionWorks survey to revise the fact sheet | *Complete* | 0 |
| MD-10 | Outreach material | Fact sheet about EPA’s expectations | 1-page fact sheet that states what they are and what they mean | 6 hours to write; 4 hours to format |

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| Pennsylvania | | | | |
| Item No. | **Type** | **Description** | **Comments** | **Estimated Hours** |
| PA-1 | Outreach material | Fact sheet about EPA’s expectations | 1-page fact sheet that states what they are and what they mean | 6 hours to write; 4 hours to format |
| PA-2 | Outreach material | PowerPoint Presentation about EPA’s expectations | Content would be the same as the 1-page fact sheet | 2 hours to write; 4 hours to format |
| PA-3 | Outreach material | Infographic in an editable file | *Complete* | 0 |
| PA-4 | Outreach material | Fact sheet about EPA’s Planning Targets | 2-4 page fact sheet about EPA’s Planning Targets and Planning Allocation Methodology  *May be under development in the Communications Office* | 6 hours to write; 4 hours to format |
| PA-5 | Messages | Assistance in developing messages that will get audiences’ attention and convey why they should care | Consistent Bay Program messages that would help prevent negative responses and would tie in issues such as flooding, public health, and fees down the road if pollution isn’t addressed in the near-term. Messages should benefit communities.  *Communications workgroup is using draft messages developed by Hatcher.* | 16 hours to research and write PA-specific messages |
| PA-6 | Case study | Case studies specific to PA that include facts and benefits | *Would be part of the next generation case studies effort.*  Successful case studies and facts that PA can incorporate into public outreach messages to convey how communities benefit environmentally and economically when their local streams, rivers, and lakes are clean and healthy. This will be key to our effort in making the case to local elected officials and others about why they should care. | 20 hours to research/write each case study; 6 hours to format |
| PA-7 | Outreach material | Phase III WIP FAQs |  | 16 |
| PA-8 | Outreach material | Graphic that conveys to local governments that they can take credit for existing programs and practices they are already doing. | One-page graphic that helps local governments understand that they can leverage existing achievements to meet TMDL requirements. | 8-12 hours, depending on complexity |
| PA-9 | Outreach material | BMP Catalog | Develop a chart that lists BMPs, ordinances, or other actions that we are suggesting local governments consider taking. See WV-3.  *PA heard that some kind of matrix was being developed.* |  |

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| Virginia | | | | |
| Item No. | **Type** | **Description** | **Comments** | **Estimated Hours** |
| VA-1 | Tool | Tool to help local governments choose appropriate best management practices (BMPs) | The local governments are developing strategies that include their current and planned activities. Each BMP in the tool would show an established percent reduction. Local governments could then choose a different BMP which would identify a different percent reduction. The chosen BMPs would then be an established scenario in Chesapeake Assessment Scenario Tool (CAST). | 24 hours to program an Excel spreadsheet |
| VA-2 | Outreach material | Phase III WIP FAQs |  | 16 |
| VA-3 | Outreach material | Infographic about Phase III watershed implementation plan (WIP) development that can be handed out and sent to local governments | *Complete* | 0 |
| VA-4 | Engagement support | Help develop peer-to-peer sessions with local government staff and elected officials |  | 8-16 hours per event (includes pre- and post-support activities) |
| VA-5 | Outreach material | Fact sheet about the Midpoint Assessment and Phase III WIP targeted to local governments | Fact sheet should have a form-fillable section to allow jurisdictions to include their state-specific information.  *Complete* | 0 |
| VA-6 | Outreach material | Graphic that conveys to local governments that they can take credit for existing programs and practices they are already doing. | One-page graphic that helps local governments understand that they can leverage existing achievements to meet TMDL requirements. | 8-12 hours, depending on complexity |

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| West Virginia | | | | |
| Item No. | **Type** | **Description** | **Comments** | **Estimated Hours** |
| WV-1 | Outreach material | Materials that help convey details of the model to local governments | Fact sheet that includes these details regarding the watershed model:   * Where did the data come from and how was the model developed? * Does programmatic achievement earn you credit in the model? * Which BMPs support air quality? Does air quality correlate in the model? * Addresses practicality of implementation at the local level * How do energy reduction and programmatic changes translate in the model? * How do you implement a practice that can be verified (i.e., how do you get credit?)   *Recommended CWP’s “Watershed Treatment Model” spreadsheet tool that estimates bacteria reductions from outreach campaigns. Need to identify other sources that translate practices into nutrient load reductions.*  *A video and fact sheet are under development by the Communications Office* | 16 hours to write fact sheet; 8 hours to format |
| WV-2 | Outreach material | Diagram or list of BMPs that shows the practice and the benefits of the BMP | Similar to <http://www.cnt.org/sites/default/files/publications/CNT_Value-of-Green-Infrastructure.pdf>, page 3. The BMPs would be sorted by planning, policy, conservation, or pollution prevention. The diagram would be a one-page snapshot of what local governments could explore for their specific needs and would show benefits such as air quality, drinking water protection, combined sewer overflows, zoning, programmatic, etc. The diagram would show what is feasible, and that one BMP could solve multiple issues. The chart would be a subset of the 204 BMPs. | 32 hours to research and write fact sheet; 10 hours to format |
| WV-3 | Outreach material | List of BMPs | Develop a chart or list of top 10 BMPs that includes specific stormwater BMP retrofit names, photos, short definitions, and how the BMPs could be funded. (Funding options should go beyond grants and stormwater fees). Suggest using the Sustainable Cities Institute document at <http://www.sustainablecitiesinstitute.org/Documents/SCI/Report_Guide/Guide_EPA_GICaseStudiesReduced4.pdf>, page 5, that checks off what each of the 12 case study communities did. | 8-12 hours, depending on complexity |
| WV-4 | Outreach material | List of ordinances or actions | Develop a chart or table of ordinances or other actions that show some of the ways or “policy approaches” in which BMPs can be required, supported, or funded. | 8-12 hours, depending on complexity |
| WV-5 | Outreach material | Value of water fact sheet | Need to help communities understand the value of clean water.  Need education on pollution prevention and erosion impacts.  Develop a fact sheet, develop a training program, or provide resources such as this document developed by Tetra Tech for EPA: <https://www.epa.gov/sites/production/files/2015-06/documents/epa810s15001_0.pdf> | 18 hours to research/write; 6 hours to format |
| WV-6 | Outreach material | Facts posted in daily paper | Analysis of the cost of treating drinking water when a rain event causes turbidity in the water versus “normal” cost to treat water. Include the cost of the coagulant and how much of that is needed to treat the cloudier water. Could be a forecast to report in the daily paper. Connect the information about BMPs and homeowner actions that reduce sediment. |  |
| WV-7 | Outreach material | Local government fact sheet | Local governments need a fact sheet and glossary to get up to speed.  *Complete* | 0 |
| WV-8 | Case study | Wastewater or drinking trading | *Would be part of the next generation case studies effort.*  Improved economic development, without environmental degradation, is a top priority in WV. | 20 hours to research/write each case study; 6 hours to format |