**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. Delete the blue text.

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

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

**TASK 1: Planning documents: Beach Monitoring Handbook and Quality Assurance Project Plan (QAPP)**

**Description:** Use DEC’s generic templates at <http://beaches.alaska.gov/> to complete a project specific Beach Monitoring Handbook and Quality Assurance Project Plan (QAPP) for DEC review and approval.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 1a | Draft Beach Monitoring Handbook for DEC review (Word) |  |
| 1b | Final Beach Monitoring Handbook incorporating review comments (Word, PDF) |  |
| 1c | Draft QAPP for DEC review (Word) |  |
| 1d | Final signed QAPP incorporating review comments (Word, PDF) | Prior to first sampling event |
|  | add additional deliverables as needed |  |
|  |  |  |

**TASK 2: Monitor beach water quality**

**Description:** Develop a project contract with a DEC-approved laboratory to be used for the project. The contract will specify the laboratory charges for sample analysis for the duration of the project. Additional laboratory charges may be incurred for expedited sample result reporting to meet the 36-48 hour reporting time.

Conduct marine water quality monitoring during recreational use season for bacteria at recreational beach(es). Sampling events should occur weekly at each beach location for two recreational seasons (typically May – early September).

Collect one (1) near-shore marine water sample at each beach location for fecal coliform bacteria (SM 9222D) and enterococci (ASTM D6503-99) using the DEC-approved sampling procedures and approved QAPP. Submit the samples to a DEC-approved laboratory within the six (6) hour holding time. Collect one (1) replicate sample for each bacteria analytical test per sampling event for quality assurance.

Collect near-shore marine water samples for Microbial Source Tracking (MST) once each summer for each project beach, field filter and preserve the samples using laboratory provided materials and submit to laboratory experienced in MST analytical methods (contact DEC if you have questions on lab and calculating project costs). Determine the MST host markers based on potential bacteria sources within the beach area(s) (e.g., dog, gull, horse, etc.). DEC requires one of the host markers to be for human. Collect MST samples at the same date/time as the bacteria samples.

Ideally, pathogen sample collection should occur prior to and during low tide at the outgoing tides (ebb tide) and incoming tides (flood tide). Sampling events should alternate site collection between these ebb and flood tide cycles to capture various tidal scenarios at each site location. However, flight times to ship samples out to the laboratory may change this schedule.

Complete the DEC-provided Marine Beach Sanitary Survey, chain-of-custody forms, and site photos at each monitoring location for each monitoring event.

Include photos of sample collection and crew during the project for use in outreach and education materials.

Permission to access land for sampling purposes may need property owner(s) coordination.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 2a | Laboratory results (if DEC has not already received) | within 36 hours of the sampling event from May - September |
| 2b | Sanitary surveys (Word, Excel or csv) |
| 2c | Beach and sampling photos (JPEG preferred) |
| 2d | Chain of Custody form copies (PDF) |
| 2e | Copies of other data information (e.g. verification and calibration records) |
| 2f | Land access permission documentation (if necessary) |  |
|  | add additional deliverables as needed |  |

**TASK 3: GIS Mapping**

**Description:** Develop a GIS map that shows the monitoring locations in relation to potential bacteria sources that may be contributing to the nearshore marine environment. The GIS map should show the spatial relationship between residential/public waste treatment and septic, boat harbors, topographic contours, surface water hydrology, potential pollution sources, and beach survey data. DEC uses NAD83/Alaska Albers.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 3a | Draft GIS map |  |
| 3b | Final GIS map |  |
|  | add additional deliverables as needed |  |
|  |  |  |

**TASK 4: Community Notifications**

**Description:** Develop a community notification email list for parties interested in sample results. Update DEC-provided draft potential health advisory posting with specific information for your project and beaches. Assist DEC working with local landowners to post advisory at the beaches if results exceed water quality criteria.

Ensure that DEC is on the laboratory result email to expedite result receipt and assist DEC with beach advisory notifications.

If your organization uses social media, develop social media messages throughout the project to inform the public on the project, results, and tips for reducing bacteria at area beaches.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 4a | Notification email list |  |
| 4b | Beach notification posting example |  |
| 4c | Copies of social media posts (screenshots) |  |
|  |  |  |
|  | add additional deliverables as needed |  |
|  |  |  |

**TASK 5: Educational Outreach**

**Description:** Conduct a community educational outreach event to communicate the beach program prior to the first recreational season, and additional events to present sampling results and findings following both recreational seasons. Prepare event invitations, agendas, and presentations. Lead and participate in the event. Keep discussion notes and participant lists. Your DEC project manager will be available to participate if desired.

Develop outreach material to communicate the beach program and sampling results to the community. These could include flyers, social media posts, PowerPoint slide presentation, and other venues as appropriate for your community.

Outreach materials will be approved by DEC before distributing.

If your community has local radio, work with DEC to develop a 30 second public service radio message about the project and tips for reducing bacteria sources at beaches to protect health. Run the radio message during both recreational seasons. The exact schedule depends on the budget and number of stations available in your community.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 5a | Draft Outreach materials including flyers and presentation materials (Word, PowerPoint) |  |
| 5b | Final Outreach materials including flyers and presentation materials (Word, PDF, PowerPoint) |  |
| 5c | Draft meeting invitations, agendas, and any other materials for DEC review (use applicable software) |  |
| 5d | Final meeting invitations, agendas, and any other materials; copy of event notes and participant lists (use applicable software) |  |
| 5e | Draft radio public service announcement language |  |
| 5f | Metrics on number of stations and spots the radio message played |  |
| 5g | Copy of radio digital file |  |
|  | add additional deliverables as needed or delete any of the above if your project does not include radio messages |  |
|  |  |  |

**TASK 6: Project Data Processing**

[Data processing has several steps, and 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 BEACH program database.]

**Description:** Provide monitoring location details to DEC project manager including GPS coordinates with the start and end latitude and longitude of each beach segment being sampled. During the sample season, review all laboratory results for quality assurance purposes as soon as received from the laboratory and work with the laboratory on any data discrepancies or issues. Compile and enter all sampling and monitoring data (e.g., analytical results, field parameters, data flags, air and water temperature, and any other project data into DEC-provided data template. 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 (AWQMS). Complete the requested sections of the DEC provided data processing checklist listed below.

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 is 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 fails QA and provide justification for any rejected results. |
| Database Prep | 2. Provide your DEC project manager supporting project information like field notes and verification/calibration records. |
| Database Import | 3. Enter data into the DEC provided Excel spreadsheet data entry template and will review for accuracy and completeness. Submit this to your DEC project manager for review and database importing. 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 and to make corrections as needed (this may be a back and forth multiple times until correct). |

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 6a | Completed DEC provided Data QA Checklist |  |
| 6b | Monitoring Locations information |  |
| 6c | Draft(s) AWQMS data template for DEC review (DEC-provided Excel workbook) |  |
| 6d | Corrected AWQMS data template (as needed) (DEC-provided Excel workbook) |  |
|  | add deliverables as needed |  |
|  |  |  |

**TASK 7: Annual Monitoring Reports**

**Description:** After the end of each recreational season, evaluate results and prepare a draft and final report of findings and conclusions. The second-year report should combine findings from both recreational 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 and 2) include narrative description 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 as well as maps. Include an appendix with a table showing all the monitoring dates, locations, and results.

Add additional project specific description as needed.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 7a | Draft (year 1) Beach Monitoring Report for DEC review (Word) |  |
| 7b | Final Beach Monitoring Report incorporating edits (Word, PDF) |  |
| 7c | Draft (combined years) Beach Monitoring Report for DEC review (Word) |  |
| 7d | Final (combined years) Beach Monitoring Report incorporating edits (Word, PDF) |  |
|  | add additional deliverables as needed |  |
|  |  |  |

**TASK 8: 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: |
| 8a |  |  |
| 8b |  |  |
|  |  |  |
|  |  |  |

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