NOTE: This 2015 Work Plan includes all Coalition related items named in the Joint Coalition and Individual Member Storm Water Management Program (SWMP) Plan documents completed in December, 2012. The status of Coalition Measurable Goals are noted here, along with changes and updates to the SWMP, yet to be formally considered and approved by Coalition members. These SWMP Goals and Tasks have been rolled into the Coalition Work Plan, a document named in the Coalition Intermunicipal Agreement to be approved each year by the Coalition Board of Directors no later than June 25. Coalition Member Dues support the implementation of the Proposed 2014 Work Plan. which consists of the specific Implementation Tasks associated with the SWMP document. All Member Dues support the Basic Functions, with the Work Plan serving to explain more clearly how Membership Dues will be used. Some Members have requested additional services from Coalition staff, with the authorization for providing these additional Functions detailed in the Intermunicipal Agreement. Section 4.0 of the Intermunicipal Agreement Functions of the Coalition.

Section 4.0 of the Coalition Intermunicipal Agreement Functions of the Coalition.

Section 4.1 The parties agree that Coalition will have the following basic functions: a. Serve as a clearinghouse for information concerning the MS4 program and stormwater management, more generally; b. Contract for the provision of services and the purchase of goods in support of its purposes; c. Apply for and administer grants on behalf of its members related to the MS4 Program or stormwater management more generally; d. Provide for the drafting of an annual report and/or stormwater management program document for its members as required by the MS4 permit; e. Facilitate the coordination of the management of municipal stormwater programs across municipal and prioritized watershed boundaries; f. Investigate funding mechanisms for all aspects of the MS4 Program; g. Identify issues of growing concern and recommend approaches to investigating and addressing them.

Section 4.2 The Coalition may perform additional functions related to the MS4 Program or stormwater management more generally by one of the following mechanisms: a. An amendment to this Agreement which adds a function to the basic functions listed above. b. By having one or more Members identify the additional costs associated with the function and establishing a mechanism for interested Members to receive the services provided for under that function through payment of an additional fee over an above the fees set forth in Article 9, such additional fees covering all direct and indirect costs of the additional function. Section 4.3 4.3 Where one or more Members propose to undertake an additional function at their expense, as provided for in section 4.2(b), the Board of Directors will be required to approve such function to ensure that it will not interfere with the basic functions of the Coalition.

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Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s				Proposed 2015 Work Plan	Proposed Status of Tasks			Comments	Work Plan Staffing-By Job Title and % Time Allocation By BMP				
	Measurable Goals-Coalition and Individual MS4s					Functions							
Best Management Practices	**1**	**2**	**3**	**Coalition Implementation Tasks (SWMPv2-Completed 12/2012)**	**BASIC**	**Importance**	**ADD'L ($ Pts) & Importance**		**Prog Coor (FT)**	**Prog Tech (FT)**	**WG/Bd Reps**	**Temp Help**	**Cnty DGS Svces**
	4	**5**	**6**			**1-High 2-Mid 3-Low**			**% Time**	**% Time**	**% Time**	**% Time**	**% Time**
MCM 1 Public Education and Outreach													
1-1 Target Audience Analysis Worksheet	1. By 3/9/2015, 90% of current Coalition Working Group members read the IDDE Guidance Manual **NEEDS MONITORING**	2. By 3/9/2013 Coalition creates and distributes to members a Target Audience Analysis Worksheet Map Set-Albany County Waterbodies and Target Audience Analysis Worksheet. **COMPLETED**	3. By 3/9/2013, individual MS4 staff complete the Target Audience Analysis Worksheet, crafts 3 Measurable Goals pertaining to identified educational priorities; each Measurable Goal has an end date of 2015; Measurable Goals filed with SWMP Plan documents. **COMPLETED**-Goals Created (85% of MS4s)	Create & Update Target Audience Worksheet and Map Set	X	1		Update MS4 area. 303d status. Change title (audit review)	65%	25%	10%		
				Collect and evaluate Public Education Measurable Goals developed by individual MS4s	X	2		Review annually; collection an issue. Goals-efforts change					
				Identify program and material needs referenced in Measurable Goals. Budget for and coordinate, as needed, and possible.	X	1		Communicate w/ coordinated education efforts					
1-2 Public Employees	1. See MCM 6 BMP Staff Training			See BMP 6-8 Staff Training									
1-3 Websites	1. By 4/1/2012, Coalition funds, develops, and launches a website. **COMPLETED**	2. By 12/20/2015, Coalition annually evaluates website activity, and adopts 4 budgets which fund website maintenance and administrative costs (staffing).	3. By 3/9/2013, individual MS4 as named in SWMP inserts a link from their stormwater webpage to the Coalition website.	Update Coalition website (postings, Annual Reports, SWMP, events, program documents)	X	1		V. Important	93%	5%			2%
				Promote Coalition website in hard copy literature, press release, correspondence, etc.	X	2							
				Convert program documents to postable format	X	1							
	4. By 3/9/2015, track unique users and increase by 10 per year, 2012 to 2015. (NEW)			Manage vendor contract for hosting & maintenance	X	1							
1-4 Publications	1. By 12/20/2015, five budgets adopted with funding for publications as needed and described in the Target Audience Analysis Worksheet. Includes staffing for administrating all aspects of publication oversight.	2. By 3/9/2015, individual MS4 as named in SWMP distributes _____ (# in SWMP) stormwater publications and includes a related Measurable Goal in their Target Audience Analysis Worksheet.		Update, modify, or create publications identified in individual MS4 measurable goals.	X	1		$ permitting, prioritized (need MGs)	50%	50%			
				Coordinate print jobs and manage payment	X	1							
				Distribute publications and track distribution at Coalition programs	X	1							
				Maintain publication inventory, orders, and distribution	X	1							
1-5 School Programs (Parks/Rec; Higher Ed)	1. By 3/9/2015,Stormwater Coalition staff and interested individual MS4s, as requested or as initiated by Coalition members and noted in Target Audience Analysis Worksheet Measurable goals, conduct 13 Getting To Know The Stream Next Door type sessions for school groups.	2. By 12/20/2015, five budgets adopted by Coalition with funding for all aspects of implementing GTKTSND programs.		Maintain Getting To Know The Stream Next Door Project Materials (i.e. Project Wet and storyboards)	X	1			50%	50%			
				Recruit and train others in Wet activities and "Creek Study" Lesson Plan.	X	2							
								GTKTSND used in multiple venues, when opportunity knocks.					

Best Management Practices	Measurable Goals-Coalition and Individual MS4s 1 / 4	2 / 5	3 / 6	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance 1-High 2-Mid 3-Low	ADD'L ($ Pts) & Importance	Comments	Prog Coor (FT) % Time	Prog Tech (FT) % Time	WG/Bd Reps % Time	Temp Help % Time	Cnty DGS Svces % Time
1-6 Public Programs	1. By 3/9/2015 the Coalition Coordinator and Coalition member stormwater program coordinators are speakers/presenters by invitation; intention; or as funded by NYSDEC grant at 10 venues, for a total attendance of 400 (~40 avg per program/wk shop)	2. By 3/9/2015 Coalition hosts 25 webcasts for a total attendance of 375 participants (~15/webcast) (Ex. Center for Watershed webcast series) **~18 WEBCASTS as of 6/10/14**	3. By 12/20/2015, 5 Coalition budgets adopted which support the implementation of public programs (staffing and administrative support).	Adapt existing or develop new educational presentations for public venues.	X	2		Need measurable goals related to this before implementing.	80%	20%			
				Research, price, purchase, promote, locate venue, and provide follow-up to webcast presentations.	X	1		Variable attendance at webcasts, v. informative though					
				Include presentation funding, material and staff in annual Coalition budget	X	1							
1-7 List Serves	1. By 3/9/2015 Coalition develops, maintains, and updates a Microsoft Access Coalition-wide database of e-mail addresses (list serve) which includes other contact information, if available. List serve will include 475 e-mail contacts. **DEVELOPED-COMPLETED.**	2. By 12/20/2015, five budgets are adopted by the SW Coalition Board which supports list serve administration (staffing).		Coalition staff, interns, and volunteers participate in on-line ACCESS database trainings	X	2			90%	10%			
				Manage, update, and expand ACCESS database of Coalition contacts.	X	1							
				Research list serve format options; change e-mail list serve format if advised.				Researched, using Access now.					
1-8 Public Access TV	1. By 3/9/2015 Coalition annually provides interested MS4s with videos to post on Public Access TV.	2. By 3/9/2015, interested MS4 posts educational material on Public Access TV; includes Public Access TV Measurable Goal in Target Audience Analysis worksheet; and includes Goal in SWMP Plan documents. Measurable Goal includes # of days message is run.	3. By 3/9/2015 Target Audience Worksheet includes Public Access TV Measurable Goal, by 12/20/2015, five budgets are adopted by the SW Coalition Board which supports Public Access TV administration	Review individual MS4 "3 MGs" Target Audience Analysis Worksheet and locate Public Access videos as needed.	X	3		Only Wvliet using Public Access. All set up.		5%	95%		
1-9 Mailings: Newsletters, Letters from Elected Officials	1. By 3/9/2015, individual MS4 distributes stormwater information to ____ recipients of which includes info about _____. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents.				NA			Need MGs, usually missing					
1-10 Mailings: Utility Bills	1. By 3/9/2015, individual Ms4 inserts stormwater information into ___ mailing per year for a total of ___ recipients. Measurable Goal related to mailing is included in Target Audience Analysis Worksheet and filed with SWMP Plan documents. Time frame: 3/9/2012 to 3/9/2015 (3 calendar yrs)				NA			Need MGs, usually missing					
1-11 Kiosks, Signs, and Displays	1.) By 3/9/2011, Stormwater Coalition installs 8 Rain Garden signs (one Rain Garden sign at each of 8 Demo Rain Gardens). **COMPLETED**	By 3/9/2015, Town of Colonie posts 10 stream crossing, don't pollute signs. Related Measurable Goal is included Target Audience Analysis Worksheet.	By 3/9/2015, Town of Colonie posts 6 signs or other permanent displays which describe and explain stormwater practices (green infrastructure, other).	Visit rain garden signs and based on quality of garden discuss with design and installation partners, including MS4s, the value of continued signage if performance and maintainence is lacking, Remove signage, as needed.	NA								
1-12 Social Media	1.) Stormwater Coaltion staff present to Working Group/Board options for using social media. Seek approval to pursue (yes/no).			Research and test out sosial media options. Present to Workng Group and Board.	X	2		After Procedures work, pursue this (You Tube)	40%	40%		20%	
				Implement social media presence on Coalition website, if desirable.	X	2							
1-13 Green Infrastructure Clinics	1.) by 3/9/2013 Coalition and Partners decides if a Rain Garden Clinic concept is something they want to do. **NOT PRESENTED, NO DECISION, NO TIME TO THINK ABOUT THIS.**	IF YES: 2.) By 3/9/2014, Stormwater Coalition implements 1 test "Rain Garden Clinic"		With Rain Garden Partners (Cornell Coop Master Gardeners, ACSWCD, MS4s w/gardens) discuss Rain Garden Clinic option. Consider how Clinic could be implemented, decide if worth pursuing.	X	3		After Proceudures, Planning Bd presentations, MS4 Permit Review, IMA Updates	75%	15%		10%	

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	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
MCM 2 Public involvement & Participation													
2-1 Local Stormwater Contact	1. By 3/9/2015, Coalition will annually update all public contact information posted on the Coalition website	2. By 3/9/2015, Coalition web address will be added to 5 new and/or updated publications, flyers, powerpoint presentations	3. By 3/9/2015, individual MS4s will annually update the public contact information on the MCC form and in individual MS4 documents.	Update public contact information of MS4s now posted on Coalition website.	X	1			99%			1%	
2-2 Annual Report	1. By 6/1/2015, If agreed to by Coalition members, five Joint Annual Reports are submitted to NYSDEC.	2.By 6/1/2015, if agreed to by Coalition members, each Coalition member submits five Annual Reports to NYSDEC. If 13 Coalition members, then 65 Individual Annual Reports submitted over five years.	3. By 12/20/2015, five Coalition Budgets, which include costs related to Annual Report process, are presented and approved by Coalition/County.	Research, compile, and post Joint Annual Report, as approved by Coalition Working Group.	X	1			40%	10%		50%	
2-3 Storm Water Management Program (SWMP)	1. By 3/9/2013, individual MS4s and Coalition staff complete a FINAL Comprehensive SWMP, for use by all Coalition members. SWMP is posted in MS4 Permit Manager. **COMPLETED.**	2. By 3/9/2015, individual MS4s and Coalition staff update SWMP, as needed. Coaliton staff provide MS4 Web training and support as needed. (ADDED MS4 Training Language)		Provide support for entering data into MS4 Web (phone call, training)	X	1			75%	10%	5%	10%	
				Monitor data entry by MS4s (posted?)	X	1							
				Research all MS4 Web modules, applicability, and process to gather data and upload.	X	2							
				Coordinate with vendor software issues, maintenance, billing and any other issues.	X	1							
				Enter Coalition SWMP data into each Coalition member account.	X	1	X-1						
				Develop SWMP with and for new MS4, V of Altamont	X		X-1	Need unclear, NOI, like a SWMP. To discuss.					
				Assist with MS4 Audits and SWMP preparation	X	1	X - 1	V. time consuming. Need separate BMP Audit Preparation					
2-4 SWMP Stakeholder Meeting	1. By 3/9/2015, Coalition staff collects Stakeholder Meeting Sign Up Sheets and schedules Meeting, once 3 or more individuals express an interest.	2. By 3/9/2015, individual MS4s collect names of interested attendees from Stakeholder Meeting Sign Up Sheets and submit contact info to Coalition staff.		Implement as needed. high priority if requested.	X	1		Not likely to happen or impact time					
2-5 Stormwater Pollution Hotline MODIFY-- Stormwater Queries	1. By 3/9/2013 Coalition staff and members develop standardized Stormwater Pollution Hotline language; develop standardized Hotline Tracking Log; identify point of contact for Hotline "calls"; post Hotline info on Coalition and Individual MS4 websites, if interested. **DROP THIS MG.**	2. By 3/9/2013, individual MS4s decide if they will participate in Hotline. **COMPLETED, Decided "No", as written.**	3. By 3/9/2015, Coalition prepares 5 spreadsheet summary reports which describe hotline activity as listed in Tracking Logs of individual MS4s participating in Hotline	Develop Hotline Tracking Tool and distribute at Working Group meeting.				Unnecessary, dropped.					
				Assemble Summary data and distribute				Need written procedures explaining for Members how Coalition handles queries abous local problems.					
2-6 Clean Up Activities	1. By 3/9/2013, Coalition staff develop and distribute to members a generic water quality message for use in Clean Up promotional material; a generic follow-up water quality "thank you note"; a list of all Clean Up activities since 2009; and for tracking purposes, a sample Clean Up Activity Log. **MONITOR-GENERIC THANK YOU NOTE COMPLETION. DROP LIST OF CLEAN UP ACTIVITIES-Changes Too Frequently.**	2. By 3/9/2015, indivdiual MS4s as stated in SWMP includes a water quality message in Clean Up event literature, either before or after event occurs. The SWMP Coordinator tracks annual activity, as itemized in tracking log provided by Coalition staff. SWMP Coordinator completes 5 annual summary reports of Clean Up activity.		Provide Coalition members with a generic water quality message, sample "thank you for your help' note; and inventory of all Clean Up activities since 2013. Assemble data and distribute at Working Group meeting.	X	2		Too time consuming to develop comprehensive list of Clean Up activities. Easier to write/design t-note, then distribute quantities as needed.	30%	20%	15%	30%	

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	4	**5**	**6**			**1-High 2-Mid 3-Low**			**% Time**	**% Time**	**% Time**	**% Time**	**% Time**
2-7 Demonstration Rain Gardens Partnership	1. By 3/9/2015, Coalition staff and members coordinate with Rain Garden Partners, the planting and maintenance of 8 demonstration rain gardens on MS4/municipality property. **MAINTENANCE RG OVERSIGHT LIMITED & NEED FOR SUPPORT VARIABLE**-	2. By 3/9/2010, Town of Bethehem plants 1 Rain Garden at Elm Ave Park. Additional Rain Gardens at Cohoes-C, U Albany, Colonie-T; Colonie-V; Guildelrand-T, 24 Martin Rd, Cornell Coop Ext. **COMPLETED**	3. By 3/9/2015, Coalition organizes 8 volunteers provide 400 hours of rain garden service. **DROP, Coalition has minimal access to volunteers; little to no time to recruit.**	Inspect existing rain gardens with Partners and identify maintenance needs.	X	2		Need to do periodic inspections.	30%		30%		30%
				Discuss supplies and and assist with coordinating training and/or maintenance needs.	X	3		RGs now managed by municipality directly, some more actively than others.					
				Monitor maintenance and record keeping. Monitor and record volunteer hours and post in SWMP.	X	2							
2-8 Student Water Quality Related Projects	1. By 3/90/2015 Coalition staff track student projects, noting project purpose; student/educator hours; time frame of project; number of student/educators involved; and best guess of total project hours, for all individuals if necessary. **NO WATER QUALITY PROJECTS PURSUED SINCE JUNE, 2013**	2. By 7/30/2013, Coalition staff meets with SUNY Albany to discuss MS4 Permit Program needs and student project opportunities ADD SIENA COLLEGE (Env Studies)-**MET WITH PROFESSOR-COMPLETED. HAVE NOT MET WITH UALBANY ABOUT INTERNSHIP PIPELINE.**		Identify best use of unpaid student interns given Coalition SWMP and resources. With Working Group identify possilbe projects, timeline, and urgency.	X	1		Siena Intern for Spring, 2014. Volunteer for same time.	40%	50%			10%
				Meet with U Albany and Siena academic and administrative staff about internship pipeline and Coalition needs.	X	2		Great interns, but need a good fit with ongoing work.					
				Research County support regarding computer work stations, office area, e-mail accounts, liability issues.	X	1		Completed. Remains an ongoing element of Coalition support.					
2-9 Catch Basin Storm Drain Markers or Stencils-Volunteers	1. By 3/9/2015, individual MS4s as stated in SWMP stencil/curb mark ___ catch basins			Provide Coalition members with storm drain markers, if financially possible. Purchase markers.	X	1		Markers are expensive, limited budget for this. They fall off.	90%	10%			
								No active Coalition role					
2-10 Tree Plantings	1. By 3/9/2015, the Albany County Office of Natural Resources coordinates 3 Trees for Tributary Events	2. By 3/9/2015, the City of Cohoes coordinates a variety of annual tree planting events and plants 110 trees.		Research and inventory existing tree planting activities among Coalition members. Post these initiatives on Coaliiton website and if granted permission by sponstorinig organization, use website to solicit volunteer support.				Keep BMP as placeholder in SWMP, but DROP Coalition task. No time or resources to organize volunteers and find sites. County ONR support limited.					
2-11 WAVE-Wadeable Assessments for Volunteer Evaluators	1. By 9/30/2013, Working Group meets to decide if WAVE should be the primary public participation activity. **TIMELINE CHANGED. MORE WAVE INFO AS OF MAY, 2014. GOAL DUE DATE CHANGED from 9/30/2013. to 9/30/2014.**	ADD MEASURABLE GOAL: By 3/9/2015, Coalition staff and interested members receive NYSDEC training to be a WAVE Coordinator, goal 3 trained Coordinators. Gather info to determine value of commiting to WAVE long term.	ADD MEASURABLE GOAL: By 3/9/2015, identify 5 potential WAVE monitoring sites, conduct 1 in house WAVE Monitoring Demo and Training for all Coalition members. Use info to decide value and how best to commit fo WAVE as a Coalition-WG makes decision bu 9/30/2014.	Research WAVE as the primary Coaliton-wide public participation activity. Consider staffing needs, supplies, timing, cost, short and long term benefits, role of individual MS4s, and overall sustainability of program.	X	1			40%	40%	10%		
				Share information with Coalition Working Group and Board. Decide next steps.	X	1							
2-12 Watershed Troubleshooting-Stakeholder Projects	1. By 3/9/2015, individual MS4s in watershed and involved with project save and file agendas.	2. By 3/9/2015, the lead MS4 generates 1 Measurable Goal related to the project and files the Goal with SWMP Plan documents.		Discuss with emerging Target Audience Analysis based watershed committees, coordination needs and options, relationship to SWMP and Coaliton more generally. Monitor results as posted on MS4 Web, relationship to TMDL process, and possible financial, internship, and staffing needs. (Patroon, Krumkill, and Krommakill watersheds)	X	3		Limited capacity of Coalition staff to coordinate watershed based work. Individual members have formed ad-hoc watershed based public education initiatives. Coalition suppports, fills gaps.	20%	20%	50%	10%	

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MCM 3 Illicit Discharge Detection and Elimination (IDDE)													
3-1 Map Outfalls	1. By 3/9/2010 individual MS4s as stated in SWMP will map and upload into a GIS 100% of outfalls managed by the MS4 and in the urbanized area. **COMPLETED.**	2. By 3/9/2015 individual MS4s as stated in SWMP will map and upload into a GIS 100% of new outfalls managed by the MS4 and in the urbanized area, discovered or constructed after 3/9/2010	3. By 3/9/2013, Coalition provides members with a sample Post Construction Outfall Location Form.	Provide training in use of AIMS, MS4 Web, and posted storm system map layers to identify new regulatory outfalls.	X	1			10%	75%		15%	
				Assist Coalition members with inventory of current outfalls; identify what can be dropped or should be added.	X	2	X	Some MS4 requested specific help with outfall map'g and ORI					
				Provide Coalition members with a sample Post Construction Outfall Location Form.				Easy to do, do it!					
				With V of Altamont develop an Outfall Mapping plan; include time and cost estimate. Incorporate into SWMP.	X	1	X-?	1 day work for Coalition staff & V/Alt					
3-2 Coalition Stormwater Web Mapper (AIMS)	1. By 2/28/2009, Coalition installs Stormwater Web Mapper (AIMS) **COMPLETED**	2. By 3/9/2015, Coalition adopts 5 Coalition budgets which include all Stormwater Web Mapper (AIMS) expenses.	3. By 3/9/2015 Coalition complete 5 updates to Stormwater Web Mapper (AIMS)	Coordinate Stormwater Web Mapper (AIMS) updates with vendor, Fountains Spatial.	X	1			50%	50%			
				As completed, collect storm system map layers from Coalition memers and have them uploaded into AIMS. These are those storm system map layers developed post grant funding	X	1							
				For watershed delineations known to be inter-MS4, delineate sewershed boundaries and post on AIMS.	X	3							
				Research price of new server and cost of data and software transfer of MS4 Web (CBI) and AIMS (FSI) data.	X	1		Need to consider better, more functional GIS management of all Permit responsibilities.					
				Decide best date (2014 or 2015) to purchase server and initiate transfer.	X	1		See above. Continued investment in AIMS as is, with CBI needs a refresher (5 yr eval)					
				Manage budgeting and billing of FSI and CBI related services.	X	1							
3-3 Enterprise GIS (Individual MS4s)	1. By 3/9/2015, 5 postings of new or updated stormwater information to Town of Colonie Enterprise GIS.	2. By 3/9/2015, 5 postings of new or updated stormwater information to Town of Bethlehem Enterprise GIS						Is it possible to have an intermunicipal Enterprise GIS? Cost?					

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	2											
	4 5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
3-4 Storm System/Sewershed Mapping-Intermunicipal	1. By 7/1/2013, provide for Coalition members shapefiles and hardcopies of Kromma Kill, Dry River, Patroon Creek, Krumkill, Vly Creek, Salt Kill and City of Watervliet/Village of Green Island Storm System/Sewershed Maps. Post on Stormwater Management Web Mapper (AIMS). **COMPLETED KrommaKill, Salt, Vly, Dry, some Vliet, All V/GI.**		Continue storm system mapping and sewershed delineations for those watersheds NOT completed with grant funding. Use same data model and process developed to date. (Krumkill, Patroon, remaining Wvliet.			X-2	Available as services with purchase of add'l points. Some MS4s requested this.	2%	48%	50%		
			Identify and priortize with Working Group future areas to map and develop plan for related coordination with Coalition members. Include V of Altamont.	X	3		Limited resources.					
3-5 Dry Weather Outfall Screening (ORI)	1.) by 3/9/2015 Coalition adopts 5 budgets which support dry weather outfall inspections and data management.	By 2015, indivdual MS4s as stated in SWMP conduct an EPA compliant ORI inventory, screen ___% of outfalls, and enters the field inspection data into MS4 Permit Manager.	Identify those Coalition members interested in ORI field work support and develop plan to complete work, estimate costs (staff time and money), and include in Coalition budget.			X - 1	Given ORI due date framing from EPA, all OF should be screened once by 4/30/2013 (interim MS4 Permit) many MS4s behind. Some requested assistance (pts)	5%	45%	45%	5%	
			Arrange with Albany County Sewer District inventory of kits and supply needs. Budget for and purchase supplies.	X	1							
			Research student intern support for ORI work. Consider recruitment, management, training, costs, and other issues.	X	1							
			Discuss with V of Altamont ORI process, completion plan and likely costs relative to to Coalition membership and SWMP.	X	1	X	1 day work for Coalition staff & V/Alt					
3-6 IDDE Local Law (Towns, Villages, Cities, County)	1. By 2010 SWMP Coordinator of individual MS4 secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law.				1					100%		
3-7 Prohibit Illicit Discharges/Enforcement (Public Universities)	1. By 3/9/2014 SUNY Albany obtains a written directive from the person authorized to sign the NOI, stating that updated mechanisms must be used and names individual responsible for compliance and enforcement.				1					100%		
3-8 IDDE Program Procedures	1. By 3/9/2013, individual MS4s as stated in SWMP, complete, distribute, and file an electronic and hard copy of IDDE Program Procedures.	2. By 3/9/2013 Coalition posts location of IDDE Program Procedures on Coalition website. **NOT POSTED** **ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organzes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.	For each Coalition member, as completed by Coalition members, post location of IDDE Program Procedures on website..	X	1		IDDE Procedures shared across MS4s, consider Coaliion letterhead with mods for ind MS4s	25%	15%	60%		

Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s				Proposed 2015 Work Plan	Proposed Status of Tasks				Work Plan Staffing-By Job Title and % Time Allocation By BMP				
	Measurable Goals-Coalition and Individual MS4s					Functions								
Best Management Practices	1	2	3	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance	ADD'L ($ Pts) & Importance	Comments	Prog Coor (FT)	Prog Tech (FT)	WG/Bd Reps	Temp Help	Cnty DGS Svces
	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
3-9 Illicit Discharge Record Keeping	1. By 3/9/2015, individual MS4s as stated in SWMP assemble 5 annual documents which track the number of illicit discharges detected and eliminated.			Provide assistance as needed for MS4 Web Training related to tracking illicit discharges.		1						100%	
3-10 Illicit Discharge and Waste Disposal Education	1. By 3/9/2015, individual MS4s as stated in SWMP provide illicit discharge related educational material to 100% of relevant staff. Example: Stormwatch and/or IDDE Video. **SEE INDIVIDUAL MS4 DATA. BMP 6-9 Staff**	2. By 3/9/2015, individual MS4s, as stated in SWMP distribute ___pieces of literature promoting waste collection day events. Literature includes a message about stormwater pollution and the hazards of illegal discharges. **FEW DO THIS, CHANGE METHOD, SEE COMMENTS.**			X	1		Write "Thank You" Letter/flyer using Coalition letterhead detailing collection data, waste collection value to water quality, all Members distribute at HHD events.	80%			20%	
3-11 Spill Prevention and Response Training	1. By 3/9/2015, individual MS4s provide spill prevention and response training to 100% of relevant employees using kit materials if available. **INDIVIDUAL MS4 PROGRESS WITH TRAINING, NO COORDINATION WITH COALITION FOR SPILL KITS.**	2. By 3/9/2014 Coalition organizes a group buy of spill kit materials. **DROP GROUP BUY CONCEPT. TOO COMPLICATED TO ORGANIZE, COALITION PROVIDED LIST OF SPILL KIT MATERIALS TO MEMBERS.**	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organizes, and potentially writes as template, relevant spill response procedure language, Procedures are filed with Coalition and in Member offices.	Include in budget estimated revenue and expenditures associated with Coalition wide group buy of Spill Kit supplies.	X	3		Can this really happen?	34%	33%	33%		
				Research costs, collect money, purchase items, assemble, and distribute kits in conjunction with presentaion of Excal Video...Spills and Skills.									
MCM 4 Construction Site Runoff Control													
4-1 Construction Activity Local Law-MS4s w/ Land Use Control	1. By 3/9/2010, individual MS4s as stated in SWMP will adopt and certify construction activity local law equal to NYSDEC model local law. **COMPLETED, NEED TO HAVE CERTIFICATION DOCUMENTATION ON FILE.**				X	1		Explain certification documentation.			100%		
4-2 SWPPP Review Procedures (Erosion & Sediment Control)	1. By 3/9/2014, individual MS4s as stated in SWMP documentsand/or update in writing SWPPP review procedures for sediment and erosion control.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organizes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.			X	1		VERY IMPORTANT THAT ADEQUATE PROCEDURES GET WRITTEN ASAP.	40%		60%		
4-3 Compliance Mechanisms-No Land Use Control MS4s	1. By 3/9/2013, Albany County obtains written directive from the person authorized to sign Notice of Intent (NOI).	2. By 3/9/2014, SUNY Albany obtains written directive from the person authorized to sign Notice of Intent (NOI).											
4-4 Complaint Procedures	1. By 3/9/2013, individual MS4s as stated in SWMP, document in writing complaint procedures and posts on SW Coalition website.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organizes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.		As they become available from Coalition members, post complaint procedures regarding erosion and sediment control on Coalition website	X	1		VERY IMPORTANT THAT ADEQUATE PROCEDURES GET WRITTEN ASAP.	40%		60%		
4-5 Construction Inspection & Enforcement Procedures	1. By 3/9/2013 individual MS4s as stated in SWMP, document in writing construction site inspection and enforcement procedures as described in MS4 permit and itemized in implementation tasks.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organizes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.			X	1		VERY IMPORTANT THAT ADEQUATE PROCEDURES GET WRITTEN ASAP.	40%		60%		

Best Management Practices	Measurable Goals-Coalition and Individual MS4s — 1 / 4	2 / 5	3 / 6	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance 1-High 2-Mid 3-Low	ADD'L ($ Pts) & Importance	Comments	Prog Coor (FT) % Time	Prog Tech (FT) % Time	WG/Bd Reps % Time	Temp Help % Time	Cnty DGS Svces % Time
4-6 Education-Construction Activity Procedures	1. By 3/9/2014 individual MS4s as stated in SWMP will post location of construction activity procedures on Coalition website	2. By 3/9/2014 Coalition staff notifies list serve of Coalition website posting pertaining to construction activity procedures of individual MS4s.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organizes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.	As they become available from Coalition members, post location of construction activity procedureson Coalition website	X	1		VERY IMPORTANT THAT ADEQUATE PROCEDURES GET WRITTEN ASAP.	40%		60%		
4-7 Construction Site Operator Training-4 Hr	1. By 3/9/2015 Coalition staff co-sponsor with local Soil and Water Conservation District, three 4 hour construction site operator trainings; the attendance lists is shared with Coalition; and training info is posted on Coalition website.	2. By 3/9/2015, individual MS4s as stated in SWMP documents for three 4 hr training events how and which site operators active in their MS4 received training information	3. By 3/9/2015, the Town of Colonie will file photos of construction site operators 4 hr training card as requested at pre-construction meetings, note expiration dates, and spot check results. Same Goal for Town of Bethlehem.	Co-sponsor with Albany County Soil and Water Conservation District two 4 Hour Constructon Site Operator Training Sessions. Track attendence, Enter data and documentation into SWMP.	X	1		Need sign up registration data from ACSWCD. Who signed up from which company, etc.	90%		10%		
4-8 SWPPP Record Keeping	By 3/9/2015, indivdual MS4s as stated in SWMP annually document construction activity using preferred data management method, which includes record keeping requirements listed in MS4 Permit and requested in NYSDEC Annual Report; generate 3 construction activity reports (2013, 2014, 2015).			Test capacity and process of entering construction activity data into MS4 Web. Coordinate additional training as needed, if interest.	X	1		Research existing Member GIS tracking of csontruction sites and research GIS options/costs to mimic approach, consider/discuss issues and value of merging data, consider/discuss capacity issues across all member communities.	40%	30%	30%		
MCM 5 Post Construction Stormwater Management													
5-1 Construction Activity Local Law-Post Construction	1. By 3/9/2010, 11 Construction activity local laws with post construction controls are adopted and certified as equivalent to NYSDEC sample local laws. **COMPLETED.**										100%		
5-2 Compliance Mechanisms & Post Construction Controls	1. By 3/9/2013, Albany County obtains written directive from the person authorized to sign Notice of Intent (NOI) stating that updated mechanisms must be used and names the position responsible for ensuring compliance with and enforcement of compliance mechanisms related to post construction activity.	2. By 3/9/2014, SUNY Albany obtains written directive from the person authorized to sign Notice of Intent (NOI) stating that updated mechanisms must be used and names the position responsible for ensuring compliance with and enforcement of compliance mechanisms related to post construction activity.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition assists Albany County and UAlbany in completing this Permit specific measurable goal. Procedures are filed with Coalition and in Member offices.		X	1			20%		80%		
5-3 Planning Tools-Non Structural SW Management	1. By 3/9/2013 Coalition develops check list of green infrastructure, BSD and LID practices and distribute to Coalition members. **DROP THIS GOAL. RESPONSIBILITY OF LOCAL PLANNING RELATED STAFF OR CONSULTANTS TO CONNECT MS4 PERMIT REQUIREMENT W/ GI PLANNING OPTIONS.**	2. By 3/9/2015, individual MS4s as stated in SWMP, document planning and land use regulations initiated by MS4, status of completion, receipt of check list and inventory of which if any GI, LID or BSD practices were included in plans and/or regulations.		Develop check list of green infrastructure, BSD, and LID practices and distribute to Coalition members for their use as tracking tool of GI, LID, and CSD practics included in plans or regulations.				Dropped.					
5-4 Green Infrastructure Practices-Local Law Review & Revisions	1. By 12/31/2011, SW Coalition will develop and finalize a local law assessment tool for coalition members. **COMPLETED**	2. By 12/31/2012, Stormwater Coalition scorecard inventory completed by indivdiual MS4s. **COMPLETED**	3.By 1/31/2013, SW Coalition completes and distributes to MS4s a document which describes possible green infrastructure related local laws or guidelines to adopt by each Coalition member. **COMPLETED**										

Best Management Practices	Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s			Proposed 2015 Work Plan	Proposed Status of Tasks			Comments	Work Plan Staffing-By Job Title and % Time Allocation By BMP				
	Measurable Goals-Coalition and Individual MS4s					Functions							
	1	2	3	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance	ADD'L ($ Pts) & Importance		Prog Coor (FT)	Prog Tech (FT)	WG/Bd Reps	Temp Help	Cnty DGS Svces
	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
5-5 SWPPP Review Procedures (Post Construction Controls)	1. By 3/9/2013 individual MS4s as stated in SWMP, will have documented in writing SWPPP review procedures for post-construction stormwater control as itemized in MS4 Permit and implementation tasks.	2. By 3/9/2013 individual MS4s as stated in SWMP, will post on Coalition website the location of SWPPP review procedures for post-construction stormwater control.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition trains, assists, monitors, organzes, and potentially writes as template, relevant procedure language, Procedures are filed with Coalition and in Member offices.	As they become available from Coalition members, post location of SWPPP review procedures on Coalition website	X	1			40%		60%		
5-6 Municipal, Zoning, Planning Board Training-Coalition (BSD, LID)	1. By 12/31/2011, SW Coalition completes and administers survey and tabulate results. **COMPLETED.**	2. By 12/31/2014, SW Coalition identifies content areas of interest and conducts 4 green infrastructure workshops. **COMPLETED 3 WORKSHOPS-DEC GRANT ("GILLAC").**	3. By 12/31/2014, 250 relevant individuals participate in 4 workshops. **~200 Participated in 3 Workshops-DEC GRANT ("GILLAC")**	Organize and track attendence of municipal, zoning, and planning board members at Green Infrastructure Tour and Stream Daylighting presentation. (GRANT)									
				Develop Stream Daylighting presentation and integrate program with hands on AIMS related training at publicly funded Technology Training Labs (County, Public Schools and Universities). (GRANT)									
5-7 Municipal, Zoning, Planning Board Training-Not Coalition (BSD, LID)	1. By 3/9/2015, Coalition completes 60 Working Group meeting agendas with training info **ONGOING.**	2. By 3/9/2015, ___% of individual MS4 municipal and planning board members as stated in SWMP receive a green infrastructure related training.		Provide green infrastructure training information to Coalition members at Working Group meetings.									
5-8 Inventory-Post Construction Practices	1. By 2015, individual MS4s as stated in SWMP completes 5 annual inventories of post construction stormwater management practices.		**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition helps Members incorporate inventory rquirements into procedure language.		X	1		Post construction inventories need to be addressed, plus related MS4 oversight	10%		90%		
5-9 Operations and Maintenance	1. By 3/9/2015, individual MS4s as stated in SWMP complete 5 inspection schedules of stormwater practices including inventory.	2. By 3/9/2015 individual MS4s as stated in SWMP will have inspected ___% of stormwater practices, both public and private, listed in inventory and included on inspection annual schedule.	**ADD MEASURABLE GOAL:** By 3/9/2015, Coalition helps Members incorporate O and M language into procedure language.		X	1		O and M documents and process of oversight needs to be addressed	10%		90%		
5-10 Banking and Credits-W'Sheds								Placeholder BMP					
5-11 Post Construction Maintenance-Resources	1. By 3/9/2015, individual MS4s as stated in SWMP include maintenance costs and responsible party information in 3 annual stormwater practices inventories.							Good ideas to consider all this, but impossible to implement. DROP this BMP.					
5-12 Post Construction Practices-Reporting	1. By 3/9/2015, individual MS4s as stated in SWMP annually document post construction practice information identified in permit and implementation tasks and generates 3 post construction practices reports.			Test capacity and process of entering post construction practic information into MS4 Web. Coordinate additional training as needed, if interest.									

Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s				Proposed 2015 Work Plan	Proposed Status of Tasks			Comments	Work Plan Staffing-By Job Title and % Time Allocation By BMP				
	Measurable Goals-Coalition and Individual MS4s					Functions							
Best Management Practices	1	2	3	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance	ADD'L ($ Pts) & Importance		Prog Coor (FT)	Prog Tech (FT)	WG/Bd Reps	Temp Help	Cnty DGS Svces
	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
5-13 Impaired Waters (TMDLs)	1. New BMP, Tasks and Goals under development		ADD MEASURABLE GOAL: By 3/9/2015, Coalition assists Ann Lee Pond (Shaker trib drainage) watershed members with TMDL specific language matched to T/Colonie BMP 5-13. Explain and share language, include potential in procedures language. (V/Col. Albany County, communicate to Non-Trad MS4s). (No net increase language from MS4 Permit for TMDLs).		X	1			20%		80%		
MCM 6 Pollution Prevention/Good Housekeeping for Muni Operations													
6-1 Inventory-Municipal Facilities and Operations	1. By 3/9/2015, individual MS4s as stated in SWMP complete 5 updated inventories of municipal facilities and operation and file a hard copy with MS4 documents.		ADD MEASURABLE GOAL: By 3/9/2015, Coalition as a consequence of providing Facility Self Audit assistance, Coalition will update and improve existing forms and self audit report documentation. Works with Members, provides template. Coalition considers standardizing. Forms intended to better match expectations of EPA and DEC auditors.	Coalition provide Members with Guidance Documents and related forms.	X	1	X-1	Facility Self Audit support requested from C/Wvliet, V/Menands, Albany Coutny, City of Albany	33%	33%	33%		
6-2 Assessment-Municipal Facilities and Operations	1. By 3/9/2015,individual MS4s as stated in SWMP reassess ___% of all fixed facilities and operations listed in the Inventory of Municipal Facilities and Operation (completed by 3/9/2013), to include ___ BMP Summary Sheets and the appropriate facility audit forms.		ADD MEASURABLE GOAL: By 3/9/2015, Coalition as a consequence of providing Facility Self Audit assistance, Coalition et al will update and improve existing forms and self audit report documentation. Works with Members, provides template. Coalition considers standardizing. Forms intended to better match expectations of EPA and DEC auditors.	Coalition provide Members with Guidance Documents, related form and relevant inventory of "procedures" language specific to pertinent municipal operations	X	1	X-1	Facility Self Audit support requested from C/Wvliet, V/Menands, Albany County, City of Albany	33%	335	33%		
6-3 Stormwater System Maintenance-Catch Basins	1. By 3/9/2015, individual MS4s as stated in SWMP will inspect ___ % of catch basins in jurisdiction.	2. By 3/9/2015, individual MS4s as stated in SWMP will clean out __% of catch basins in jurisdiction.	ADD MEASURABLE GOAL: By 3/9/2015, Coalition compiles answers to the audit question, "What do you do with your catch basin and street sweeping spoils and how much do you collect?" question, shares data with Members.	Prepare Members for Audit questions: "What do you do with your catch basin and street sweeping spoils and how much do you collect?" and assemble/share data.	X	2			10%		90%		
6-4 Road Maintenance-Sweeping (Streets & Parking Lots)	1. By 3/9/2015, individual MS4s as stated in SWMP will sweep ___% of jurisdictional road miles 5 times and properly dispose of spoils.	2. By 3/9/2015, individual MS4s as stated in SWMP will sweep __% of jurisdictional parking lot acreage 5 times and properly dispose of spoils.	ADD MEASURABLE GOAL: By 3/9/2015, Coalition compiles answers to the audit question, "What do you do with your catch basin and street sweeping spoils and how much do you collect?" question, shares data with Members.	Prepare Members for Audit questions: "What do you do with your catch basin and street sweeping spoils and how much do you collect?" and assemble/share data.	X	2			10%		90%		

Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s			Proposed 2015 Work Plan	Proposed Status of Tasks			Comments	Work Plan Staffing-By Job Title and % Time Allocation By BMP				
Measurable Goals-Coalition and Individual MS4s					Functions							
Best Management Practices	1	2	3	**Coalition Implementation Tasks (SWMPv2-Completed 12/2012)**	BASIC	Importance	ADD'L ($ Pts) & Importance		Prog Coor (FT)	Prog Tech (FT)	WG/Bd Reps	Temp Help	Cnty DGS Svces
	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
6-5 Pesticides and Herbicides Local Laws/Guideline (Use & Notification)	1. By 3/9/2015, individual MS4s as stated in SWMP, update status of pesticide/herbicide local law and/or guidelines; contacts responsible party; and files local law/policy with stormwater materials.	2. By 3/9/2013, individual MS4s as stated in SWMP download and file with stormwater material, 2001 Albany County Neighbor Notification Law information.	3.By 3/9/2013 Coalition and MS4 posts pesticide/herbicide local laws and/or guidelines on respective websites, with links to Albany County Neighbor Notification Law.	Monitor measurabe goal and post local law information on Coalition website within member page as it is becomes available.	X	1		Easy to post these reference existing laws on Coalition website. Do it!	80%			20%	
6-6 Pest Management (IPM Plans, Policies, and Procedures)	1. By 3/9/2015 individual MS4s as stated in SWMP, annually file with stormwater program documents the status of pest management within the MS4 (presence/absence of written pest management plan or policy).	2. By 3/9/2015, those MS4s with written pesticide management plans, policies, or procedures, file the most current document with other stormwater program documents.	3. By 3/9/2015, individual MS4s as stated in SWMP identifies training needs of individuals responsible for managing pests within the MS4, includes this info in the annual Staff Training Needs Inventory (see BMP 6-9), and trains ____% of pesticide management staff.								100%		
6-7 Pesticides, Herbicides, Fertilizers, and Other Chemicals-Records	1. By 3/9/2015, individual MS4s as stated in SWMP will annually track, record and save herbicide, fertilizer and road salt usage data. (Produce spreadsheet or table showing year to year usage by category.)	2. By 3/9/2015, individual MS4s as stated in SWMP will analyze current usage and decide if and how municipality could reduce use. Develop implementation strategy if change is warranted and desired.	ADD MEASURABLE GOAL: By 3/9/2015, Coalition as a consequence of providing Facility Self Audit assistance, update and improve existing forms and self audit report documentation to include pesticide, herbicide, fertilizer, and other chemical record data.		X	1			10%		90%		
6-8 Household Hazardous Waste Disposal	1. By 3/9/2015, Coalition members collectively host and/or participate in a Coalition-wide total of 24 Household Hazardous Waste Collection Day Events (Hosts: City of Albany, Town of Colonie, Town of Bethlehem, Town of Guilderland. Participants: Village of Menands, Village of Colonie, Town of New Scotland, Village of Voorheesville, Village of Green Island, City of Cohoes, City of Watervliet)	2. By 3/9/2015 Coalition staff complete 4 annual summary reports describing the amount of household hazardous waste collected. Data gathered from Coalition members sponsoring HHD or Electronic Day Clean Ups. (ADDED)		Collect annual HHD, Electronic Waste Collection, and Recyclinig Data. Summarize, share with Coalition members, then post in MS4 Web.	X	2			60%		40%		
6-9 Staff Training	1. By 3/9/2015, individual MS4s as stated in SWMP annually update organizational chart and training needs inventory.	2. By 3/9/2015, ___% of relevant staff, elected officials, and appointed officials from ____individual MS4 receive training in pertinent stormwater topics.	3. By 6/1/2015, Coalition staff annually discusses with members training needs and incorporates into the Coalition budget the acquisition of appropriate materials; fees; and other administrative costs (printing, etc). Pertinents topics minimallyi include: a.) Stormwater basics and Clean Water Act; b.) Facility audits and related BMPs; c) Construction SWPPPs and MS4 permit; d.) Green infrastructure basics e.) Municipal inspections of construction sites; f.) IDDE	Training priority for 2014.2015. Local Planning Board (SWPPP Design and Engineering Constraints; General SW Info; Clean Water Act Permit Basics, Infrastructure 101.). Evening Workshops w/ DOS Credits. Continue circulating EXCAL DVDs--IDDE A Grate Concern; Spills and Skills, Rain Check.	X	1		High Priority.	50%		50%		
6-10 NYSDEC Multi Sector Permit (MSGP)	1. By 3/9/2013, individual MS4s as stated in SWMP complete assessment and as needed make MSGP decision re: including MSGP in MS4 Permit.	2. By 3/9/2013 Coalition obtains and shares MSGP database with Coalition members; updated as needed.		Obtain MSGP database and share with Coalition members. Organize and map location of permitted sites by storm sewershed or watershed boundary, depending on availabiltiy.	X	1			20%	80%			
				Organize presentation with NYSDEC of MSGP. Purpose to help MS4s assess oversight of and best approach for integrating MSGP into their own MS4 Permit compliance.	X	3			50%		50%		
6-11 Conveyance System Upgrades-Green Infrastructure	1. By 3/9/2015 individual MS4s as stated in SWMP annually update the Green Infrastructure Conveyance System Upgrade Inventory.	2. By 3/9/2015, of routine conveyance system upgrades identified in individual MS4s as stated in SWMP since 2013, ___% of these upgrades will have considered GI; ___% of upgrades will have GI included in final plans; ___% of upgrades will have GI implemented.						DROP this BMP. Impossible to implement.					

Stormwater Program Management (v2, completed 12/2012) Plan-Coalition and Individual MS4s				Proposed 2015 Work Plan	Proposed Status of Tasks			Comments	Work Plan Staffing-By Job Title and % Time Allocation By BMP				
	Measurable Goals-Coalition and Individual MS4s					Functions							
Best Management Practices	1	2	3	Coalition Implementation Tasks (SWMPv2-Completed 12/2012)	BASIC	Importance	ADD'L ($ Pts) & Importance		Prog Coor (FT)	Prog Tech (FT)	WG/Bd Reps	Temp Help	Cnty DGS Svces
	4	5	6			1-High 2-Mid 3-Low			% Time	% Time	% Time	% Time	% Time
MCM 7 Stormwater Program Management													
7-1 Stormwater Coalition Management	1. By 3/9/2015 Coalition conducts 60 Working Group meetings, with attendance at each meeting by 75% of Coalition members (minimally 9 of 12 Coalition members represented) and 20 Board of Director meetings, with attendance at each meeting by 58% of Coalition Board members (minimally 7 of 12 Coalition members-for a quorum)	2. by 3/9/2015 Coalition adopts five Coalition budgets, which include a revenue stream (membership and grants) adequate to fund Coalition operations as approved the by the Board in Coalition Work Plan and detailed in the Storm Water Management Program (SWMP).	3. By 12/31/2012, finalize a fully executed Stormwater Coalition of Albany County intermunicipal agreement and print a Coalition organizational chart **ADD GOAL, same wording. New due date, By 12/31/2015...**	Prepare and conduct 12 Working Group meetings (Agenda, Reseach, Follow-Up, Copying)	X	1		NEED A NEW IMA, same process, fully executed by 12/31/2015, to be in effect from 1/1/2015 forward for mutually agreed upon # of years OR we can also dissolve the Coalition.	75%	5%	20%		
				Prepare 5 Board Meetings (Agenda, Minutes, Research, Public Notice, Coordinaton w/ Chair, Coordination w/Host, Follow-Up, Posting)	X	1			90%		10%		
	4. By 12/31/2014. all NYSDEC Stormwater Grant deliverables completed and vouchers submitted by Coalition. **COMPLETED.**	5. By 12/20/2015. Coalition manages all personnel questions, with support from County as host and shares info with Working Group and Board and Chair of Board. (ADDED)		Submit Quarterly NYSDEC Grant Reports, MWBE Quarterly Reports, Final Grant Report, Vouchers, County/Grant Budgeting, Invoice Processing, and Trouble Shooting.									
				Prepare Coalition Budget for Approval by Coaliton Board and County, Management and Budget and Legislature. Address Reserve issues.	X	1			80%		10%		10%
				Process Year End Forms for County Comptroller's office and Budget Close Out.	X	1			90%				10%
				Manage with County Dept of Human Resources; County Civil Service; County Affirmative Action Officer; and DPW Payroll Liaison hiring process of Coalition employees.	X	1			90%				10%
				Initiate and coordinate budget transfers and/or legislative approvals, with County Management and Budget and Legislature	X	1			90%				10%
				Prepare and present a Coaliton Work Plan to Board, matched to Coalition Budget.	X	1			90%		10%		
				Manage, with DPW staff and others, Coaliiton purchases, including requisitions, pricing, purchase orders, contracts as needed (Law Dept, Management and Budget, and Contract Review Board), invoices, packing slips, and other issues, if necessary.	X	1			90%				10%
7-2 Local MS4/Municipal Management	By 3/9/2013, individual MS4s as stated in SWMP, develop and print 1 organizational chart, updated as needed.	By 3/9/2015, individual MS4s as stated in SWMP, conduct ___ in-house coordination meetings with relevant staff, as identified on organizational chart.	By 3/9/2015, individual MS4s as stated in SWMP, adopt 5 budgets which include sufficient funds to implement a stormwater program as outlined in the SWMP.			1					100%		
7-3 Coalition Regroup-Regulatory Realities	1. By 12/31/2013 the Coalition organizes a "Big Picture" meeting with Coalition Working Group, Board, and interested others. Meeting is scribed and notes circulated.	**ADD MEASURABLE GOAL:** By 4/30/2015, Coalition actively participates in new MS4 Permit process, providing input and coordinating observations and input with other MS4s and other Coalitions.		Provide for Coalition members current information from EPA, NYSDEC, and other sources information regarding regulatory and industry trends related to stormwater management. Venue is Working Group meetings.	X	1			60%	10%	30%		