

ATTACHMENT 1 - WORKPLAN

All Full Proposals must include a workplan that provides a detailed description of the project(s) for which funding is requested. The goals and objectives of the proposal must be identified. Where requested funding is for a component of a larger project, the workplan must describe the full project and identify which elements would be specifically funded by the SWGP Grant.

For Concept Proposals: Please only provide information required in the Workplan section include in Appendix B-1: Concept Proposal Application, Pages 19-20.

The workplan must include a full description of all the work that is necessary to complete the project or suite of projects, and should be based on the goals and objectives of the proposal. The workplan should include a description of work to be performed under each task and deliverable, with as much detail as possible, and explain all tasks necessary to complete the proposal.

The workplan should consist of two sections: (1) and **Introduction** and (2) **Proposed Work Tasks**. The workplan must agree with the tasks shown on the budget and schedule. Any supporting documentation should be submitted as appendices to Attachment 1.

Provide an **Introduction** that includes, but is not limited to, a detailed description of the following:

- a) **Goals and Objectives:** a brief description of the project(s); the goals and objectives of the Proposal; cooperating entities and/or agencies involved in the project(s)
- b) **Purpose and Need:** the water quality and other problem(s) the project is proposing to solve; possible or known sources of stormwater contamination applicable to this project; the approximate quantity and origin of the stormwater flow to be treated or captured; how the project supports sustained, long-term water quality improvement; how the project will be operated and maintained for 20-years
- c) **Regional Map:** map showing the project location, including the current site conditions and land use within a regional context
- d) **Project Map:** maps depicting site specific project locations and stormwater capture area; 303(d) listed water bodies (where applicable); map of the groundwater basins and surface water bodies that will be affected by the project(s)
- e) **Impaired Waters:** a description of the impaired waters, their beneficial uses, and the water quality problem(s) that interfere with the beneficial uses of those waters
- f) **Watershed Description:** a description of whether the project is located within a high priority watershed; and
- g) **Project Timing and Phasing:** whether this is a phased project or part of a larger project effort

Provide a **Proposed Work Tasks** section that includes, but is not limited to, a detailed description of the following:

- a) **Work Tasks:** demonstrate that the work tasks with adequate detail and completeness to clarify the project can be implemented

- b) **Procedures:** coordination with the cooperating entities, agencies, and/or organizations involved in the completion of the project(s) (e.g., memorandum of understanding, contract, agreements, etc.)
- c) **Implementation:** the approach, including new or innovative practices, which the project is proposing to use to achieve the goals and objectives of the proposed project. Include a narrative that justifies the technical basis for the selected approach
- d) **Existing Data and Studies:** the necessary scientific and technical information to support the feasibility of the project
- e) **Standards, Operations and Maintenance (O&M), Close Out:** a discussion of standards (e.g., construction standards, health and safety standards, etc.) that will be used in the implementation of the project(s); O&M requirements over the useful life of the project(s) (minimum of 20-years); how the O&M will be funded; a contingency plan or closure plan if the applicant is not planning on maintaining the project at the end of the projects useful life, or if monitoring discovers degradation to the water bodies; close out procedures if the project(s) will be closed out at the end of the 20-years
- f) **Integrated Elements:** how the tasks can collectively implement the project
- g) **Deliverables:** a list of deliverables and reporting for each task
- h) **Permitting and Environmental Review:** a list of permits, environmental documentation, and land owner/access agreements required to implement the project; the status of those permits and agreements; a description of the steps needed to complete these permits and agreements; a discussion of any potential delays in completing these documents
- i) **Plans and Specifications:** the status of plans and specifications; steps needed to complete the plans and specifications; any potential delays in completing the plans and specifications
- j) **Data Management:** the data management and monitoring approach, including a map depicting the proposed monitoring locations
- k) **Education and Outreach:** the type of education and outreach proposed for the project