
General Information

Project Title

Statewide Education and Compliance Strategies for Contractor Businesses

Project Short Description

Mobile/contractor businesses work across multiple jurisdictions and continue to be a source of pollutants. A social marketing based program informed by target audience research will be developed and implemented. The permittee stakeholder group will develop guidance strategies for implementing consistent education and creating an atmosphere for compliance. The resulting program will incorporate research about target audience cultural demographics and interactive educational tools.

Project Long Description

The Mobile Business Work Group in the Puget Sound region and the Eastern Washington Permittee Effectiveness Monitoring Group are teaming to develop a statewide approach to educate mobile and contractor businesses about proper wash water disposal and foster an environment of compliance with illicit discharge regulations.

This project will build on, expand, and retool the work completed in the “Dump Smart” program. Partners have identified two tiers of businesses and will focus on the top tier business types:

Tier 1 Businesses:

- Carpet cleaners
- Painters
- Pressure washers
- Restaurant hood vent cleaners

These sectors were identified as being the most prevalent, having the greatest potential for pollutant discharge and most wide-spread across multiple NPDES jurisdictions.

Tier 2 Businesses

- Landscapers
- Concrete installers
- Mobile car detailers
- Mobile food vendors

Successful Tier 1 strategies and products may be easily modified for Tier 2

General Information

businesses. If more research is needed then it will be performed if funding remains.

Project Objectives:

- 1) Produce a background research report to inform the audience research, educational approach, cultural demographics of mobile businesses, and existing programs
- 2) Using social marketing methods to develop and implement an educational strategy for painters, pressure washers, carpet cleaners and vent hood cleaners
- 3) Explore two new strategies for stormwater education: a) modernizing interactive educational tools (such as social media) for messaging to the target audience and b) identify and modify programs for target audience cultural differences
- 4) Develop consistent and effective strategies for NPDES permittees to foster an environment of high compliance rates among mobile/contractor businesses
- 5) Develop statewide metrics for measuring behavior change of mobile business target audiences

The Dump Smart Program performed high quality audience research of painters, pressure washers and carpet cleaners; created untested graphics; and initiated a limited 2 month outreach pledge type of pilot in 2010. The lessons learned, focus group research, and motivators/barriers information will be carried forward.

The Background Research report will provide information on programs, demographics and the landscape of mobile businesses as a starting point for the project. Social marketing sessions with the stakeholders will inform the first round of audience research including:

*vent hood cleaner BMPs

General Information

- *cultural differences in both Eastern and Western Washington
- *businesses and property owners that hire mobile/contractor businesses
- *interactive non-traditional communication strategies
- *motivators and barriers for compliance
- *messaging products and placement

An Education Strategy will be drafted, products and metrics developed. These products will be tested on the target audiences and may include social media, websites, videos, one-on-one educational materials, compliance letters, and workshops. The final education program will be made available to all jurisdictions. A subset of jurisdictions in each Ecology Region will participate in the pilot implementation and metrics testing.

The program will coordinate and integrate where practicable with programs of similar interests: Local Source Control Program, Permittee Commercial Property Inspection Programs, Food Inspection Programs, Grease Inspection Programs and Envirostars Program. We have members of the Technical Advisory Committee from these programs.

Finally, the Technical Advisory Group (TAG) will develop and create guidance for NPDES permittees for effective and tested compliance strategies for each mobile/contractor business group. Several TAG members have experience with implementing compliance strategies such as one-on-one education, compliance education, warning or enforcement letters as well as targeting the appropriate business contact for compliance education.

Total Cost	\$198,230.00*	Total Eligible Cost	\$198,230.00*
Effective Date	7/1/2015	Expiration Date	3/31/2017
Project Category*	Stormwater		

Will Environmental Monitoring Data be collected?Yes

General Information

**Ecology
Program**

Water Quality

Overall Goal: The overall goal is to: prevent surface and groundwater pollution from non-stormwater discharges generated by mobile and contractor businesses activities.

This project may address water quality listings and TMDLs in partner jurisdictions for a) fecal coliform due to contamination from grease generated by vent hood cleaning businesses, b) sediment toxicity listings due to improper disposal of chemicals used during pressure washing, carpet cleaning and painting operations, and 3) dissolved oxygen listings due to improper disposal of pressure washing, grease from vent hood cleaners, and carpet cleaner wash water contributed oxygen-consuming nutrients.

We recommend funding both mobile business projects: this project targets the commercial/business sector that does the work and hires the contractors; and complements the other project targeting the residential audience hiring contractors. We are eager to coordinate with the other project for a value-added approach.

General Information

Recipient Contacts

Project Manager

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 Mindy Fohn
 Water Quality Manager
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 Andrew Nelson
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Billing Contact

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 dbrown@co.kitsap.wa.us

Other recipient signatures on printed agreement

Name

Title

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Location Information

Statewide Yes No

Ecology Region %

County %

Congressional District %

Legislative District %

WRIA %

Latitude (expressed in decimals)

Longitude (expressed in decimals)

Facility Site ID

Facility Site Link

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Scope of Work - Task 1 Project Admin: 1

Task Number	1		
Task Title	Project Administration/Management	Task Cost	\$8,190.00
Task Description	<p>A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.</p> <p>B. The RECIPIENT must manage the project. Efforts will include: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT must carry out this project in accordance with any completion dates outlined in this agreement.</p>		
Task Goal Statement	Properly managed project that meets agreement and Ecology administrative requirements.		
Task Expected Outcomes	<p>* Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.</p> <p>* Properly maintained project documentation</p>		
Recipient Task Coordinator	Mindy Fohn		

Deliverable #	Description	Due Date	Received?	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
			(ECY Use Only)					
1.1	Progress Reports	3/31/2017						
1.2	Recipient Closeout Report	3/31/2017						
1.3	Project Outcome Summary Report	3/31/2017						

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Scope of Work - Additional Tasks: 2 - Contracts with WSC and Consultant

Task Number	2		
Task Title	Contracts with WSC and Consultant	Task Cost	\$2,240.00*
Task Description	<p>A Request for Proposals (RFP) has already been developed for consultant work. Once a contractor has been selected, contracts for support and marketing services will be developed and finalized.</p> <p>The Washington Stormwater Center (WSC) will provide support services including: organizing and attending 8 Core Group Meetings, 2 social marketing sessions, audience research including participants in both Western and Eastern Washington, 8 Technical Advisory Group (TAG) meetings, creating meeting agendas, finalizing notes, setting up meeting locations, reviewing meeting materials, and producing 7 quarterly reports. The WSC will review consultant reports (Background Research, Audience Research Guides and Report, and Final Report) as well as outreach materials.</p> <p>Secure consultant to work closely with the Project Manager and WSC to: conduct background research, social marketing sessions with the TAG, test developed messaging on audiences, develop the marketing materials and products, and develop the long-term metrics for evaluation data collection by selected NPDES municipalities. A Request for Proposals (RFP) will be issued when the grant award is made so that the consultant can begin working as soon as the contract is negotiated.</p>		
Task Goal Statement	Completed contracts with WSC and Consultant		
Task Expected Outcomes	Project assistance services, consultant services provided for the project		
Recipient Task Coordinator	Mindy Fohn		

Deliverables

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WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

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WQSWGRS-2016-KiCoPW-00023

Scope of Work - Additional Tasks: 2 - Contracts with WSC and Consultant

Repeat these steps for each deliverable

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
2.1	Project Management Services Contract between the WSC and Kitsap County	11/13/2015						
2.2	Issue RFP, interview, score/rate, and select consultant	10/30/2015						
2.3	Finalize contract with consultant	11/30/2015						

Task Number 3

Task Title Project Kick Off and Background Research Report Task Cost \$11,900.00*

Task Description The Core Group will convene a conference call with the consultant and develop the meeting agenda, location and date for the TAG Project Kick off meeting. Representatives from Eastern Washington may travel to the TAG kick off meeting. This meeting will serve to inform the stakeholders of the project schedule, objectives and goals and to provide a time for input on known materials, strategies and approaches for the project. We'll review currently available materials, approaches and strategies for mobile/contractor businesses including BMP's, messages, motivators, barriers, placement of messages, products, evaluation and target audiences. The meeting will help the consultant develop a plan for research and the contents for the Background Research Report.

Task Goal Statement Learn what materials, methods, evaluation and other information has been produced and implemented. Interview up to three of the jurisdictions that developed the outreach to learn about the successes, challenges and recommendations for future work.

Task Expected Outcomes Kick off Meeting and Background Research Report

Scope of Work - Additional Tasks: 3 - Project Kick Off and Background Research Report

Recipient Task Coordinator Cammy Mills

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
3.1	Core Group Teleconference Meeting	12/3/2015						
3.2	TAG Meeting	12/14/2015						
3.3	Background Research Report	1/18/2016						

Task Number 4

Task Title Moblie Business Best Management Practices Task Cost \$9,850.00*

Task Description The TAG, comprised of representatives from statewide jurisdictions, plus those from programs that work with mobile businesses, such as Local Source Control, Commercial Inspection Programs, and Envirostars, will review existing Best Management Practices (BMPs) for carpet cleaners, pressure washers and painters. The group will perform research to identify the BMPs for vent hood cleaners. The BMPs will be documented in both technical regulatory compliance language and translated to layman's language for the target audiences. The layman's language will be tested on the target audiences during the audience research. Non-English speaking materials will be created by the consultant if identified as needed from the Background Research. These BMPs will be distributed to the various permit coordinator and inspector groups for review.

Scope of Work - Additional Tasks: 4 - Mobile Business Best Management Practices

Task Goal Statement Produce a universally agreed upon set of BMPs for carpet cleaners, pressure washers, painters and vent hood cleaners by NPDES Permittees.

Task Expected Outcomes A consistent set of BMPs for the target businesses in both technical and layman's language.

Recipient Task Coordinator Cammy Mills

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
4.1	Use meeting notes from the TAG to refine BMPs	1/18/2016						
4.2	Draft, revise and finalize BMPs in technical and layman's language	2/1/2016						
4.3	Layman's language BMPs in non-English languages if determined to be necessary from the Background Research Report	2/8/2016						

Scope of Work - Additional Tasks: 5 - Social Marketing Sessions with the TAG

Task Number	5		
Task Title	Social Marketing Sessions with the TAG	Task Cost	\$10,250.00*
Task Description	<p>The consultant will conduct two social marketing sessions with the TAG to identify the products , place and price, motivators and barriers for each mobile business sector. Potential non-traditional communication strategies and various target audience cultural groups will be explored. The results of the sessions will inform the audience research which will determine if the proposed approaches are sound or would not be received the audience. Audience research will identify motivators, barriers, products, price and place.</p> <p>These sessions will include a discussion of possible challenges in reaching our audience to conduct audience research. This will help the consultant develop an audience research plan which will include the identification of the appropriate research tool (focus group, survey, interviews, etc) and recruitment strategy.</p> <p>Finally, the sessions will include identification of outreach strategies for municipalities to create an environment of compliance as the “norm” for these businesses operating throughout the state. These sessions will then provide the basis for information to be collected during the audience research.</p>		
Task Goal Statement	Identify social marketing approaches to present to the target audiences - vent hood cleaners, painters/pressure washers/carpet cleaners, and businesses/commercial property owners that hire mobile/contractor businesses.		
Task Expected Outcomes	An understanding of potential marketing approaches to present to the target audiences to receive feedback, guidance and reaction.		
Recipient Task Coordinator	Cammy Mills		

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Scope of Work - Additional Tasks: 6 - Perform Audience Research

compliance.

Once the outreach strategy and materials are developed in Task 8, they will be tested on a small group of our target audiences for confirmation or revisions.

Task Goal Statement With input from the TAG, we hope to gain a greater understanding of our target audiences, how to communicate with them, how to encourage them to adopt practices for proper wastewater disposal, and how to create an environment of compliance.

Task Expected Outcomes Audience Research Report: Encouraging Contractors to Comply with Proper Disposal of Wastewater

Recipient Task Coordinator Cammy Mills

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
6.1	Draft audience research guides for review by the Core Group, comment and finalize the guides	4/4/2016						
6.2	Conduct audience research including participants from both Wester and	5/2/2016						

Scope of Work - Additional Tasks: 6 - Perform Audience Research

6.3 Eastern Washington Draft report, Core group comments, and finalize Audience Research Report 5/23/2016

Task Number 7

Task Title Develop messaging, materials and outreach program Task Cost \$66,900.00*

Task Description The consultant will develop messaging, materials and an outreach strategy for each mobile business type. Audience research will inform the optimum product, price and place for messaging and an outreach strategy that includes actions and methods for municipalities to contribute to creating an environment for compliance.

Once draft messaging, materials and outreach strategy have been identified, these will be tested with audience research participants to ensure that they are received as intended. Modifications will be made as necessary, based on this feedback. The consultant will determine the most effective way to consult with audience research participants.

The actual methods for education and messaging are not specified. Previous projects, such as the "Business Outreach" GROSS Grant by Kitsap County, informed the working group that what stormwater educators may consider to be the effective approach does not always match with what our target audience informs us of how, when and what to communicate. We anticipate this project could implement fact cards, letters, stickers, videos, posters or some other product identified in the social marketing process. We are requesting Ecology to allow this project the flexibility to not identify the specific products at this time. However, the Core Working Group will be in close contact with the Ecology Project Manager at this stage.

Task Goal Statement This is the task where the Background Research and audience research will be carefully interpreted to really listen to our audiences and apply social marketing principles to develop outreach and compliance strategies. This is the most challenging aspect of the project since both the Core Group and TAG must set aside their principals and norms to best understand our audiences. The goal is to develop materials,

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Scope of Work - Additional Tasks: 7 - Develop messaging, materials and outreach program

messaging, products and placement for optimum compliance by mobile businesses. Once developed, this outreach "package" will be tested in interviews or small focus groups with our test audiences and revised as needed.(see Task 7)

Task Expected Outcomes An outreach strategy and materials based upon TAG input, audience research and the Background Research Report

Recipient Task Coordinator Cammy Mills

Deliverables

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
7.1	Draft materials messaging and strategy, based on audience research, for Core Group review.	7/25/2016						
7.2	conduct TAG meeting to go over the draft approach, collect input	8/15/2016						
7.3	Test the strategy, such as the materials, letters, etc. on the target	9/6/2016						

Scope of Work - Additional Tasks: 7 - Develop messaging, materials and outreach program

7.4	audience, conduct interviews or focus groups of previous participants	
	Revise materials and/or strategy based on target audience input and finalize the Mobile Business Outreach Plan	9/26/2016

Scope of Work - Additional Tasks: 8 - Implement Outreach Strategy and Evaluation

Task Number	8		
Task Title	Implement Outreach Strategy and Evaluation	Task Cost	\$39,050.00*
Task Description	<p>The TAG will work to create a metric or set of metrics for collection during the implementation phase . Consultant will assist with development of appropriate metrics and evaluation methods, and develop an evaluation plan (QAPP) with feedback from the Core Group. The Cities of Wenatchee and Spokane Valley will assist in developing a QAPP. If necessary, a separate consultant with experience in developing this type of report will be hired to assist.</p> <p>After the program has been implemented an evaluation will be administered. Information collected in this evaluation will be incorporated into final grant reports and will be used to inform and improve future work.</p> <p>Implementation and test metrics data collection will be performed by a select number of municipalities. All municipalities will have the option to implement the developed materials and products. A selected group of municipalities will implement the developed materials and products and collect agreed upon metrics. The metrics will be part of the social marketing sessions and audience research. The goal is to identify key metrics that could be collected by many municipalities to demonstrate awareness and/or behavior change over time to assist with permit compliance.</p>		
Task Goal Statement	<p>The goal is to encourage many municipalities implement the marketing strategy and a few select municipalities collect behavior change metrics to test for applicability in the future as a statewide metric of compliance.</p>		
Task Expected Outcomes	<p>Implementation of an outreach strategy by many municipalities and evaluation metrics collected by select municipalities.</p>		
Recipient Task Coordinator	<p>Cammy Mills</p>		

Deliverables

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WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Scope of Work - Additional Tasks: 8 - Implement Outreach Strategy and Evaluation

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
8.1	Coordinate and implement education strategy	3/14/2017						
8.2	Finalized evaluation plan/QAPP	10/10/2016						
8.3	Complete evaluation	2/17/2017						
8.4	Finalize evaluation report	3/14/2017						

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Scope of Work - Additional Tasks: 9 - Guidance for Permittee Compliance Implementation

Task Number	9		
Task Title	Guidance for Permittee Compliance Implementation	Task Cost	\$17,600.00*
Task Description	This guidance is not an enforcement document but outlines strategies, that if implemented regionally, could be a powerful motivator to the businesses and those that hire them. These strategies will be based on the audience research and follow up testing. This guidance may be a document, video, webpage or workshops. The TAG will work under the leadership of the WSC to develop the guidance and delivery methods. The strategy will be reviewed as widely as possibly, finalized and then distributed to permittees via the existing forums and listservs or meetings.		
Task Goal Statement	Provide guidance to permittees for creating an environment of compliance		
Task Expected Outcomes	Statewide environment of compliance with defined expectations and BMPs for mobile businesses and those that hire them		
Recipient Task Coordinator	Mindy Fohn		

Deliverables

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Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address
9.1	Meeting notes from 2 TAG meetings developing the guidance strategies	7/11/2016						

Scope of Work - Additional Tasks: 9 - Guidance for Permittee Compliance Implementation

- 9.2 Draft guidance strategies reviewed by Ecology and TAG 8/8/2016
- 9.3 Finalize guidance strategy 11/7/2016
- 9.4 Distribute guidance strategy to permittees 12/12/2016

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

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WQSWGRS-2016-KiCoPW-00023

Scope of Work Summary

Task Title	Task Cost
Project Administration/Management	\$8,190.00
Contracts with WSC and Consultant	\$2,240.00
Project Kick Off and Background Research Report	\$11,900.00
Moblle Business Best Management Practices	\$9,850.00
Social Marketing Sessions with the TAG	\$10,250.00
Perform Audience Research	\$32,250.00
Develop messaging, materials and outreach program	\$66,900.00
Implement Outreach Strategy and Evaluation	\$39,050.00
Guidance for Permittee Compliance Implementation	\$17,600.00
Total	\$198,230.00

Total Eligible Costs

(from the General Information Form)

\$198,230.00

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

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WQSWGRS-2016-KiCoPW-00023

Project Team and Project Management

Describe the project team. In your description include each key team member and their experience and qualifications, the permittee or organization they represent, their roles and responsibilities on this project, and the number of hours you expect them to devote to the project.

Mindy Fohn, Kitsap County Public Works - Project Manager. Ms. Fohn has 20 years of education and outreach experience including social marketing audience based program implemented for behavior change. Total hours = 20 (Additional time spent on this project by Ms. Fohn will be funded by Kitsap County as match).

Cammy Mills, Kitsap County Public Works - Co- Project Manager. Ms. Mills has 10 years of experience with education and outreach programs, including social marketing projects and other behavior change projects. Cammy has a Certificate in Social Marketing and a Masters in Environmental Studies. Total hours = 20 (Additional time spent on this project by Ms. Mills will be funded by Kitsap County as match).

Lisa Rozmyn, Washington Stormwater Center - WSC Lead for support services. Ms. Rozmyn has more than 20 years of water quality, environmental permitting, and compliance assistance experience. Her work with the Department of Ecology (17 years), the Port of Tacoma, and the Washington Stormwater Center has given her a broad view of environmental compliance, enforcement and technical assistance and education. Total hours = 758

Core Members are the Project Team above and also includes:

Lisa Werre, City of Sammamish
Janet Geer, City of Bothell
Justine Asohmborn of Ecology
Jessica Shaw, City of Wenatchee
Art Jenkins, City of Spokane Valley
Shauna Hansen, City of Tacoma
Mike Halliday, Pierce County

Members of the Technical Advisory Group includes:

Ann Marie Pearce, Thurston County
Laura Haren, City of Kent
Hollie Shilley, City of Federal Way
Ken Srilofung, City of Maple Valley
Laurie Devereaux, City of Bellevue
Heather Martin, City of Kent
Ryeann-Marie Tuomisto, City of Kirkland
Scott McQuary, City of Redmond
Valerie Monsey, City of Milton

List any similar water quality projects completed by the applicant or partner organization and describe the project successes and lessons learned.

Spill Reporting Hotline Outreach, GROSS Grant - evaluation of spills reporting data and audience research informed the development of a highly effective graphic for use by many

Project Team and Project Management

jurisdictions.

4C's Poster, GROSS Grant - a background research report informed the direction of the graphics used for the poster, social marketing process informed the product and the audiences, and testing the materials refined the poster so that it is highly effective and continues to be used. Our original delivery methods idea was not at all of interest to our audience and we were able to change direction mid-projects.

Mobile Businesses Outreach, GROSS Grant - the project produced good audience research, but the materials were not tested on the audience and the placement to the audience was not thoroughly explored.

Rain Garden Handbook, GROSS Grant - this project produced a highly desired booklet for the gardening audience and landscape contractors. It was tested on the target audience and the technical aspects adjusted to respond to their comments.

Mutt Mitt Program, Kitsap County Outreach - this program of volunteers adopting and maintaining pet waste stations is highly successful. Recent audience research was conducted to refine and improve the program. We are learning how to handle the expectation of 100% adoption of the behavior, where as we must accept 99% adoption of pick up pet waste and learn to deal with the 1% of waste left on the ground.

Backyard Pet Waste Program, Kitsap County Outreach - collecting metrics of adoption of pick up in backyards is challenging and one that we are exploring further. Metrics for all of these programs are important to emphatically state the value and benefit of outreach programs.

Grant Writing Workshops, WSC – This series of workshops was presented at four locations around the state to acquaint participants with strategies for grant writing, successful grant applications and ideas for forming teams and sound project ideas.

LID Statewide Program Plan, WSC - In 2014/2015 the Washington State Department of Ecology, in partnership with Herrera, Veda Environmental, and Cascadia Consulting, held a comprehensive series of courses to address LID practices and permitting among Phase I and II NPDES permittees.

IDDE Field Screening and Source Tracing Guidance Manual, WSC - This Manual was developed in collaboration with King County and Herrera to help municipalities in Washington perform IDDE (IC/ID) field screenings pursuant to requirements identified in the National Pollutant Discharge Elimination System (NPDES) Phase I and Phase II Municipal Stormwater Permit.

Statewide Municipal Conference, WSC - The Washington Stormwater Center—in partnership with the City of Puyallup and the Department of Ecology—held the inaugural Washington State Municipal Stormwater Conference in November 2014. This unique conference focused specifically on addressing high-priority issues and challenges faced by municipal NPDES permittees statewide and offered a chance to share and learn from other permittees facing similar challenges.

Project Team and Project Management

LID Operation and Maintenance Guidance, WSC - This document provides guidance on procedures, equipment and materials, skills, and staffing for LID facility maintenance as well as administrative tools and guidance for implementing LID O&M programs.

Eastern Washington LID Guidance Manual, WSC – This manual was a collaborative product of Spokane County, the Washington State Department of Ecology, the Washington Stormwater Center, Washington State University, and the Eastern Washington Phase II Municipal Stormwater Permittees.

Municipal Lunchtime Webinars – WSC - This series of webinars discuss many aspects of stormwater management and permits for municipalities all over Washington State .

Describe any work that has been completed or will be required prior to beginning work described in this grant application.

A group of interested and engaged municipal staff has been meeting from March 2015 to the present to discuss the issues surrounding education, outreach and compliance for mobile businesses. This group was the result of a session presented by the Washington Stormwater Center at the STORM Symposium in November 2014. This Mobile Business Ad-hoc Committee met four times to determine a focus and strategy for municipalities to tackle the on-going issues with mobile businesses. During these meetings, we discussed the myriad of possible sectors to work on, work currently being done by some municipalities, and approaches for future work. We narrowed our focus to the business/commercial property sectors, deciding that the residential audience was challenging and too broad of a scope. The people on this committee are committed to the grant for development of long term solutions to this problem.

In June 2015, the Eastern Washington Phase II permittees completed a two-year collaborative effort to comply with the requirement to select and develop stormwater management program effectiveness studies under S8(B) of the Eastern Washington Phase II Municipal Stormwater Permit. The effort was led by Art Jenkins, City of Spokane Valley, with assistance from Herrera Environmental Consultants, Inc. and culminated with a formal report on the project titled, “Phase 1: Development of Effectiveness Study Questions for Eastern WA Permittees.” Through multiple meetings and workshops, over thirty study ideas were identified and reviewed. Twenty-four studies were further developed into detailed research proposals, including a research proposal for “Improving Methods for Educating Mobile Contractors and Service Providers to Prevent Illicit Discharges”. The Eastern WA Phase II permittees then provided initial feedback on which studies were preferred. The mobile contractor illicit discharge education study was one of the top six studies and received an initial ranking of “high.” More recent surveys indicate that this study is the second most highly ranked out of ten options (see attached file "GROSS Grant Interest Survey-signed FINAL.pdf"). In addition, Modernizing Education and Outreach Strategies was identified as a priority. This project will allow Eastern Washington jurisdictions to build on these two priorities and two permittees will serve on the Core Group and others may serve on the Technical Advisory Group.

A Request for Proposals (RFP) has already been developed for the proposed contractor work to minimize the lag between the grant being awarded and the commencement of work. The

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Project Team and Project Management

RFP is based on similar successful projects completed previously.

Upload a complete project schedule. All work on must be completed no later than March 31, 2017.

Description*

Schedule Upload*

Timeline for Kitsap

_Upload/20967-MobileBusinessGROSS

Public Works

Timelinefinal.pdf

Mobile/Contractor

Business Proposal

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Additional Funding Information

Describe the process used to calculate the total cost for this project.

Hours and cost estimates were developed using estimates from past projects including the Mobile Business GROSS grant, Reporting Hotline GROSS grant contract and the 4C's Poster Grant contract. This included comparing previous subcontracts to the amount requested in this application to ensure that an appropriate amount of funding had been requested to complete the proposed work. In addition, all those who would be funded directly by this grant (Lisa Rozmyn, Mindy Fohn and Cammy Mills) reviewed the budget proposal in detail and agreed on the requested funding.

Grant Amount Requested: \$198,230.00

Do you have any other ✓ Yes No N/A

funds committed to this project?

If yes, provide the following information:

Secured Funds

Source	Type	Amount Committed
State/Federal agency:		
State/Federal agency:		
State/Federal agency:		
Interlocal contributions:		
Interlocal contributions:		
Local agency: Kitsap County Stormwater Utility Funds for Project Management	Cash	\$10,000.00
In-kind contributions: Staff hours contributed by the Core and TAG members	In-kind	\$20,000.00
Other:		

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

Organization: Kitsap County - Public Works

WQSWGRS-2016-KiCoPW-00023

Water Body and Water Quality Needs Addressed

Check all type(s) of water bodies that this project targets: *

- ✓ Freshwater rivers
- ✓ Freshwater lakes
- ✓ Freshwater wetlands
- ✓ Ground water
- ✓ Direct marine water
- ✓ Saltwater estuary
- Other (specify)

Check all the resource protection and regulatory requirements that this project addresses: *

- ✓ Endangered or threatened salmonids
Other Endangered Species Act protected species (specify)
- ✓ Protection of shellfish habitat [Click Here](#)
- ✓ National Pollutant Discharge Elimination System (NPDES) permit requirements
State Waste Discharge Permit
- ✓ Other (specify) NPDES Permittee Education Requirements S5.C.10 (Phase I), S5.C.1 (Phase II)

Check all the water quality parameters that this project targets: *

- ✓ Dissolved oxygen
- ✓ Sediment
- ✓ Nitrogen
- ✓ Fecal coliform
- ✓ Phosphorus
- ✓ Temperature
- ✓ pH
- ✓ Other (specify) Surfactants, petroleum hydrocarbons

Identify the water bodies, any impairments (Category 4A, 4B, and 5 waters), and listing parameters that your project will address. [Click Here](#) for more information on Shellfish growing areas.

Enter a Water Body Name and Listing Detail ID

When done, click the SAVE button

After SAVE a new row will appear

Repeat these steps for each Listing Detail ID

Water Body Name	Listing Detail ID	Map Link
Dyes Inlet	38580	Link
Commencement Bay	61008	Link
Clear Creek	7623	Link
Strawberry Creek	63085	Link
Dogfish Creek	53092	Link
Carpenter Creek	36192	Link

WATER QUALITY STORMWATER GRANTS OF REGIONAL OR STATEWIDE SIGNIFICANCE

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WQSWGRS-2016-KiCoPW-00023

Water Body and Water Quality Needs Addressed

Are you addressing a TMDL? * Yes No

If Yes, List the TMDL(s) your project is addressing

To select multiple TMDLs, hold down the control key as you select

To deselect a TMDL, hold down the control key as you select

TMDL Name

Sinclair and Dyes Inlets Tributaries Bacteria TMDL