***Instructions:***

*Provide a workplan for your proposal using the template below. The workplan must be organized with project Task descriptions and defined Deliverables for each task. An example is provided on the ACWA website (*[*http://dec.alaska.gov/water/water-actions/acwa-application#*](http://dec.alaska.gov/water/water-actions/acwa-application)*).*

*The anticipated project timeframe is to award projects for up to 2 years, beginning around March 1, 2019 and close-out by December 31, 2020. Provide a description for all tasks and deliverables that will occur during this timeframe. You may close-out your project early if all project components are completed. This covers up to three state fiscal years:*

* *FY19: March 1, 2019-June 30, 2019*
* *FY20: July 1, 2019-June 30, 2020*
* *FY21: July 1, 2020-February 28, 2021*

*Do not include quarterly reports as a task or deliverable in the work plan. These are required reporting requirements for all projects.*

*Fill out the template, save the file, and include as an attachment to the online ACWA application. If you have questions about the workplan format, contact Chandra McGee at 451-2140.*

***Use the template provided here for your proposed workplan (add or delete tasks as needed for your project proposal):***

**Project Title:** Provide descriptive project title

**Proposed Project Duration:** Provide project start and end dates

**TASK 1:** (Description of the task)

**Deliverable(s) and Permits:**

Describe deliverable(s) in a brief sentence and assign a due date in the table below.

* *Include all task products as individual deliverables. For example, this includes permits, QAPPs, monitoring data, reports etc.*
* *List all applicable permits from federal, state or municipal agencies as deliverables.*
* *Include the format of each deliverable. For example, “copy of permit,” or “photographs.”*
* *Add or delete rows as needed.*

|  |  |
| --- | --- |
| Deliverable | Due Date: |
|  |  |
|  |  |
|  |  |
|  |  |

**TASK 2:** (Description of the task)

**Deliverable(s) and Permits:**

|  |  |
| --- | --- |
| Deliverable | Due Date: |
|  |  |
|  |  |
|  |  |
|  |  |

**TASK 3:** (Description of the task)

**Deliverable(s) and Permits:**

|  |  |
| --- | --- |
| Deliverable | Due Date: |
|  |  |
|  |  |
|  |  |
|  |  |

**TASK 4:** (Description of the task)

**Deliverable(s) and Permits:**

|  |  |
| --- | --- |
| Deliverable | Due Date: |
|  |  |
|  |  |
|  |  |
|  |  |

**TASK 5:** (Description of the task)

**Deliverable(s) and Permits:**

|  |  |
| --- | --- |
| Deliverable | Due Date: |
|  |  |
|  |  |
|  |  |
|  |  |

***You may add or delete tasks as needed, following the format above, to complete your workplan.***