

**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](mailto: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.

- *Modify the tasks/deliverables as needed for protection-based watershed planning or 9-element based watershed planning.*
- *Include all task products as individual deliverables. For example, this includes permits, meetings, planning documents, monitoring data, reports etc.*
- *Include the format of each deliverable if known (i.e. Word, Excel, PDF, jpeg, etc.)*
- *Add or delete rows as needed.*

### TASK 1: Watershed Planning Partnership Development

Provide a brief description of how the project will identify key stakeholders and work with them during watershed plan development

#### **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.*

Deliverable	Due Date:
Identification of key stakeholders (PDF)	
Public involvement plan (PDF)	
add deliverables needed	

### TASK 2: Watershed Characterization

Provide a brief description of the watershed characterization process. 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.*

#### **Deliverable(s) and Permits:**

Deliverable	Due Date:
Inventory existing information and identify data gaps (PDF)	
Identify sources of pollution (PDF)	

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Estimation of pollutant loads (Excel workbook)	
Summary report of watershed characterization (PDF)	
<a href="#">add deliverables as needed</a>	

**TASK 3: Goals and Solutions**

Provide a brief description of the planning process for developing watershed goals and potential solutions. 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.*

**Deliverable(s) and Permits:**

<b>Deliverable</b>	<b>Due Date:</b>
Outline of work needed for plan implementation (PDF)	
Projected pollutant reductions (9-element plan only) (Excel workbook)	
Benefits to waterbody (PDF)	
Outline of public health benefits (PDF)	
<a href="#">add deliverables as needed</a>	

**TASK 4: Implementation Plan and Timeline**

Provide a brief description of the planning process for watershed implementation plan and timeline. How will the watershed plan be presented to key stakeholders, the public, and/or local decision-makers? 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.*

**Deliverable(s) and Permits:**

<b>Deliverable</b>	<b>Due Date:</b>
Cost estimates and list of potential funding sources (PDF)	
List of potential partners for implementation (PDF)	
Outline of long-term plan implementation and maintenance (PDF)	
Draft watershed plan to DEC (PDF)	
Final watershed plan to DEC (PDF)	
<a href="#">Public presentation (Power Point)</a>	
<a href="#">add deliverables as needed</a>	

**TASK 5: Additional task(s) as needed**

Modify rows as needed to reflect your project specifications. Briefly describe each deliverable and assign a due date. Add or delete rows as needed.

ACWA Request for Proposals FY2023 – 2025  
Watershed Planning  
**Workplan Template**

**Deliverable(s) and Permits:**

Deliverable	Due Date:

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