



# CNY Stormwater Coalition Staff Services Proposal 2025 Program Year



## **SUMMARY**

This proposal is for staff and administrative services necessary to sustain the CNY Stormwater Coalition, and to comply with the Minimum Control Measure 1 requirements of NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems GP-0-24-001.

The purpose of the CNY Stormwater Coalition is to provide regulated MS4 communities with support in meeting requirements of the NYS MS4 General Stormwater Permit. The CNY Stormwater Coalition has been active since 2011, hosted by the Central NY Regional Planning and Development Board (CNY RPDB). Stormwater Coalitions are encouraged by both the NYS DEC and the U.S. EPA as an effective strategy for regional compliance, shared services, and peer learning. Participation in a regional coalition is looked upon favorably by these agencies in grant funding requests.

The proposed workplan includes administrative and program services that will be provided by staff at CNY RPDB. The primary goal is to assist MS4 operators in meeting requirements of the NYS General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) (GP-0-24-001), specifically the requirements for Minimum Control Measure 1 and MS4 Mapping. CNY RPDB will provide the following services to the members of the CNY Stormwater Coalition during the 2025 calendar year.

1. Administration and Staff Support for CNY Stormwater Coalition meetings,
2. Public Education and Outreach implementation and reporting
3. Administering MS4 Mapping grant funding and project, and
4. Direct Municipal Assistance

## **SCOPE OF SERVICES**

### **1. CNY Stormwater Coalition Administration and Staffing**

#### 1.1 Staffing Support for the CNY Stormwater Coalition and Executive Committee

CNY RPDB will plan and facilitate four scheduled meetings of the CNY Stormwater Coalition, four scheduled in-person meetings of the CNY Stormwater Coalition's Executive Committee, and meetings of Coalition working committees, as needed, to advance and sustain a fully functioning Coalition. Meetings may be held remotely or in person. For this program year we anticipate one working subcommittee, the MS4 Coordinated Mapping Subcommittee. This subcommittee will develop an approach to meeting the enhanced mapping requirements of the new General Permit.

Staff support for all scheduled meetings includes:

- meeting announcements,
- creating and circulating agendas and monthly newsletters,
- recruiting topical speakers, and
- maintaining and circulating meeting minutes.

Staff support for the coalition also includes monitoring public and private grant opportunities, issuing appropriate Requests for Proposals, and overseeing implementation of grant-funded projects on behalf of the coalition. For this program year the grant administration will include the MS4 Mapping Grant in collaboration with Onondaga County.

#### 1.2 Communications

CNY RPDB will act as a liaison between the Coalition and regulatory agencies such as the NYS DEC and the U.S. EPA by staying in touch with the regional staff of these agencies and attuned to changing requirements and resources available to regulated MS4s.

A new General Stormwater permit became effective on January 3, 2024. CNY RPDB staff have become familiar with the permit terms and are working to keep MS4 operators informed of changes in requirements and reporting needs. CNY RPDB will continue to develop materials to ensure that municipalities are in compliance with the new permit.

Additionally, CNY RPDB will engage other NY State stormwater coalitions and non-regulatory partners involved in stormwater management to identify compliance opportunities that support the members of the CNY Stormwater Coalition. CNY RPDB will monitor training opportunities and resources prepared by others to share with Coalition members as appropriate.

### 1.3 Administration and Reporting

CNY RPDB will administer all contracted activities funded as part of this Scope of Services through December 31, 2025, including bookkeeping, and accounting, documentation of local match to support grant funded programs, subcontracting, and solicitations. Progress reports will be made available to the Coalition Executive Committee on a quarterly basis.

## **2. Public Education and Outreach Implementation and Reporting**

### 2.1 Maintain Regional Stormwater Website and Online Outreach

CNY RPDB will update and promote the CNY Stormwater website which contains information about the General Permit requirements for municipalities as well as information for the public. CNY RPDB will provide a website link for posting on municipal websites when the ongoing website update is complete.

### 2.2 Print Handouts

CNY RPDB will provide printed handouts, postcards, and brochures on various topics, including but not limited to winter de-icing, pet waste, rain barrels, and residential-scale green infrastructure. Handouts will be printed and delivered to municipal offices and libraries as well as other community centers upon request. These will also be made available online to be printed and used as needed. Members are encouraged to suggest topics for future fact sheets and handout development based on educational needs in their respective communities.

### 2.3 Community Partnership

CNY RPDB will work with the local libraries to plan and facilitate collaborative educational programming. CNY RPDB will pursue additional partnership opportunities, as appropriate, to integrate stormwater information into existing community initiatives. This includes coordinating with the annual OCCRA Earth Day Clean Up and working with WEP.

CNY RPDB is available to present or table at appropriate community events within the Syracuse Urbanized area. We are available for local community events at the request of Coalition Members including but, not limited to events like Earth Fests and public meetings. Tabling materials include informational handouts and displays, interactive children's activities and giveaways that align with our message, such as dog waste bags.

## 2.4 Direct Outreach to Targeted Stakeholder Groups

CNY RPDB will offer presentations by request on a range of topics including, but not limited to, municipal roles in the MS4 program, green infrastructure, BMPs for homeowners or commercial businesses, and specifics of the permit program as requested. Information will be geared to the specific audience which may include construction professionals, landscaping professionals, the public, municipal committees, and educators. Coalition members should inform CNY RPDB of any specific topics of educational need in their community.

## 2.5 MCM 1 Documentation and Reporting

CNY RPDB will document all education, training, and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1, Public Education and Outreach, section of the MS4 annual report in compliance with MS4 annual reporting requirements, and Part 9b semi-annual reporting requirements for MS4s in the Onondaga Lake Watershed, as specified in the most current NY SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). CNY RPDB will deliver, electronically, the MCM 1 section to participating MS4s to include in their individual annual and semiannual reports following the end of each reporting period.

CNY RPDB staff will provide information required to complete annual and interim reports to all member municipalities and update the MCM 1 Plan annually following the schedule laid out by GP-0-24-001.

## 2.6 MCM 2 Reporting

Minimum Control Measure 2 (MCM2) requires MS4 operators to provide opportunities to involve the public in the development, review, and implementation of their Stormwater Management Plans. The CNY RPDB will help support Coalition members with this by providing informational sessions, distributing information, and utilizing social media (Facebook and 'X' (formerly known as Twitter)) to raise awareness of stormwater issues.

## 3. Online System Map

CNY RPDB will oversee the development of the MS4 mapping update as funded by the NYS DEC. This will be guided by an advisory committee of Coalition members. In 2024, the CNY RPDB issued an RFP and, working with the Executive Committee, selected [insert selected firm name] as the firm that will work with the Coalition to complete fieldwork and data development in the MS4 infrastructure inventory. This will include compiling new and existing data and information needed to expand the storm sewer system mapping effort. This may include additional field data collection and data post-processing, digitizing existing paper maps, and/or other tasks as needed to advance efforts to build a full, regional system map. CNY RPDB will secure all necessary consultants, software and hardware updates, storage credits, that may be needed to complete this work. CNY RPDB will aid member municipalities to support additional data collection efforts as required by GP-0-24-001.

## 4. Direct Municipal Assistance

### 4.1 GP-0-24-001 Permit review and implementation assistance

CNYRPBD will review the finalized permit and provide guidance to members on the updated requirements and strategies to meet them.

## 4.2 Municipal Training Opportunities

CNY RPDB will work with other Stormwater Coalitions across the state to offer a Spring Training Series to MS4 operators and others working in stormwater that are eligible for PDH credits. In addition, CNY RPDB will identify subject experts to present to local MS4 operators on issues including, but not limited to:

- Illicit Discharge Detection and Elimination,
- Municipal Good Housekeeping,
- Preparing for an MS4 Audit, and
- Sediment and Erosion Control

CNY RPDB will coordinate with other Stormwater coalitions to provide expanded training opportunities in Central NY. CNY RPDB will advertise relevant training provided through this resource to Coalition members and screen webcasts at the downtown office as appropriate. CNY RPDB will monitor for outside training opportunities and keep coalition members informed of opportunities presented by the Center for Watershed Protection, local Soil and Water Conservation Districts, State Associations, and other training providers. CNY RPDB will also host screenings of prerecorded training regularly throughout the year, to provide opportunities for networking and peer information sharing.

## 4.3 Grant Writing Assistance

CNY RPDB is experienced in preparing and administering State and Federal Grants and is available to assist municipalities in identifying, writing, and administering grants. Most NY State grants are announced in May with applications due at the end of July. Grants for implementing Stormwater management actions include the DEC Water Quality Improvement Program and the Environmental Facilities Corporation Green Innovation Grant Program. CNY RPDB will assist in identifying, writing, and implementing grant programs that work toward meeting MS4 Permit requirements and preventing stormwater pollution in municipalities as requested. As needed, the CNY RPDB will collaborate with multiple coalition members to develop intermunicipal stormwater projects. CNY RPDB is also available for letters of support as appropriate.

## **MUNICIPAL RESOLUTION**

To participate in the proposed program, MS4s are required to adopt and return a municipal resolution no later than December 31st, 2024 to CNY RPDB. CNY RPDB will issue a single invoice for the annual scope of work in January of 2024. Full payment will be due to CNY RPDB no later than March 1<sup>st</sup>, 2025.

## **STATEMENT OF QUALIFICATIONS**

CNY RPDB has been active in water resources planning since the 1970s and has coordinated with NYS DEC for over 50 years. Activities have included:

- nonpoint source pollution control,
- outreach/education/training,
- public participation assistance,
- partnership building,
- watershed planning,
- support for county water quality coordinating committees, and
- SPDES Phase II Stormwater Permit assistance.

CNY RPDB has taken a leading role in Stormwater management through MS4s with municipal, public and contractor education and training, stormwater mapping assistance, and technical support related to developing required local laws.

CNY RPDB has been responsible for securing and administrating grants on behalf of regulated MS4s and led the development of the CNY Stormwater Coalition in 2011. Since then, CNY RPDB has leveraged CNY Stormwater Coalition membership fees to secure over \$900,000 in state funding to support MS4 compliance efforts including mapping and modeling projects. CNY RPDB maintains strong working relationships with the regulated MS4s and is recognized as a valuable and trusted partner in the stormwater management arena.

CNY RPDB serves as the Statewide Water Quality Management Planning Coordinator on behalf of the NYS Association of Regional Councils (NYSARC). In this capacity, CNY RPDB serves as an administrative liaison to NYS DEC for various priority water quality initiatives and serves at DEC's invitation on several water quality advisory councils and working groups.

**ATTACHMENT A**

Syracuse Urban Area MS4s		2024 Member Status
1	Baldwinsville	Member
2	Camillus, Town	Member
3	Camillus, Village	Member
4	Central Square	Member
5	Cicero	Member
6	Clay	Member
7	DeWitt	Member
8	East Syracuse	Member
9	Fayetteville	Member
10	Geddes	Member
11	Hastings	Member
12	LaFayette	Member
13	Liverpool	Member
14	Lysander	Member
15	Manlius, Town	Member
16	Manlius, Village	Member
17	Marcellus, Town	Member
18	Marcellus, Village	Member
19	Minoa	Member
20	North Syracuse	Member
21	Onondaga County	Member
22	Onondaga, Town	Member
23	Phoenix	Member
24	Pompey	Member
25	Salina	Member
26	Solvay	Member
27	Sullivan	Member
28	Syracuse	Member
29	Van Buren	Member
30	NYS Fairgrounds	Member