Restoration and Implementation of BMPs including Green Infrastructure
Workplan Template

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.

The anticipated project timeframe is to award projects within the dates listed below. Projects may occur anytime during this span and last as long as needed to complete the work but must end no later than February 28, 2025.

You must provide a description for all tasks and deliverables that will occur during this timeframe. This RFP covers up to three state fiscal years:
- *FY23: March 1, 2023-June 30, 2023*
- *FY24: July 1, 2023-June 30, 2024*
- *FY25: July 1, 2024-February 28, 2025*

Do not include progress 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 Laura Eldred at (907) 376-1855 or laura.eldred@alaska.gov.

Workplan Template

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

Instructions: The work plan template has been started for you with required deliverables listed below in black. Describe deliverable(s) in a brief sentence or two and assign a due date in the table below.

- *Include all task products as individual deliverables. For example, this includes permits, meetings, planning documents, monitoring data, reports etc.*
- *List all applicable permits from federal, state or municipal agencies as deliverables.*
- *Include the format of each deliverable if known (i.e. Word, Excel, PDF, jpeg, etc.)*
- *Add or delete rows as needed.*

TASK 1: Planning (Add description of the task or delete if not applicable)

Deliverable(s) and Permits:
Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverable	Due Date:
Planning documents (Word or PDF)	
Meetings and/or outreach activities *(Include descriptions of activities such as meetings and outreach and tentative schedule)*	
additional deliverables as needed	

TASK 2: On-the ground projects (Add description of the task, including project description and location)

Deliverable(s) and Permits:
Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. It may make sense for some BMPs to conduct pre and post installation monitoring of the BMP intake and outlet. If monitoring is included in your project, please add tasks for Quality Assurance Project Plan development and data evaluation.

Add or delete rows as needed.

Deliverable	Due Date:
Description of the proposed project design and environmental benefit calculations (Word and/or Excel)	
Include construction information and how it will be documented (photographs, plans, etc.)	
Maintenance/access agreement with the landowner (Email, Word, PDF)	
Project photos (pre, during, post construction)	
additional deliverables as needed	

TASK 3: New ordinances (Add description of the task or delete if not applicable)

Deliverable(s) and Permits:
Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverable	Due Date:
Description and copy of the draft ordinance (Word and/or Pdf)	
Meeting and outreach activities to local government (Email or Word) *Include a description and schedule*	
additional deliverables as needed	

TASK 4: Additional tasks as appropriate (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.