**Pennsylvania Department of Environmental Protection**

**Section 319(h) Workplan Template**

**Attachment D**

**Project Number:**

*Leave Blank*

**Project Title:**

**Sub Grantee Name:**

**Sub Grantee SAP Vendor: #**

**Sub Grantee Address:**

**Sub Grantee Address:**

**Sub Grantee Address:**

**Sub Grantee Point of Contact:**

**Sub Grantee email:**

**Grant Request: $**

**Project Location:**

**HUC 12:**

*Insert the Hydrological Unit Code (HUC). One way to locate the HUC 12 code associated with the proposed project is to visit EPA’s Grants Reporting and Tracking System website* [*ofmpub.epa.gov/apex/watershedfunding/f?p=109:5000*](https://ofmpub.epa.gov/apex/watershedfunding/f?p=109:5000)*; select “Guest User.” Click on the map or use the filters, zooming to “subwatershed” level at the project location to view the 12-digit HUC code.*

**Assessment Unit ID:**

Insert the Assessment ID Unit number for the project’s waterbody. The Assessment Unit ID number can be found using the 2018 Pennsylvania Integrated Water Quality Monitoring and Assessment Report (Integrated Report). The report covers the current status of Pennsylvania’s waters. Visit DEP’s website [www.dep.pa.gov](http://www.dep.pa.gov) and search “Integrated Report.” Click on the 2018 Integrated Water Quality Report and scroll down and click on “Integrated Report Viewer.” Type in the name of the waterbody and click “search.” The Assessment ID can be found on the page or by clicking on the map.

**Goal 1: Core Mission**

**Objective 1.2: Provide for Clean and Safe Water**

1. **Context**
	1. **Please explain how the proposed project fits within the current revision of the PA Nonpoint Source Management Plan.** (Currently, PA is implementing the 2014 Update of the NPS Management Plan).

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* 1. **Please explain how the proposed project supports other work in the watershed being performed under other programs.** (Note, if the applicant is unsure, this section may be left blank).

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* 1. **Please explain how the proposed project supports the implementation and completion of the Watershed Implementation Plan (WIP) in question. For instance, is this a numbered project specifically called for in the WIP? Have other projects been implemented in this subwatershed that will be enhanced by the proposed project? Is this project listed as a high, medium or low priority in WIP? (Project must be in WIP)**

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1. **Program v. Watershed Project**

*(Note: This section will be completed by DEP NPS Program staff).*

1. **Content**
	1. **Problem/Need Statement**

*This section should reference the Watershed Implementation Plan, the NPS Management Plan, and the Integrated List. Information contained in this section should make a case for the environmental benefit that will be realized as a result of the project. A direct connection should be made between the listed sources of impairment (ex: sediment from Agriculture) and the proposed activities (ex: implementing ag E&S plans). A brief description of previous work plans that have funded related or previous phases of the current project should be included. Where previous or other associated projects exist, the work plan should include a description of how the technical and funding aspects will be coordinated.*

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* 1. **Goals and Objectives**

*Load reduction estimates should be included in this section. For construction projects, the type and quantity of BMPs to be constructed should also be included in this section. For non-construction projects, the anticipated type and amount of BMP to be designed, the permits to be obtained or the data to be collected should be listed. Tables and bulleted or enumerated lists should be used whenever possible to convey this information.*

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* 1. **Project Description**

*This section will generally contain a mix of narrative overview and more concise tasks. Further, this section will vary in length and detail depending on the complexity of the project. The narrative portions should explicitly describe how the project addresses the problem and meets the goals presented in earlier sections of the work plan.*

*Generally, a single task should not describe multiple activities. Separate tasks should be developed for distinct activities, and subtasks may be used to provide even greater detail. Task level information is the most project-specific and detailed language in the work plan and should contain the basic who, what, when, where, and how information.*

*Additionally, the project description section should contain clear indication about how the proposed tasks will be coordinated with each other, and with associated projects when they exist.*

*All costs will be addressed in the budget worksheets under mandatory attachments and should not be included in this section.*

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* 1. **Monitoring**

*If monitoring is listed as a Task in the Project Description section above, include a statement discussing why monitoring is needed and how the data will be used. The applicant is encouraged to reference DEP’s Improving Waters Protocol and is further encouraged to use an on-going monitoring program to show incremental improvements.*

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(Note, statement that data will be uploaded through WQX web and will be identified as ID CWA319 in the submission.)

* 1. **QAPPs**

*A statement indicating a QAPP will be developed before sampling occurs and included with the final report should be included for all projects where a QAPP is required by EPA’s Quality System for Environmental Data and Technology. This statement should discuss the activities that will be covered in the QAPP. In addition to the standard QAPP for collection of new data, commonly required QAPPs for activities funded under §319 include Secondary Data plans for the gathering and/or use of existing data, Geospatial plans for use of GIS and other spatial or mapping activities, and Modeling plans for projects related to modeling activities. It should be noted that an umbrella QAPP may be utilized if field and lab procedures are common to several projects, requiring only project-specific information such as site locations or sampling frequency be submitted for individual projects.*

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(Note, if one needs developed or updated it must be listed as a deliverable.)

* 1. **On-Site BMPs/BMP Efficacy**

*For work plans that include implementation BMPs, BMP effectiveness should be assessed. At a minimum modeling for non-AMD BMP’s is required to estimate the environmental results that will be reported as one of the final outputs. Estimated load reductions for AMD projects need to be calculated knowing approximate percentage of each pollutant that can be removed with BMP.*

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(Note, design projects should include a statement that estimated load reductions will be summarized in the final report.)

* 1. **Sub-grantees**

*For work plans that include hiring sub-grantees/sub-contractors, e.g., watershed coordinators or consultants, task descriptions should clearly indicate the tasks/activities for which the staff or contractor is responsible.*

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* 1. **Education/Outreach**

*For work plans focusing on education or outreach, these work plans should clearly explain how the proposed activities address the stated environmental problem and will contribute to the improvement of water quality. It is also feasible to utilize data or findings from studies to estimate the degree to which the project may contribute to water quality improvement.*

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* 1. **Urban/MS4 Activities**

*Work plans that include work in urban areas should clearly indicate that the proposed activities do not explicitly address a permit requirement for any MS4. Each work plan will be reviewed on a case-by-case basis to determine possible interactions between the proposed activity and existing MS4 related activities and to determine, based on that review, eligibility for funding.*

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* 1. **O&M Plan**

*Where required, a general or draft Operation and Maintenance (O&M) plan/agreement will be contained within the Project work plan. A statement should be included that a final O&M Plan will be included in a Project’s Final Report.*

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(Note, even a design project should have a draft O,M&R plan that must be included as one of your deliverables.)

* 1. **Competitive Bid**

(Note, all planning and construction projects should contain a statement that, project sponsors are abiding by Pennsylvania’s procurement regulations.)

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* 1. **Contingency Plan (AMD only)**

*Abandoned Mine Projects should reference an existing contingency plan or include the development of a plan in the milestone schedule.*

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(Note, if needed must be listed as a deliverable.)

* 1. **Project Deliverables**

*Any significant output should be identified as a project deliverable. Typical project-level deliverables include interim and final project reports, QAPPs, or WBPs, but may also include development of a success story in cases where water quality improvements are demonstrated.*

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* 1. **Project Schedule/Timeline**

*Schedules must be provided for all significant project activities, including task-level timeframes or start/end dates, interim milestones, and timeframes for deliverable development and deadlines. Each deliverable should have a corresponding budget associated with it under mandatory attachments.*

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* 1. **Measures of Success - (environmental indicators)**

*Outcomes, or environmental indicators, can be used as measures of success in meeting statutory and programmatic goals related to restoration and protection of water quality. Some outcomes can be length of stream improved, loadings removed, etc.*

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* 1. **Match**

*List any match project may have. If no match, please explain why.*

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* 1. **Mandatory Attachments**

**Budget and Costs:** A separate budget must be prepared for each deliverable.

**Equipment and Supplies:** Equipment and supplies and costs must be listed separately.

**Contractual:** Must breakdown costs into separate lump sums for design, permitting, bid assistance, OM&R plan, as-builts, sampling, etc.

**Construction:** Must break down costs into separate lump sums for materials, labor, earthwork, etc. Do not include item specific costs (eg: cost/unit limestone, fencing, etc.).

**Task 1:**

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| **Item** | **Task** | **Responsible Partner** | **Grant Request** | **Match** | **Total** |
| **Salary** |       |       |       |       |       |
| **Administration** |       |       |       |       |       |
| **Travel** |       |       |       |       |       |
| **Equipment and Supplies** |       |       |       |       |       |
| **Contractual** | Design |       |       |       |       |
|  | Permitting |       |       |       |       |
|  | Construction Management |       |       |       |       |
| **Construction** | Materials |       |       |       |       |
|  | Labor |       |       |       |       |
|  | Earthwork |       |       |       |       |
| **Other** |       |       |       |       |       |
| **Total** |       |       |       |       |       |

Add tasks as needed.

* 1. **Maps and Photos**
1. **Location Map**

*A map showing the location of the project site relative to a nearby, common population center. This map may be used to guide an individual unfamiliar with the project to the project site. Marking on this map where to park or enter the project site is helpful.*

1. **Site Map(s)**

*A map or maps showing site level detail to include locations of proposed BMPs, receiving waters, existing civil and natural features and any other info useful for an individual unfamiliar with the site to conduct an inspection of the site.*

* 1. **Landowner**

*Please explain the landowner situation and type of letter (Commitment or full agreement) to be put in file at PA DEP.*

* 1. **AMDTreat**

***All applications for design and/or construction of Abandoned Mine Drainage (AMD) treatment facilities must include the use of AMDTreat software for rough sizing and cost estimating.*** *A printed report from AMDTreat must be included an attachment. The AMDTreat software is available to the public on the Office of Surface Mining website at* [*http://amd.osmre.gov/*](http://amd.osmre.gov/)*.*