**WORKPLAN TEMPLATE FOR CBPO ASSISTANCE AGREEMENTS**

Recipients are encouraged to use the template below and follow the instructions under Section D (*Workplan Requirements*) of the main Grant Guidance for all assistance agreement workplans. Instructions within the template are identified by blue text. Instructions should be deleted prior to submitting this workplan to your EPA Project Officer.

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| --- | --- |
| **Organization Name:** | Fill in. |
| **Program/Grant Title:** | Provide an appropriate title for this grant. |
| **Grant #** | A grant # will be provided by the EPA Grant Specialist after a recipient is selected for award. If unknown, leave blank until a grant # is assigned. |
| **Project Period:** | Provide the start and end dates for this grant (i.e., 1/1/2022 – 12/31/2026). |
| **Place of Performance:** | Identify a maximum of five zip codes, cities, or towns where performance of projects outlined in this workplan will occur. Recipients implementing projects on the ground may alternatively list the names of up to five watershed areas where work will be performed (e.g., Chiques Creek). If there are multiple performance locations for this project, identify which location is the primary place of performance. |

**Introduction**

Refer to section D.4.b of the Grant Guidance (*Introduction Section Information by Grant Program*) for specific information to be included in introduction, depending on type of assistance agreement.

**Workplan Objective/Project Descriptions**

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

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| **Objective #\_\_** | **Provide a short, descriptive title for this objective.** |
| **Budget Summary for this Objective:** | EPA Share: $  Non-Federal Share: $  TOTAL: $ |
| **Narrative Summary of Outputs for this Objective:** | Provide a short narrative summary of the objective. |
| **Description of Objective:** | Provide a narrative response to each of the questions below.   1. What is the ultimate goal of the project? 2. What will be accomplished during the current grant cycle? 3. If a multi-year project, what has been completed in previous years? Is the project on track? |
| **Tasks Under this Objective:** | List tasks to be completed for this objective. See section D.4 (*Workplan Requirements*) of the grant guidance for examples of eligible activities and tasks. For competitive awards, examples may also be found within the RFA under which the recipient applied.   1. xxx 2. xxx 3. etc. |
| **Specific Outputs for this Objective** | Provide a comprehensive list of all programmatic and administrative deliverables in workplan with expected due dates. The extent that outputs are accomplished will serve as the EPA evaluation criteria for this project/program. See section D.4.d (*Outputs*) of the Grant Guidance for additional information. For nutrient and sediment controls, report outputs in format that CBP can translate into pounds reduced, see Attachment 6. (This can be done annually). Programmatic (e.g., # acres of BMP installed; # of roundtables/workshops held; # of brochures created)xxxxxx Administrative (e.g., Semi-annual report of accomplishments submitted to EPA; NPS BMP and Point Source data submitted to CBP, if applicable)   * xxx * xxx |
| **Outcomes for this Objective:** | *2014 Chesapeake Bay Watershed Agreement* Goals and Outcomes: Recipients should list all *2014 Chesapeake Bay Watershed Agreement* goals and outcomes that are linked to this objective.) |
| **Link to Jurisdiction’s WIP/ Milestone Commitment(s)** | This section only needs to be completed for CBIG and CBRAP objectives that are linked to the Water Quality Goal of the *2014 Chesapeake Bay Watershed Agreement*. If not applicable, state “N/A.”  This link should be as detailed as possible, including any chapter numbers, section numbers, and/or page numbers of the jurisdiction’s WIP. |
| **Link to Priority Practices and/or Priority Watersheds** | Refer to your state’s specific Watershed Implementation Plans for this information. For additional information, see sections D.4.h and D.4.i of the main body of the Grant Guidance.  Please include the following, as applicable:  Priority Practice(s)  1) Which priority practice(s) will be implemented in this objective?  2) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented.  3) Which priority strategy(s) will be implemented in this objective?  Priority Watershed  1) Which priority watershed will be addressed by this objective?  2) Watershed considered priority by (please check one):  \_\_\_\_[CBP Priority Agricultural Watersheds Map](https://www.chesapeakebay.net/what/maps/point-sources-and-priority-agriculture-watersheds-chesapeake-bay-watershed)  \_\_\_\_ USDA Core 4  \_\_\_\_ Other (please include a short justification as to why this watershed is  considered a priority)  3) Which priority strategy(s) will be implemented in this objective? |

**Budget Detail:** Provide a breakdown of total award costs by budget category.This breakdown should include the calculation for the Administrative Cap. The recipient may submit the budget detail as a separate document. See Attachment 5 of the Grant Guidance for an optional Excel template.

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

**Additional Requirements (Required, when applicable. Otherwise, state N/A):**

**Conferences and Workshops:**

*If this workplan includes conferences or workshops that the recipient will conduct, the recipient must respond to each of the following:*

* *Briefly describe the conference or workshop.*
* *Who is initiating the conference of workshop?*
* *Whose logo will be on the agenda and conference, workshop, and meeting materials?*
* *What is the expected percentage distribution of the persons attending the conference, workshop, or meeting (i.e., percent of federal, state, local, or public participants)?*
* *Is the recipient going to conduct the proceedings or analysis/analyses and disseminate this information back to the appropriate state, local, and scientific community?*
* *Does the recipient anticipate any program income being generated from the conference, workshop, or meeting, including registration fees?*

***Meals and Refreshments:***

*If this workplan or budget detail includes activities during which meals and/or light refreshments will be provided, the recipient must provide a narrative response to address each of the following:*

* *Briefly describe the event where meals and/or light refreshments will be provided and provide an estimated cost for the event.*
* *Will those attending the event receive a per diem financed through grant funds?*
* *Why is the provision of light refreshments and/or meals necessary to achieve the objectives of the assistance agreement?*
* *Why is the provision of light refreshments and/or meals necessary to achieve the objectives of the event?*
* *When will meals and/or light refreshments be made available (before, during, or after the event)?*