

## Project Team Guidance

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The goal of project teams is to bring stakeholders together to implement the TMDL in watersheds prioritized by Nonpoint Program partners. This document provides examples of objectives along with a variety of associated tasks. We realize every team and every situation is different, but our hope is this summary will help launch your team towards future watershed restoration opportunities.

### Objectives

1. Identify all watershed stakeholders
2. Develop outreach plan
3. Identify project potential
4. Identify project partners
5. Develop watershed based plans (WBPs) and watershed project proposals
6. Identify funding sources
7. Secure funding
8. Implement watershed projects
9. Monitor success
10. Report to WVDEP and EPA

### Who is involved?

1. Project Team Leader – Watershed Basin Coordinator or WV Conservation Agency staff responsible for contact list, meetings (location, facilitation, agenda and minutes), project tracking, grant development and reporting.
2. Stakeholders – Local government, state government, federal government, local business and industry, civic and environmental organizations, landowners, elected officials who are Project Team Members committed to attending meetings and developing projects.
3. Watershed Association – Broad-based community organization committed to improving the quality of life within the watershed. Mission and goals will include working to improve water quality.

### Tasks

1. Identify stakeholders
  - Talk with community members
  - Advertise meetings and activities
  - Develop and Update contact list (electronic and US mail)
2. Develop an outreach plan
  - Set up a mailing/contact system to keep stakeholders informed
  - Identify stakeholders to assist with public information
  - Commit to some form of public notification to update community of plans and progress
3. Identify potential projects and partners
  - Brainstorming during the first meeting
  - Follow up with missing players and area experts
  - Survey and mapping of the watershed
  - Secure partner's commitment

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4. Develop Watershed Based Plans (WBPs)
  - Recruit subcommittee from stakeholders
  - Review EPA's WBP outline and samples
  - Identify needs and data
  - Assign tasks to obtain data and information
  
5. Identify funding sources
  - Develop funding opportunity timeline –application deadlines and award dates
  - Secure §319 required 40% match
    - Stakeholders' time
    - Partners' program funding
    - Local Government activities and funds
    - Corporate donations
    - SPP grants
  
6. Project management
  - Secure contractors
  - Trouble shoot unexpected needs and changes
  - Follow up to keep project on schedule
  
7. Monitoring success
  - Coordinate TMDL monitoring data with reporting
  - Identify unmet monitoring needs
  - Develop local monitoring networks (volunteers and schedule)
  - Develop database or work with TMDL program for compiling and interpreting monitoring data
  
8. Reporting
  - Determine grant reporting requirements
  - Set reporting schedule
  - Follow up with partners to obtain information
  - Compile reporting data
  - Determine future monitoring and reporting needs

### Additional resources

1. Introduction to watershed planning  
<https://cfpub.epa.gov/watertrain/module>
2. Resources for watershed planning  
<https://www.epa.gov/nps/resources-watershed-planning>
3. Addressing water resource challenges with the watershed approach  
<https://www.epa.gov/nps/addressing-water-resource-challenges-using-watershed-approach>