|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CWP loan proposal workplan**Attachment A**Clean Water Partnership (CWP)*Doc Type: Contract* |

|  |  |
| --- | --- |
| ***[Examples and instructions for completing this template are italicized in brackets.******Fill in every blank and delete all examples and instructions, before submitting final workplan. It is helpful to work with the “View Gridlines” turned on in the Layout tab in the Word ribbon.]****[When drafting the workplan do not use underlines, as these are reserved for use in amended versions of workplans to indicate changes.]*  | **MPCA Use Only** |
|  | Swift #: |       |
|  | SRF#: |       |
|  | AI #: |       |
|  | Activity ID: |       |
|  |  |
| **Project title:** |       |

*[No more than 10 words, 50 characters or less]*

## Loan sponsor (the one taking out the loan) summary:

|  |  |
| --- | --- |
| **Organization:** |       |
| **Contractor contact name:** |       |
| **Title:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

## Project sponsor partner(s) (if applicable):

|  |  |
| --- | --- |
| **Organization:** |       |
| **Project manager:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

## MPCA contact(s):*[TBD]*

|  |  |
| --- | --- |
| **MPCA project manager:** |       |
| **Title:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

Project information *[Use your approximate start date. End date is three years following start date. These can be changed later, depending on actual date of loan execution.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** |       | **End date:** |       |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| **Loan funds requested:** |       | **Matching funds (optional):** |       |
| **Total project cost:** |       |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sub watershed(s): |       | 12-digit Hydrologic unit code(s): |       |

Type of water body (check all that apply)

[ ]  Stream [ ]  Lake [ ]  River [ ]  Groundwater [ ]  Drinking water source [ ]  Other

|  |  |  |
| --- | --- | --- |
| ***\** Organization type:** | [ ]  County government[ ]  Watershed District[ ]  Tribal government | [ ]  City[ ]  Township |
|  | [ ]  Other – specify: |       |

Project plan information (10 points total)

*[This section is to explain existing water quality concerns and how the project relates to those concerns]*

Identify water plans available for this project (2 points):

If applicable, include Web address, page numbers and effective dates from any local or regional water plans relating to this project.

|  |  |
| --- | --- |
| Comprehensive Local Water Plan: |       |
| Total Maximum Daily Load (TMDL): |       |
| Minnesota Pollution Control Agency (MPCA)-approved TMDL Implementation Plan or Watershed Restoration and Protection Strategy (WRAPS): |
|       |
| Other plans that refer to this project work (including Well Head Protection Plan, One Watershed, One Plan, etc.): |       |

Type, location, and problem addressed in this proposal (2 points):

|  |
| --- |
| Problem to be addressed in this proposal (e.g., total suspended solids (TSS) loading, Individual Sewage Treatment System (ISTS), Subsurface Sewage Treatment Systems (SSTS), etc.): |
|       |
| ***\** Project type:** | [ ]  SSTS replacement or upgrade **only (Please use *SSTS-only form* found on the MPCA’s website at** [**https://www.pca.state.mn.us/water/cwp-loans**](https://www.pca.state.mn.us/water/cwp-loans)**.)**[ ]  Best Management Practice (BMP) and SSTS[ ]  BMP implementation **only** |
| **County:** |       |

**How are groundwater or water body concerns addressed in water planning documents (e.g., protection, restoration, undefined, needs more information, etc.) (2 points):** <insert text here, using Arial 9pt font>

**Specific water quality concern(s) addressed by this proposal (2 points):** <insert text here, using Arial 9pt font>

**How will concern(s) addressed in this proposal be prioritized (e.g., if demand exceeds available funds, how will you choose what to fund, environmental justice concerns) (2 points):** <insert text here, using Arial 9pt font>

Statement of problems, opportunities, and existing conditions (8 points)

<insert text here, using Arial 9pt font>

*[This section should briefly describe the watershed and the concerns in the watershed and how this project will likely result in improved water quality protection, enhancement, or restoration. Water quality data and water quality standards should be included. Describe how this project fits into the existing plans and how the waterbody of concern and its watershed have physical, hydrological, or other characteristics that can be restored or protected to improve or maintain water quality.]*

*[Inflow and Infiltration projects: estimated reductions in flow to the WWTP/WWTF should be included.]*

## **Goals, objectives, tasks, and subtasks (5 points)**

*[This section should ensure that the goal is clearly defined, the activities are clear, scope of the project, general timelines, and the roles and responsibilities of the parties involved.]*

**Goal:** <insert text here, using Arial 9pt font>

*[Goals are clear statements of the purpose of your project, describing what the environmental benefits will be if the project is successful, or how your project is an important step in achieving an eventual environmental benefit. Projects generally should have one goal, but it may be appropriate to have more.]*

**Objective 1**: <insert text here, using Arial 9pt font> *[An objective is a collection of related tasks designed to achieve a goal. Add more objectives as needed. Be sure to include time frames that each of the tasks/objectives will be performed and completed.]*

**Objective 1 Timeline:** <insert text here, using Arial 9pt font>

**Objective 1 Cost:** <insert text here, using Arial 9pt font>

**Objective 1 Deliverables:** <insert text here, using Arial 9pt font> *[Deliverables are the tangible products of the tasks, such as reports, presentations, widgets, data, etc.].*

## **Participation (3 points)**

Please describe the method(s) for participation: <insert text here, using Arial 9pt font>

*[Briefly describe the community/political support for the project, how the stakeholders are defined, outreach/communication to potential participants, and how project is linked to priorities and resources are shown and how expected results can be communicated to stakeholders. Past history of success with similar projects may also be described.]*

## **Environmental justice (5 points)**

Are any of the BMPs or activities planned to occur in an identified area of environmental justice concern
(found on the MPCA’s Understanding environmental justice in Minnesota website at <http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>? (2 points)

<insert text here, using Arial 9pt font>

If yes, briefly describe the plan for communication and outreach to these areas (e.g., additional outreach, other incentives for participation, etc.)? (3 points)

<insert text here, using Arial 9pt font>

## **Measurable outcomes (5 points)**

Please describe the total expected reductions for this project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lake ID or stream AUID |       |  |  |  |
| Phosphorus |        | lbs/yr  |       | $/lb |
| Sediment |       | tons/yr |       | $/ton |
| Nitrogen |       | lbs/yr |       | $/lb |
| Other (list):       |       |       |       | $/      |
|       |       |       |       | $/      |

<insert text here, using Arial 9pt font>

## **5.** [**Project budget**](file:///%5C%5Cx1600%5Cxdrive%5CAgency_Files%5COSD%5CContract%20Team%5CIndirect%20Cost%20Overview_files%5CNew%5CIntranet%5CB1_B2_Gantt_Budget_%20Examples.xlsx) **(4 points) *(Attach Excel Spreadsheet*)**

*[Please submit the Budget Table as an attached Excel spreadsheet so that the formulas are reviewable and so the table is editable.]*