



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

SEP 23 2014

Megan Moir
Stormwater Program Manager
Water Resources Division
City of Burlington
P.O. Box 878
Burlington, VT 05402

OFFICE OF
WATER

Dear Ms. Moir:

Thank you for submitting a letter of interest on behalf of Burlington, VT, to the Environmental Protection Agency (EPA) for Integrated Planning Technical Assistance in response to our May 2014 Request for Letters of Interest. We are pleased to inform you that **Burlington's project has been selected** to receive targeted technical assistance. Your organization's submission is one of 5 that were selected to receive approximately \$67,000 in technical assistance. We believe components of the project you identified can provide a great example for communities throughout the nation of how to develop elements of an integrated plan to support a National Pollutant Discharge Elimination System (NPDES) permit.

EPA plans to announce the recipients of this technical assistance in early October. We ask that you **wait until you receive an email that indicates that EPA has announced the technical assistance before you release any announcements of your own.**

This technical assistance will be provided by EPA's contractor, Tetra Tech. Enclosed please find an introduction to our integrated planning technical assistance program describing the technical assistance process. We will contact you shortly to arrange a project kickoff call during which we will develop the specific scope of work for this effort. If you have any questions before that time, please contact Kevin Weiss (Weiss.Kevin@epa.gov or 202-564-0742).

We look forward to working with you on this exciting project!

Sincerely,

A handwritten signature in blue ink, appearing to read "Deborah Nagle".

Deborah G. Nagle, Director
Water Permits Division

Enclosure



2014 Integrated Planning Technical Assistance Program

An Introduction for Technical Assistance Recipients

Overview

The U.S. Environmental Protection Agency (EPA) is providing Integrated Planning Technical Assistance to develop practical examples of how communities can implement the different steps associated with developing an integrated plan. EPA anticipates that the technical assistance will be used to provide examples that highlight how the integrated planning process can be used to support the development of conditions in National Pollutant Discharge Elimination System (NPDES) permits. Technical assistance projects will result in useful information and transferable tools to communities across the nation who are interested in integrated planning.

Providing Integrated Planning Technical Assistance is part of EPA's commitment to help communities achieve the human health and water quality objectives of the Clean Water Act (CWA). Integrated planning can be used to identify efficiencies and prioritize capital investments in wastewater and stormwater programs in a manner that addresses the most pressing issues first, and to facilitate the use of innovative approaches, including green infrastructure practices, where appropriate.

EPA administers the Integrated Planning Technical Assistance program by providing direct technical assistance through an Agency contract. The assistance provided is entirely in the form of in-kind labor services by an EPA contractor. The 2014 technical assistance will be conducted by EPA's contractor Tetra Tech (Tt) under EPA contract number EP-C-11-009. EPA will manage Tetra Tech's contract, including invoices and payment. Staffing for the project, including the use of any subcontractors, is at the sole discretion of Tt.

Project Kickoff and Work Plan Development

The first stage of each technical assistance project is the development of the work plan that will be approved by EPA. The work plan consists of a detailed scope of work, a list of deliverables, and a schedule and will serve as the guiding document for the project.

EPA will arrange a project kickoff call including EPA Headquarters (HQ), the EPA Region, the community, and Tt staff to discuss the tasks identified in the community's Letter of Interest. Based on this kickoff call, a draft work plan and schedule that is consistent with the EPA allocated budget for the project will be prepared by Tt. The draft work plan and schedule will be reviewed by EPA and community staff prior to preparing a final work plan.

Project Management and Reporting

Once EPA has finalized the work plan, Tt will conduct the technical assistance project with EPA providing oversight. The project's work plan will include a schedule of communication (i.e., conference calls)

between Tt, the community, EPA, and subcontractors (if applicable). Discussions that involve expanding, limiting, or clarifying the scope of work or altering the schedule of activities must include EPA HQ. Discussions of a technical nature that do not impact the scope, budget or schedule, however, do not require EPA participation. EPA HQ and the EPA Region will be notified of all meetings between Tt and the recipient community and can participate at their discretion.

Project Outcomes

The final stage of the technical assistance project is the review and completion of the project deliverables. Each project is expected to benefit EPA by providing practical examples that can be shared with communities across the country with similar challenges. Deliverables will therefore be formatted as technical reports for public release. Tt will provide all draft deliverables to EPA HQ, the EPA Region, the State NPDES agency and the community. Once all comments are received, Tt will prepare and submit to EPA the final deliverables for posting on EPA's website.

Project Roles

The roles of EPA HQ, the EPA Region, the State NPDES agency, Tt, and the community are briefly summarized below:

EPA HQ: The EPA Work Assignment Manager (WAM) is responsible for developing the work plan and directing the contractor. The EPA WAM will be assisted by EPA HQ staff, who may coordinate the project kickoff call, review the project work plan, participate in meetings, and review project deliverables. The EPA Work Assignment Manager must participate in any discussions that involve expanding, limiting, or clarifying the scope of work or altering the schedule of activities.

EPA Region and State: Staff representing the EPA Region and the State NPDES agency will review the project work plan and review project deliverables. EPA Regional and State NPDES agency staff will be notified of all meetings and can participate at their discretion.

Tetra Tech: Tetra Tech staff will conduct the technical assistance project. Tt will prepare the draft work plan based on the community's Letter of Interest and final work plan, coordinate progress calls, and prepare the draft and final deliverables.

Community: Community staff will be engaged throughout the project. Community staff will review the work plan prepared by Tt, participate in progress calls, provide relevant information for the project, and review the project deliverables.