**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. Refer to DEC Watershed Planning guidance on the ACWA RFP web page for details and checklists for a Protection-based plan or a 9-element watershed plan. The tasks and deliverables below break down the different sections of the plan with the expectation that the final watershed plan deliverable will be a cohesive single document. Delete the blue text.

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

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

**TASK 1:** Partnership Development

**Description:** Provide a brief description of how the project will identify and work with key stakeholders during watershed plan development. How will you engage with people?

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 1a | Identification of key stakeholders (Word or Excel) |  |
| 1b | Public involvement plan (Word) |  |
| 1c | add deliverables needed |  |
|  |  |  |

**TASK 2:** Watershed Characterization

**Description:** Provide a brief description of how the project will gather information for the watershed characterization. The watershed characterization describes the watershed (communities, hydrology, roads, flora and fauna, fish, etc.). Include information on what is known about the watershed water quality in the characterization. Nine-element plans have additional requirements. GIS mapping may be a useful tool to visualize the watershed characterization and known or suspected sources of water pollution.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 2a | Inventory existing information (Word) |  |
| 2b | Identify known or suspected sources of pollution (Word) |  |
| 2c | *GIS maps* |  |
| 2d | add deliverables as needed |  |
|  |  |  |

**TASK 3:** Goals and Solutions

**Description:** Provide a brief description of the planning process for developing watershed actions. What is the watershed goal(s) and provide an explanation of how the proposed actions will achieve or make advancements towards achieving water quality goals. For example, a watershed goal may be improving water quality from stormwater runoff. Actions may include installing green infrastructure at specific locations. Actions may also include filling information gaps noted in the watershed characterization. See DEC’s Watershed Planning guidance on the ACWA RFP web page for information to include in the goals and solutions section. Nine-element plans have additional requirements.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 3a | Watershed action plan (Word) |  |
| 3b | Benefits to waterbody, the environment, and public health (Word) |  |
|  | add deliverables as needed |  |
|  |  |  |

**TASK 4:** Implementation Plan and Timeline

**Description:** Provide a brief description of the planning process for watershed implementation plan and timeline. What is a proposed schedule and the identified milestones to guide implementation including timeframes over which a protection target condition is expected to be attained, maintained, or improved. How will the project measure progress, success, and adjust the implementation if needed? What are the proposed management measures (including a description of operation and maintenance requirements) and an explanation of how these measures will effectively address the nonpoint source pollution threat(s) identified above. Nine-element plans have additional requirements.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 4a | Watershed action plan implementation timeline (Word) |  |
| 4b | Cost estimates and list of potential funding sources (Word) |  |
| 4c | List of potential partners for implementation (Word) |  |
| 4d | Outline of long-term watershed plan implementation and adjustments (Word) |  |
| 4e | add deliverables as needed |  |
|  |  |  |

**TASK 5:** Watershed Plan

**Description:** Combine all the previous watershed plan sections into one document for review.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 5a | Draft watershed plan to DEC for review (Word) |  |
| 5b | Final watershed plan incorporating requested edits to DEC (Word) |  |
| 5c | add deliverables as needed |  |
|  |  |  |

**TASK 6:** Watershed Plan Outreach

**Description:** How will the watershed plan be shared with the community, key stakeholders, and/or local decision-makers?

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 6a | Draft outreach materials |  |
| 6b | Final outreach materials |  |
| 6c | Add deliverables and due dates |  |
|  |  |  |

**TASK 7:** Additional task(s) as needed

**Description:** describe the task

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 7a | Add deliverables and due dates |  |
| 7b |  |  |
| 7c |  |  |
|  |  |  |

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