

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: Develop a project specific Beach Monitoring Handbook and Quality Assurance Project Plan (QAPP)

Deliverable(s) and Permits:

Develop a project specific Beach Survey (if not already completed), Beach Monitoring Handbook, and Quality Assurance Project Plan (QAPP) for DEC review and approval. [The DEC Beaches website has a generic Beach Monitoring Handbook and QAPP that can be updated with specifics for your project.](#)

Add additional project specific description as needed.

Deliverable	Due Date:
Draft and Final versions Beach Monitoring Handbook and QAPP	Prior to first sampling event
add additional deliverables as needed	

TASK 2: Monitor beach water quality

Deliverable(s) and Permits: Develop a project contract with the laboratory that will be used for the project. The contract will specify the lab charges for sample analysis for the duration of the project.

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 QAPP, and submit to a DEC-approved laboratory within the six (6) hour

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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 for each beach in your project during the recreational beach monitoring season and submit to laboratory experienced in MST analytical methods (contact DEC if you have questions). Determine the MST host markers based on potential bacteria sources within the beach area(s). DEC requires one of the markers to be for human. Collect MST samples at the same date/time as the bacteria samples, and ship overnight to MST lab with the request to filter/freeze the samples. Low bacteria results may require additional MST collection, shipment and analysis. The MST sample selection goal is to select elevated bacteria samples to obtain the most robust host marker.

Sample collection should target low tides (if possible) to assess worst case bacteria scenarios. Specifically sampling collection should occur 1 - 3 hours prior to and during low tide at the outgoing tides (ebb tide), and during low tide up to 3 hours after incoming tides (flood tide). Sampling events should alternate site collection between these ebb and flood tide cycles in order to capture various tidal scenarios at each site location.

Complete the EPA Marine Beach Sanitary Survey using the project specific field data sheets, chain-of-custody forms, and site photos at each monitoring location for each monitoring event.

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

[Add additional project specific description as needed.](#)

Deliverable	Due Date:
Laboratory results	within 36 hours of the sampling event from May - September
Sanitary surveys (Excel and csv)	
Site photos (appropriate digital format)	
Chain of Custody form copies (PDF)	
Copy of other data information upon request (e.g. calibration records)	
Land access permission documentation (if necessary)	
add additional deliverables as needed	

TASK 3: Community Notifications

Deliverable(s) and Permits: Develop a community notification email list for parties interested in sample results. Update DEC provided draft signage with specific information for your project and beaches. Assist with working with local landowners to post signage at the beaches if results exceed water quality criteria.

Deliver monitoring results to DEC when they are received from the laboratory or within 4 hours of lab result receipt. If confirmed water quality criteria exceedance, assist DEC with beach advisory notifications.

[Add additional project specific description as needed.](#)

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Deliverable	Due Date:
Notification email list	
Beach notification sign example	
add additional deliverables as needed	

TASK 4: Educational Outreach

Deliverable(s) and Permits: Conduct educational outreach event to communicate the beach program prior to recreational season, and beach results and findings following the recreational season.

Develop outreach material to communicate the beach program and sampling results to the community. Prepare event invitations, agendas and presentations. Lead and participate in the event. Record event discussion notes and participant lists.

[Add additional project specific description as needed.](#)

Deliverable	Due Date:
Draft and final Outreach material (Word/PowerPoint)	
Draft and final meeting invitations, agendas and presentations; copy of event notes and participant lists (use applicable software)	
add additional deliverables as needed	

TASK 5: Project Reporting

Deliverable(s) and Permits: Analyze all marine water samples, evaluate results, and prepare a draft and final report of findings and conclusions. DEC can provide a reporting template for use.

Include background information, and the project need, objectives, and approach taken to meet the project objectives. Evaluate and describe project accomplishments, the environmental benefit, and suggest future actions. Include narrative description and tabular/graphical formats to evaluate monitoring results. Include a quality assurance review describing the integrity of the reported analytical results as presented in the QAPP and data quality objectives. Incorporate all project data and appropriate references within appendices.

[Add additional project specific description as needed.](#)

Deliverable	Due Date:
Draft Beach Monitoring Report (Word)	
Final Beach Monitoring Report (Word and PDF)	
add additional deliverables as needed	

Workplan Template**TASK 6: Project Data Processing**

Data processing has several steps and the grantee should budget in time to complete all the data requirements. The grantee is responsible for ensuring data collected is provided in a format that can be easily transferred to DEC's water quality database (AWQMS). DEC will provide the grantee with the needed data template for AWQMS and guidance on how to use the template. DEC will also provide a data review checklist for the grantee to fill out and training as needed. The grantee should budget time to complete data QA, data entry, and address data questions as DEC imports the completed data template to AWQMS.

Data processing steps to be completed by the grantee

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. Enter project and monitoring locations into AWQMS template provided by DEC and include supporting information (such as the project QAPP). DEC will use the QAPP and project information to develop an import configuration file for Activities and Results specific to this project.
Database Import	3a. The grantee will review AWQMS Project and Monitoring Locations details. Enter data into import file and review for accuracy and completeness. Upload raw data in import file with "Provisional" status and submit to DEC project manager. Your DEC project manager will import the spreadsheet to AWQMS. The DEC project manager and grantee will resolve data validation errors until the data is successfully in AWQMS. DEC will create a standard export of the project data and send it to the grantee for review for completeness and correctness. Make corrections as needed (this may be a back and forth multiple times until correct).
	3b. The grantee will complete a review of the (corrected) AWQMS Project and Monitoring Locations details. The grantee will complete a review of the (corrected) standard export of the project data. Make corrections as needed (this may be a back and forth multiple times until correct) until everything is correct and final.

Deliverable(s) and Permits: Compile and enter all monitoring data into DEC-provided template which DEC will transfer into DEC's water quality database (AWQMS).

Add additional project specific description as needed.

Deliverable	Due Date:
DEC provided Data QA Checklist(s)	
Draft Monitoring Locations template (DEC will provide)	
Final Monitoring Locations template	
Draft(s) AWQMS data template for DEC review (Excel workbook)	
Corrected AWQMS data template (Excel workbook)	
add deliverables as needed	

TASK 7: Additional Task if needed (Description of the task)

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Deliverable(s) and Permits: Describe deliverable(s) in a brief sentence and assign a due date in the table below.

- Include all task products as individual deliverables. For example, this includes permits, QAPPs, monitoring data, reports etc.
- List all applicable permits from federal, state or municipal agencies as deliverables.
- Include the format of each deliverable. For example, “copy of permit,” or “photographs.”
- Add or delete rows as needed.

Deliverable	Due Date:

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