**Instructions:**

Use this template for projects that focus on Best Management Practices (BMPs) that protect or improve water quality. This may include tasks for planning, design, installation, and maintenance of BMPs including stormwater green infrastructure.

Two of the ACWA grant funding sources include BMP work that your proposal should consider while developing project tasks and deliverables:

1. The Municipal Sewer Grant (MSG) funding is only available to municipal and Tribal governments/entities[[1]](#footnote-1) with populations of less than 10,000 people. Proposals under this funding source may **not** include outreach/education tasks, interpretive signage, or monitoring. Proposals may include planning, design, installation, and post-installation maintenance activities.

Proposals that only focus on planning or design work are allowable if they lead to capital projects at some future time. These types of proposals may find it easier to use the Generic Workplan Template instead of this BMP template, but we recommend reviewing this template for any required deliverables that may pertain to planning or design tasks.

1. The 319 Nonpoint Source (NPS) funding is available to any local government, nongovernmental or Tribal organization, university, state agency, and conservation district regardless of population. Proposals under this funding source may include tasks on outreach/education related to the project, design and install project interpretive signage, and include minimal BMP effectiveness monitoring for pre/post installation. If monitoring includes using field parameter measuring equipment or laboratory analysis, a Quality Assurance Project Plan (QAPP) will be required. Observational monitoring does not require a QAPP but does require explaining how the observations will be made. Projects may not include activities specifically required under a Municipal Separate Storm Sewer System (MS4) permit or other discharge permit.

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 grant required progress and financial reporting 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: Procuring Services**

**Description:** Add specifics to your project. If appropriate for your project, include information on your organization’s contracting/procurement process for advertising and selecting an engineering firm/construction company to complete this project. Or if completing in-house, describe the programs in your organization that will be involved.

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 1a | Copy of contractor solicitation (Word or PDF) |  |
| 1b | Email with information on selected firm |  |
| 1c | additional deliverables as needed |  |
|  |  |  |

**TASK 2: Planning – Project Planning and Design**

**Description:** Add specifics to your project. How you will plan and design your project. Who will be doing this work? What is the schedule? Remember to use native vegetation in your site design.

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 2a | Planning and design documents (Word or PDF) |  |
| 2b | Project planning meeting notes *(if applicable)* |  |
| 2c | additional deliverables as needed |  |
|  |  |  |

**TASK 3: Permitting**

**Description:** The grant recipient is responsible for obtaining and adhering to any necessary State, Federal, or local permits prior to construction.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | **Deliverable** | **Due Date:** |
| 3a | Copies of all permits (PDF) |  |
| 3b | Additional deliverables as needed |  |

**TASK 4: On-the-ground projects – project construction, inspection, and documentation**

**Description:** Add description of the task, including site access, site preparation, project installation description, location, size in square feet, calculations of storage capacity, or information relevant to the type of BMP(s) for your project. For installed BMPs, a fact sheet summarizing the project and environmental benefit is required. The fact sheet audience is the general public.

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 4a | Description of the proposed project design and environmental benefit calculations (Word and/or Excel) |  |
| 4b | Include construction information and how it will be documented (photographs, plans, etc.) |  |
| 4c | Project photos (pre, during, post construction) |  |
| 4d | Summary fact sheet (Word) |  |
|  | additional deliverables as needed |  |

**TASK 5: Site Performance Evaluation and Site Maintenance**

**Description:** Add specific to your project. All projects that install a BMP must include an evaluation of how well the BMP is performing after installation but still during the grant period. This evaluation may include visual observations especially during and after rain or snowmelt events. Any immediate repairs or maintenance should be completed as part of the grant.

If the grant applicant owns or controls the site property, a site maintenance plan must be developed to cover the anticipated lifespan of the BMP. If the site is controlled by a different entity, a 5-year site maintenance plan is required and must be signed by the responsible land manager. All maintenance plans will include information on watering, trash removal, weeding, plant care, plant replacement, general site operation evaluation, and any other site maintenance activities. Providing training for site maintenance as part of the grant is highly encouraged. DEC project manager must review all draft materials.

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 5a | Maintenance/access agreement with the landowner (Email, Word, PDF) |  |
| 5b | Site performance summary report; if applicable include monitoring results (Word) |  |
| 5c | additional deliverables as needed |  |
|  |  |  |

**TASK 6: Additional tasks as needed –** if conducting site monitoring, your proposal may need additional tasks for QAPP development and approval, data collection, and data evaluation.

**Description:**

**Deliverable(s) and Permits:**

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 6a | additional deliverables as needed |  |
| 6b |  |  |
|  |  |  |
|  |  |  |

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

1. “The term “municipality” means a city, town, borough, county, parish, district, association, or other public body created by or pursuant to State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes, or an Indian tribe or an authorized Indian tribal organization…” U.S. Code Title 33 Section § 1362 (4). [↑](#footnote-ref-1)