

ACWA Request for Proposals FY2023 – 2025
Monitoring for Nonpoint Source Pollution and/or BMP Effectiveness
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.

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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 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: Planning – Develop a Sample Plan and Quality Assurance Project Plan (QAPP) for DEC approval

Deliverable(s) and Permits:

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/Sample Plan must be approved by the DEC Project Manager prior to implementation. (Contact DEC for example QAPPs). [Add additional project specific description.](#)

Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverables	Due Date:
Draft QAPP/Sample Plan for DEC review	
Final QAPP/Sample Plan	
add deliverables as needed	

TASK 2: Field data collection

Conduct ambient water quality monitoring to evaluate NPS pollution or BMP effectiveness. [Include a brief description of the project specific water quality monitoring including number of sampling events planned, number of sampling locations, parameters being collected, equipment being used, and laboratories being used \(if any\).](#)

Deliverable(s) and Permits:

Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

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Deliverables	Due Date:
Field Reports including Photos (Emails)	
Copy of Field Data Sheets/Notebook (PDF)	
Copy of other data information upon request (e.g. calibration records)	
Chain of Custody form copies (PDF)	
Laboratory Reports (PDF and Excel)	
list any applicable permits (PDF copy)	
add deliverables as needed	

TASK 3: 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:

Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

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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 4: Data summary and reporting

Include a brief description of the task. Draft reports must be submitted to the DEC Project Manager for review and comment. DEC will provide a Field Report template for you to use in reporting your project outcomes. The Field Report template includes a data summary section.

Deliverable(s) and Permits:

Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverables	Due Date:
Draft Data Assessment Field Report (Word)	
Final Data Assessment Field Report (Word and PDF)	
Final Data Analysis/Evaluation Excel spreadsheet(s)	
add deliverables as needed	

TASK 5: Additional tasks as appropriate

(Description of the task)

Deliverable(s) and Permits:

Deliverable	Due Date:

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