

**Updated October 2009**  
**WORK PLAN CONTENT TEMPLATE**  
*(Please use the template below for all assistance agreement work plans).*

**Name of Organization & Appropriate Program Grant Title**  
*Fill in.*

**Introduction**

*Refer to Section C “Work plan” of the main guidance document for specific information to be included in introduction, depending on type of assistance agreement (e.g. 117(d) - Technical and General Assistance Grants; 117(e)(1)(B) Monitoring Grants to Jurisdictions; 117(e)(1)(A) - Implementation Grants to Jurisdictions, and 117(g)(2) – Technical and General Assistance Grants under the Small Watershed Program).*

**Work Plan Objective/Project Descriptions**

*This section includes tabular descriptions of all objectives/projects which are complementary components of this comprehensive work plan. For work plans with multiple objectives, complete a separate table for each objective.*

Objective #X	Objective/Project Title	Budget for this Objective:	Total: \$xxx EPA Share: \$xxx Non Federal Share: \$xxx
<b>Narrative Summary of Outputs for this Objective:</b>	Xxxxxx		
<b>Description of Objective:</b>	<i>Answer these questions.</i> 1) <i>What is the ultimate goal of the project?</i> 2) <i>What will be accomplished during the current grant cycle?</i> 3) <i>If a multi-year project, what has been completed in previous years? Is the project on track?</i>		
<b>Tasks Under this Objective:</b>	1. xxx 2. xxx 3. etc.		

<p><b>Specific Outputs for this Objective</b>  <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• <u>xxx (e.g. # acres of BMP installed; # of roundtables/workshops held; # of brochures created)</u></li> <li>• <u>xxx</u></li> </ul> <p><b><u>For nutrient and sediment controls, report outputs in format that CBP can translate into pounds reduced, see Attachment 6. (This can be done annually).</u></b></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• <u>xxx (e.g. Semi-annual report of accomplishments submitted to EPA; NPS BMP and Point Source data submitted to CBP (if applicable)).</u></li> <li>• <u>Xxx</u></li> </ul> <p><b><u>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</u></b></p>
<p><b>Outcomes for this Objective:</b>  <b>(Refer to Attachment 3)</b></p>	<p><u>Chesapeake 2000 Commitment:</u>  <u>Chesapeake <b>Bay Program</b><sup>1</sup> Goal:</u>  <u>Chesapeake <b>Bay Program</b> Topic Area:</u>  <u>Chesapeake <b>Bay Program</b> Activity Category</u></p> <p><b><u>(Note: Refer to Outcome lists in Attachment 3 for C2K Commitments, CBP Goals, Topic Areas, and Activity Categories.)</u></b></p>
<p><b>Link to EPA’s Strategic Plan</b>  <i>(all funding issued by EPA CBPO falls under this strategic link)</i>  <i>(This is pre-populated info)</i></p>	<p><u>EPA Strategic Plan Goal</u>          Goal 4: Healthy Communities and Ecosystems  <u>EPA Strategic Plan Objective</u>          4.3: Ecosystems  <u>EPA Strategic Plan Sub-objective</u>          4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b>  <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><i><b>This section will be left blank in the work plan but will be completed for the progress reports.</b></i></p>

**Budget Detail:** Provide a breakdown of all objectives/projects and costs by budget category.

**Summary of Staff Funded:** Provide a list of all staff funded either with federal or matching funds that support the objectives/projects listed in the Work Plan.

<sup>1</sup> As described in the document “Strengthening the Management, Coordination, and Accountability of the Chesapeake Bay Program.”

**SAMPLE OF COMPLETED WORK PLAN TEMPLATE  
(for Section 117(e)(1) (A) - Chesapeake Bay Implementation Grants to States/Signatory  
Jurisdictions or Section 117(d) - Headwater State Grants)**

**Name of Organization & Appropriate Program Grant Title**

VA Dept. of Conservation and Recreation; FY'08 Chesapeake Bay Program Signatory  
Implementation Grant

**Introduction**

Includes a narrative identifying all state and federal funding programs used to address nutrient related activities within the Chesapeake Bay Watershed, and the linkages between these funding sources and the objectives/projects funded through the Implementation Grant. This narrative identifies the state and federal point and non-point source programs that are available to fund the jurisdiction's nutrient and sediment reduction efforts and explains how each program is used to address tributary strategy activities. Examples of state and federal programs include, but are not limited to: (1) Clean Water Act, Section 319, Section 104(b)(3) or 106; (2) State Revolving Funds, (3) USDA EQIP and Conservation Reserve (CRP) Programs, (4) State Conservation Reserve Enhancement Program (CREP), and (5) Coastal Zone Management Act Amendments, Section 6217.

**Focus is on those objectives/projects that achieve the goals and milestones contained in both the Chesapeake 2000 agreement and the tributary strategy.** For outcomes related to tributary strategies, please include estimates of reductions in nutrient loads resulting from their implementation, where appropriate. Additionally, each objective/project outcome must link to the specific Chesapeake 2000 commitment(s) being achieved and the amount of funds being allocated to them. If the Work plan contains long term objectives/projects that exceed one grant cycle, additional information is required. The applicant must provide information on what will be accomplished during the current grant cycle, if the objective/project is on track, the ultimate goal of the objective/project and what has been completed in previous years. It is encouraged that progress on previous objectives/projects be provided in table form, if applicable.

**Work Plan Objective/Project Descriptions**

<b>Objective #1</b>	Watershed Field Coordinators	<b>Budget for this Objective:</b>	Total: \$ 215,000 EPA: \$215,000 Non-Federal: \$0
<b>Narrative Summary of Outputs for this Objective:</b>	Improved watershed management planning and implementation of watershed protection and restoration initiatives through coordinated efforts by five regional office watershed field coordinators and one central, Richmond coordinator.		
<b>Description of Objective:</b>	A primary responsibility for the watershed field coordinators is to persuade key landowners, users, and stakeholders to adopt Chesapeake 2000 Bay Agreement (C2K) measures, and particularly implementation of tributary strategies. These		

	<p>individuals serve as liaisons between the DCR regional office staff and the basin roundtables, local governments, planning district commissions, and watershed groups to promote watershed management planning, low impact development, and other NPS pollution priorities for improved water quality.</p> <p>The watershed field coordinators play an active role in the ongoing Tributary Strategy process and will engage in activities for meeting implementation objectives specific to their areas. The coordinators will assist with dissemination of implementation guidelines and technical materials, and will track progress for the Tributary Strategies as well as C2K goals such as small watershed planning. The Richmond coordinator position is responsible for insuring DCR staff participation in the CBP committees, subcommittees, workgroups, task forces and special directives and for reporting through the C2K Tracking Database on the statewide progress on meeting the C2K goals and objectives.</p>
<p><b>Tasks Under this Objective:</b></p>	<ol style="list-style-type: none"> <li>1. Foster working relationships with community watershed organizations, conservation groups, local governments, PDCs, and roundtables. Represent DCR on local committees and work groups.</li> <li>2. Assist regional office managers with providing information and technical resources to the various stakeholders relative to assigned watershed(s).</li> <li>3. Support Tributary Strategy implementation.</li> <li>4. Promote sound land use planning and low impact development.</li> <li>5. Foster interest in and support for small watershed management planning. Promote Virginia’s watershed planning protocol, assist groups with watershed management plan development and implementation, and track C2K goal progress.</li> <li>6. Offer grants assistance including promotion of funding opportunities, help in developing proposals, and review of DCR &amp; partner proposals, conducting workshops, and management of assigned projects.</li> <li>7. Maintain updated contact information in database and mailing list(s) for the majority of primary stakeholders for Tributary Strategies including community watershed organizations, conservation groups, and local governments.</li> </ol>
<p><b>Specific Outputs for this Objective</b>  <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• Active engagement of local governments and other primary stakeholders in Tributary Strategy implementation activities. Report on progress and ideally number or percentage of groups engaged.</li> <li>• Support local watershed and restoration initiatives through project involvement, outreach efforts, team meetings, and project management. <b>Report on progress and ideally # of watershed, restoration initiatives that supported, acres/linear feet covered, etc</b></li> <li>• Successful involvement in development and implementation of small watershed plans within the watershed office and basin areas. Report on number of small watershed plans and acreage covered.</li> <li>• Virginia annual report compiled on progress in meeting C2K goals and objectives.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Semi-annual report accomplishments submitted to EPA.</li> </ul>

	<p><b>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</b></p>
<p><b>Outcomes for this Objective:</b> (Refer to Attachment 3)</p>	<p><u>Chesapeake 2000 Commitment:</u> 3.1 - Improve water quality in the tributaries of the Chesapeake Bay. <u>Chesapeake Bay Program Goal:</u> Maintain Healthy Watersheds <u>Chesapeake Bay Program Topic Area:</u> Healthy Watershed Support <u>Chesapeake Bay Program Activity Category:</u> Technical Assistance</p>
<p><b>Link to EPA’s Strategic Plan</b> (all funding issued by EPA CBPO falls under this strategic link) (This is pre-populated info)</p>	<p><u>EPA Strategic Plan Goal</u> Goal 4: Healthy Communities and Ecosystems <u>EPA Strategic Plan Objective</u> 4.3: Ecosystems <u>EPA Strategic Plan Sub-objective</u> 4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b> (to be completed and submitted to the PO with each progress report)</p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p>

<p><b>Objective #2</b></p>	<p>Agricultural BMP Cost-Share Program</p>	<p><b>Budget for this Objective:</b></p>	<p>Total: \$2,187,000 EPA: \$0 Non-Federal: \$2,187,000</p>
<p><b>Narrative Summary of Outputs for this Objective:</b></p>	<p>Provide technical assistance and incentive funding to farmers as a means of encouraging voluntary adoption of agricultural best management practices (BMPs) to achieve measurable reductions in reduce nutrients and sediments that are critical to managing NPS pollution.</p>		
<p><b>Description of Objective:</b></p>	<p>For over 20 years DCR has maintained oversight and direction of the local agricultural cost share programs, which are carried out by Virginia’s forty-seven (47) soil and water conservation districts (SWCDs or districts). Funding</p>		

	<p>administered by DCR to districts goes directly to farmers who receive up to 75% of the cost of implementing approved BMPs. DCR and the SWCDs have long standing working agreements, which enable targeted implementation of local cost-share programs to encourage BMPs in specific watersheds.</p> <p>The Agricultural BMP Cost-Share Program serves as the primary source of non-federal matching funds for the Virginia Chesapeake Bay Implementation Grant; and the funding for this program is provided through Virginia’s Water Quality Improvement Fund.</p>
<p><b>Tasks Under this Objective:</b></p>	<ol style="list-style-type: none"> <li>1. Distribution of funds to SWCDs through quarterly system.</li> <li>2. Farmers “sign-up” for cost-share funding.</li> <li>3. SWCD Directors approve applications.</li> <li>4. Upon presentation of receipts and certification that installation is complete, farmers are reimbursed for up to 75% of the costs of installation of eligible and approved practices.</li> </ol> <p>SWCDs report accomplishments to DCR each quarter.</p>
<p><b>Specific Outputs for this Objective</b> <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• Support of agricultural BMP implementation within targeted watersheds of the Shenandoah, Potomac, Rappahannock, York James, and Coastal basins (<b># of operators who participated</b>)</li> <li>• Installation of agricultural best management practices. (<b># of BMPs implemented; submit in way that CBP can estimate number of lbs TN, TP, TSS reduced using WSM</b>)</li> <li>• The results of targeting efforts are tracked through the BMP Tracking Program and the reductions in soil loss, nitrogen, and phosphorus reported to EPA, federal and state agencies. (<b># of BMPs implemented</b>)</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Semi-annual report of accomplishments submitted to EPA, including summarization of quarterly installation of BMPs by major basin and by practice.</li> <li>• Cost-share tracking data sets with reductions calculated submitted to CBP by hydrologic unit for inclusion in the Bay Model.</li> </ul> <p><b>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</b></p>
<p><b>Outcomes for this Objective:</b> <b>(Refer to Attachment 3)</b></p>	<p><u>Chesapeake 2000 Commitment:</u> 3.1 - Improve water quality in the tributaries of the Chesapeake Bay.</p> <p><u>Chesapeake Bay Program Goal:</u> Protect and Restore Water Quality</p> <p><u>Chesapeake Bay Program Topic Area:</u> Agricultural Lands and Animal Operations</p> <p><u>Chesapeake Bay Program Activity Category:</u> <u>Technical Assistance</u></p> <p><b>Submit outcomes (# BMPs, location) in way that CBP can estimate number of lbs TN, TP, TSS reduced using WSM. (This can be done annually).</b></p>

<p><b>Link to EPA’s Strategic Plan</b>  <i>(all funding issued by EPA CBPO falls under this strategic link)</i>  <i>(This is pre-populated info)</i></p>	<p><u>EPA Strategic Plan Goal</u>            Goal 4: Healthy Communities and Ecosystems  <u>EPA Strategic Plan Objective</u>            4.3: Ecosystems  <u>EPA Strategic Plan Sub-objective</u>            4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b>  <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p>

**Budget Detail:** Includes a breakdown of all objectives/projects and costs by budget category.

**Summary of Staff Funded:** Includes a list of all staff funded either with federal or matching funds that support the objectives/projects listed in the Work Plan.

**SAMPLE OF COMPLETED WORK PLAN TEMPLATE**  
**(for Section 117(d) – Technical and General Assistance Grants.**  
**117(e)(1)(B) - Monitoring Grants to Signatory Jurisdiction Agreements, and**  
**117(g)(2) – Technical and General Assistance Grants under the Small Watershed Program)**

**Name of Organization & Appropriate Program Grant Title**

Allstar for the Chesapeake, Inc.; FY04 Public Education and Outreach

**Introduction**

The Allstar for the Chesapeake, Inc. proposed to continue to partner with the Chesapeake Bay Program by providing a number of services to help meet commitments in the Bay Agreements. The Allstar has a long-standing relationship with the Bay Program, having provided public outreach, facilitation, and information services to the Program continuously since 1977. During that time, the Allstar created the State of the Bay Journal; developed the first citizen monitoring program; formed and staffed the Citizens Advisory Committee; facilitated public participation in a large number of Bay policy statements including riparian buffers, toxics, nutrient management, and the 2000 Bay Agreement. We established the Businesses for the Bay Program; created the communications office; provided the Bay Program with its first Webmaster; and conducted several community watershed projects.

Over the years, Allstar staff, as well as board members, have developed detailed knowledge of the Bay Program, including committee structure and operations, policy goals, and budget constraints. We have consistently provided innovative programs, staff who work well with Bay Program personnel, and careful financial management. We believe that our detailed knowledge of the Bay Program gives us a huge advantage in being able to successfully conduct all the projects described in this scope of work. In addition, we conduct many related projects, funded by sources other than the Environmental Protection Agency, which extend and deepen our connections with various Chesapeake Bay stakeholder groups, and increase our competence in topic areas of interest to the Bay program, such as habitat restoration. The reputation of Allstar in the Bay region is strong. We are viewed as highly professional, unbiased, creative and effective, all traits that have and will continue to serve the bay Program well.

**Work Plan Objective/Project Descriptions**

<b>Objective #1</b>	To continue to develop articles and printing of the State of the Bay Journal	<b>Budget for this Objective:</b>	Total: \$ 287,160 EPA: \$287,160 Non-Federal: \$0
<b>Narrative Summary of Outputs for this Objective:</b>	Produce 11 issues of the State of the Bay Journal. The State of the Bay Journal serves as the principal public information tool of the Chesapeake Bay Program.		
<b>Description of Objective:</b>	Provide information to enhance the ability of citizens and community groups to participate in Bay restoration activities on their property and in their local watershed.		

<p><b>Tasks Under this Objective:</b></p>	<p>Eleven issues, 30-40 pages each will be produced. The Allstar will be responsible for development of story ideas, research, writing, editing and preparation of camera-ready copy, including photographs and graphics, printing, postage, mailing list maintenance, mailing and bulk distribution to libraries. Story ideas will continue to be developed in consultation with the committees of the Bay Program and independently. Currently, the State of the Bay Journal print run is 55,000.</p>
<p><b>Specific Outputs for this Objective</b> <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i></p>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• Eleven issues of the State of the Bay Journal, 24-28 pages each circulating to 48,000 recipients</li> <li>• Distribution of the State of the Bay Journal mailing list and libraries</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Quarterly Status Report to EPA.</li> </ul> <p><b>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</b></p>
<p><b>Outcomes for this Objective:</b> <b>(Refer to Attachment 3)</b></p>	<p><u>Chesapeake 2000 Commitment:</u> 5.0 Stewardship and Community Engagement <u>Chesapeake Bay Program Goal:</u> Foster Chesapeake Stewardship <u>Chesapeake Bay Program Topic Area:</u> Citizen Engagement <u>Chesapeake Bay Program Activity Category:</u> Education</p>
<p><b>Link to EPA’s Strategic Plan</b> <i>(all funding issued by EPA CBPO falls under this strategic link) (This is pre-populated info)</i></p>	<p><u>EPA Strategic Plan Goal</u> Goal 4: Healthy Communities and Ecosystems <u>EPA Strategic Plan Objective</u> 4.3: Ecosystems <u>EPA Strategic Plan Sub-objective</u> 4.3.4: Improve Aquatic Health of the Chesapeake Bay</p>
<p><b>Progress for this Objective</b> <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p>

**BUDGET DETAIL:** Includes a breakdown of all objectives/projects and costs by budget category.

**SUMMARY OF STAFF FUNDED:** Includes a list of all staff funded either with federal or matching funds that support the objectives/projects listed in the Work Plan.