**Instructions:**

Provide a workplan for your proposal using the template below. The workplan must be organized with project task descriptions and defined deliverables with due dates for each task. Add details to the required tasks and identify any additional tasks and deliverables for your specific project.

Projects may not begin before March 1, 2025, and must end no later than February 28, 2027.

Do not include completing grant required progress and financial reporting as a task or deliverable in the workplan.

Fill out the template, save the file, and include as an attachment when submitting the proposal package.

If you have questions about completing the workplan contact Laura Eldred at (907) 376-1855 or [laura.eldred@alaska.gov](mailto:laura.eldred@alaska.gov).

Add or delete tasks as needed for your project proposal. Minimum recommended tasks are below. Delete the blue text.

**Project Title:** Provide brief descriptive project title

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

**TASK 1: Planning –** Develop a Sample and Analysis Plan (SAP) and Quality Assurance Project Plan (QAPP) for DEC approval

**Description:** Add specific to your project. A draft QAPP/Sample Plan will be submitted to the DEC Project Manager for review and comments to be incorporated into the final version. The QAPP may include the SAP instead of having separate documents. The QAPP/SAP must be approved by the DEC Project Manager before any sampling or monitoring can begin. The project manager should budget time to draft, edit, and reference the QAPP/SAP throughout the project as needed. Contact DEC for example QAPPs and SAPs.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverables | Due Date: |
| 1a | Draft QAPP/SAP for DEC review (Word) |  |
| 1b | Final signed QAPP/SAP (Word, PDF) |  |
| 1c | add deliverables as needed |  |
|  |  |  |

**TASK 2: Field data collection**

**Description:** Add specific to your project. Conduct ambient water quality monitoring to evaluate NPS pollution or BMP effectiveness. Permission to access land for sampling purposes may need property owner(s) coordination and is the responsibility of the grant recipient. Include a brief description of the project specific water quality monitoring including number of sampling events planned, number of sampling locations, parameters being evaluated, equipment being used, DEC-approved laboratories being used (if any), and if using a laboratory, the analytical methods. If collecting samples for Microbial Source Tracking, contact DEC for expectations and information as you develop this workplan. The grant recipient is responsible for obtaining and following any permits required prior to conducting monitoring activities.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverables | Due Date: |
| 2a | Brief Field Summary following each sampling event (Emails) | Within 24 hours after each sampling event |
| 2b | Copy of Field Data Sheets/Notebook (PDF) |  |
| 2c | Copy of other data information (e.g. calibration records) |  |
| 2d | Chain of Custody form copies (PDF) |  |
| 2e | Laboratory Reports (PDF and Excel) |  |
| 2f | Site photos (jpeg) |  |
| 2g | Property access permission if applicable (Email or Word) |  |
| 2h | Copy of applicable permits (PDF copy) |  |
| 2i | add deliverables as needed |  |
|  |  |  |

**TASK 3: Data processing**

[Data processing is an essential piece of any monitoring project. The grant recipient should budget in time to complete all the data requirements. DEC will provide the grant recipient with the needed data entry template and guidance on how to use the template. DEC will also provide a data review checklist for the grant recipient to fill out and training as needed. The grant recipient should budget time to complete data QA, data entry, and address data questions as DEC imports the completed data template to our water quality database that exports to EPA’s national Water Quality Portal.]

**Description:** During the sample season, review all laboratory results for quality assurance purposes within one week of receipt. Work with the laboratory on any data discrepancies or issues. Compile and enter all monitoring data (e.g., analytical results, field parameters, data flags, etc.) into DEC-provided data template. Provide monitoring location details to DEC project manager including GPS coordinates. Send the completed water quality data entry template to DEC for review. Revise data template as needed after DEC review. DEC will import the data into Alaska’s water quality database (Ambient Water Quality Monitoring System (AWQMS)). Complete the data processing steps listed below using the DEC provided data review checklist.

Add additional project specific description as needed.

**Data processing steps to be completed by the grant recipient**

|  |  |
| --- | --- |
| Field Work/Pre-Database | 1a. During the field season, review raw data files (electronic data deliverables, instrument records) as they are received. Document changes. |
| 1b. Once all data are received, review for overall project success and compliance with project QAPP. Conduct a detailed evaluation of field notes, in-situ field, and analytical results. Document all data that fail QA and provide justification for any rejected results. |
| Database Prep | 2. Provide your DEC project manager supporting project information like field notes and calibration records. |
| Database Import | 3. The grant recipient will enter data into the DEC provided Excel data entry templates and will review for accuracy and completeness. Submit this to your DEC project manager for review and importing it to the database. The DEC project manager and grant recipient will resolve data validation errors until the data is successfully in the database. DEC will create a standard export of the project data and send it to the grant recipient for review for completeness and correctness. Make corrections as needed (this may require multiple iterations until correct). |

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 3a | Completed Data Review Checklist (Word) |  |
| 3b | Monitoring Locations information (Excel) |  |
| 3c | Completed draft(s) AWQMS data template(s) for DEC review (DEC-provided Excel workbook) |  |
| 3d | Corrected AWQMS data template (as needed) (DEC-provided Excel workbook) |  |
|  | add deliverables as needed |  |
|  |  |  |

**TASK 4: Data summary and reporting**

**Description:** After the end of each monitoring season, evaluate results and prepare a draft and final report of findings and conclusions. The second-year report should combine findings from both monitoring years. DEC can provide a reporting template for use.

The monitoring report will include an abstract, background information, project objectives, methods, QA review summary, results summary, conclusion, and recommended next steps (optional). The results summary will 1) calculate a 30-day geometric mean if bacteria data were collected, 2) provide daily averages of other parameters, and 3) include narrative descriptions and tabular/graphical formats to evaluate monitoring results. The quality assurance review will summarize the integrity of the reported analytical results as compared to the data quality objectives described in the QAPP. Incorporate appropriate references throughout the report, and necessary project data. Photos may be incorporated into the report. The report will include an appendix with a table(s) showing all the monitoring dates, locations, and results.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 4a | Draft Year 1 Water Quality Monitoring Report for DEC review (Word) |  |
| 4b | Final Year 1 Water Quality Monitoring Report incorporating edits (Word, PDF) |  |
| 4c | Draft Years 1 & 2 combined years Water Quality Monitoring Report for DEC review (Word) |  |
| 4d | Final Years 1 & 2 combined years Water Quality Monitoring Report incorporating edits (Word, PDF) |  |
|  | add additional deliverables as needed |  |
|  |  |  |

**TASK 5: Additional Task if needed**

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

**Deliverable(s) and Permits:** Describe deliverable(s) and assign a due date in the table below. Add or delete rows as needed.

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 5a |  |  |
| 5b |  |  |
| 5c |  |  |
|  | add deliverables as needed |  |

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