



**Instructions on Page 10**

## Grant Project Summary

Project title: (No more than 10 words, 50 characters or less; please reference the waterbody as applicable.)

Organization (Grantee): \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Work plan submittal date: \_\_\_\_\_

Grantee contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Watershed, lake, or water body (if applicable): \_\_\_\_\_

Latitude/Longitude for center of project area: \_\_\_\_\_

County: \_\_\_\_\_

Project funding type (check one):  CWP Diagnostic  CWP Implementation  319 Implementation  319 Non-implementation

Grant amount: \$ \_\_\_\_\_ Proposed cash match funds: \$ \_\_\_\_\_

Proposed inkind match funds: \$ \_\_\_\_\_ Proposed loan funds: \$ \_\_\_\_\_

Total project costs: \$ \_\_\_\_\_

### Local Units of Government in the Project Area:

|                |          |          |          |          |
|----------------|----------|----------|----------|----------|
| Counties:      | 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| Townships:     | 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| Cities:        | 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| Agencies:      | 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| Organizations: | 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| Other:         | 1. _____ | 2. _____ | 3. _____ | 4. _____ |

State Senate Districts: \_\_\_\_\_

State House Districts: \_\_\_\_\_

## Project Work Plan Sections

### 1. Statement of problems and existing conditions: A brief summary that describes the project.

- A. general description of the water of concern and the project area
- B. why the project is taking place
- C. the known water quality problems
- D. the suspected or potential water quality problems
- E. the economic significance of the water of concern
- F. land use information

2. **Statement of project goals:** The project will detail specific goals for the water of concern. The work plan will set preliminary goals based on the uses of the water resource.
  - A. **Overall resource goals**
    - Lake example: Provide for a usable/swimmable lake by decreasing the frequency and/or severity of algal blooms.
    - Groundwater example: Provide for safe drinking water for domestic and livestock uses.
  - B. **Water quality characterization goals**
    - Generic example: To characterize the water of concern and the project area affecting it through the completion of a thorough diagnostic study.
    - Stream example: Characterize the sediment load and its effects on stream system X.
  - C. **Preliminary quantitative goals:** The specificity of the preliminary goals will depend on how much current information is available to set realistic quantitative goals at this stage in the project. Specific numerical goals will be set during the preparation of the final plan and with input from the users of the water of concern.
    - Lake example: A preliminary phosphorus goal based on user expectations and on phosphorus criteria for lakes in that ecoregion. Ecoregion criteria may be found in the MPCA's 1994 Lake Water Quality Assessment Report.
    - Stream example: To provide conditions so that the dissolved oxygen is maintained above 7.0 mg/liter to foster a naturally reproducing trout population.
  - D. **Information and education goals for citizens in the project area**
    - Example: To raise awareness of the sources of nonpoint source pollution and what activities individuals can do to abate or prevent it.
    - Example: To foster and develop a stewardship ethic among property owners and resource users in the project area.
3. **Project organization and responsibility:** This section provides a quick overview of what each group involved in the project will be doing. Specific tasks for completion of a project are covered in the milestone schedule that follows.
  - A. Delineate general responsibilities of all the involved groups. For example: The SWCD will provide staff and equipment to complete the data collection for the AGNPS model, will run the model and provide interpretation of results. SWCD staff will support the sponsor in analysis and selection of priority management areas and best management practices.
  - B. Reference the milestone schedule (section 5) for specific responsibilities.
  - C. Include a project organization chart that illustrates the project's organizational structure. Include the relationships between the project sponsor and all contributing sponsors, project representative, consultants, and technical and citizen advisory committees as applicable. This chart can also be used for explaining the project at public meetings.
  - D. Include a complete staff and governing board directory within this section or as an appendix to the work plan.
4. **Identification and summary of objectives:** This section specifies the objectives that will serve as broad project work categories for the work plan, as well as for budgeting and reimbursement. To select objectives, define the significant activities that will take place in the project and group similar tasks into the same objectives. Although objectives should be project-specific, you may want to consider using some of the ones listed below. It is recommended that the total number of objectives you select not exceed ten. The degree of consolidation of tasks into the objectives will be discussed with your MPCA project manager. A narrative summary statement for each objective that you identify should be included in the work plan.

**Examples of work plan objectives:**

- development of project work plan
- data and information collection
- fiscal management and administration
- water quality monitoring
- laboratory analysis
- watershed assessment
- data analysis and assessment
- information and education program
- identification of best management practices (BMPs)
- selection of BMP program
- implementation of BMPs
- completion of implementation plan

**Examples of objectives summaries:**

1. Objective 3, Watershed Assessment: The project sponsor, SWCD and NRCS staff will conduct an assessment of the watershed so that current watershed information can be integrated with water quality monitoring information and assessed.

2. Objective 4, Water Quality Monitoring: Water quality monitoring will be conducted from March 2010 through October 2011 to characterize existing conditions in Lake Hilton, to estimate pollutant loads from the tributaries and storm sewers, and to calculate a water and phosphorus budget. Water quality monitoring will include routine monitoring of the major tributaries to the lake, in-lake monitoring, and storm monitoring for tributary and storm sewer inflows.
5. **Milestone schedule:** Using the objectives selected in section 4, list in detail the tasks that will be completed within each objective. Include all significant tasks that the project staff will need to complete. Clean Water Partnership projects can refer to the CWP rule (Minn R. 7076.0240) for a list of activities for a diagnostic study. Several examples are provided below. A well developed milestone schedule will become a project checklist and a useful listing of all significant work.

Include in this section a critical pathway analysis for the project. This includes an analysis of project activities to determine the sequence that is to be followed. The critical pathway is the path where major activities that are dependent upon each other are displayed in chronological order for the duration of the project. At a minimum, a Gantt chart (a bar graph timeline) should be constructed using a minimum of the three most important tasks per program objectives. An example of a Gantt chart is given in Appendix 1.

**Example milestone schedule:**

1. Objective 3, Watershed Assessment

| Activity                                   | Time frame        | Responsibility  |
|--------------------------------------------|-------------------|-----------------|
| Map and aerial photo preparation           | 4-1-10 to 5-15-10 | SWCD            |
| Description of geologic conditions         | 5-1-10 to 9-15-10 | Project sponsor |
| Soils map and infiltration characteristics | 4-1-10 to 6-15-10 | NRCS            |

2. Objective 4, Water Quality Monitoring

| Activity                                                                                     | Time frame    | Responsibility  |
|----------------------------------------------------------------------------------------------|---------------|-----------------|
| Routine monitoring - lake<br>Monthly March through Oct.<br>Twice monthly April through Sept. | 3-10 to 10-11 | Project sponsor |
| Secchi disk measurements                                                                     | 3-10 to 10-11 | CLMP volunteer  |
| Routine monitoring - tributary streams                                                       | 3-10 to 10-11 |                 |
| Water sample collection                                                                      | 3-10 to 10-11 | Project sponsor |
| Staff gauge readings (weekly)                                                                | 3-10 to 10-11 | Volunteers      |
| Staff gauge readings (twice a week)                                                          | 3-10 to 10-11 | Volunteers      |
| Rating curve development                                                                     | 3-10 to 10-11 | Project sponsor |
| Storm monitoring - storm sewers and tributary streams                                        | 3-10 to 10-11 |                 |
| Placement and maintenance of automatic samplers                                              | 3-10 to 10-11 | City staff      |
| Sample collection, 5 storm events                                                            | 3-10 to 10-11 | Project sponsor |

6. **Monitoring and modeling plan:** Water quality monitoring is an effort to obtain an understanding of the chemical, physical, and biological characteristics of water via statistical sampling (Ward, 1989). Water quality monitoring is needed to delineate water quality problems, identify pollution sources, evaluate necessary reductions in pollutant loading, and to calibrate and verify models that will be used to evaluate the information collected. A monitoring and modeling plan that is well documented and justified is a key element to any successful CWP project.

The steps you need to take in developing a monitoring plan are outlined in the guidance document entitled "Water Quality Monitoring for the Clean Water Partnership" (referred to as "Guidance" below). In general, you must work through the following:

- Evaluate previous water quality studies that are available on the water of concern or similar waters.
- Develop monitoring objectives based on the project goals.
- Define the information needs for water quality and the methods that will be used to evaluate this information.
- Set the data requirements that are to be met for meaningful modeling and statistical analysis to be completed.
- Determine the models that are to be used for the project, and a description and statistical definition of predictive and diagnostic uncertainties.
- Develop procedures that specify how data will be used to evaluate the effectiveness of the monitoring objectives and ultimately the project's information need.
- Delineate the monitoring network (parameters, sites, frequencies) and sampling protocols.

It is important not to jump ahead of the early steps in this process to begin specifying the monitoring network. If your project team does not have a working background in statistics, you should seek assistance from MPCA staff or other qualified individuals at this point in the project. Your monitoring plan should, at a minimum, have the following subsections:

- A. Purpose of water quality monitoring for the project.
- B. Summary of previous studies, data, and compiled information. The purpose of this subsection is to consider and build on previous efforts and work. For example, a previous study may indicate that a specific subwatershed needs additional monitoring.
- C. Monitoring site selection and site description. Please include appropriate maps with the proposed monitoring sites included.
  - i) Lakes
    - see page 2-39 of the Guidance.
    - include designation of primary and secondary sites, and total water depth at the sites.
    - include all Citizen's Lake Monitoring Program (CLMP) volunteers.
    - include DNR lake contour maps with the sites marked.
  - ii) Streams
    - see page 2-40 of the Guidance.
    - include the type of flow monitoring at each site (i.e. continuous recorder, staff gage).
    - describe the physical characteristics of each site.
  - iii) Groundwater
    - see page 2-49 of the Guidance.
    - include type and depth of well.
    - describe the use of other sampling devices.
    - describe the aquifer characteristics.
- D. Description of sampling frequency, including:
  - i) Routine sampling (twice/month, monthly, quarterly, semi-annually, seasonally, annually, etc.).
  - ii) Storm event sampling for surface waters (specify the preferred timing for storm event sampling).
  - iii) Justification of proposed frequencies based on information needs, potential variability, etc.
- E. Description of water quality parameters:
  - i) Lakes
    - see page 2-44 of the Guidance.
    - include breakdown of surface, metalimnion, and hypolimnion parameters during periods of stratification.
    - see page 2-47 of the Guidance for lake inflow parameters.
  - ii) Streams
    - see page 2-48 of the Guidance.
    - base flow parameters.
    - storm event parameters.
  - iii) Groundwater
    - see page 2-50 of the Guidance.

Note: Tables can be prepared to present a quick summary of the information necessary for subsections C, D and E above.

**Example 1 - Summary table, monitoring sites and parameters, lake project.**

| Parameter        | Lake sites |   |   | Inflow/Outflow sites |   |   | G.W. sites |   |   |
|------------------|------------|---|---|----------------------|---|---|------------|---|---|
|                  | 1          | 2 | 3 | 4                    | 5 | 6 | 7          | 8 | 9 |
| Secchi depth     | x          | x | x |                      |   |   |            |   |   |
| Total Phosphorus | x          | x | x | x                    | x | x | x          | x | x |
| Etc.             |            |   |   |                      |   |   |            |   |   |

**Example 2 - Summary table, monitoring frequencies and parameters, lake project.**

| Parameter        | Lake sites |           | Inflow/Outflow sites |           | G.W. sites |     |      |
|------------------|------------|-----------|----------------------|-----------|------------|-----|------|
|                  | May-Sept.  | Oct.-Apr. | May-Sept.            | Oct.-Apr. | Feb.       | May | July |
| Secchi depth     | W          | M         |                      |           |            |     |      |
| Total Phosphorus | T          | M         | T,S                  | M         | X          | X   | X    |
| Etc.             |            |           |                      |           |            |     |      |

Key: W = weekly, T - twice/month, M = monthly, S = storm event, X = once

- 7. Watershed or aquifer recharge area assessment:** Watershed or aquifer recharge area assessment involves the determination and description of the hydrologic, physical, geographic, and land use characteristics of the project area. The purpose of this assessment is to evaluate the water quality conditions of the water(s) of concern and pollutant loadings measured in the water quality monitoring program in relation to the characteristics of the watershed or aquifer recharge area. To assist in this evaluation, as much detailed information as possible should be obtained in the objectives related to assessment activities. The integration of watershed or aquifer recharge area assessment information with the water quality monitoring results is necessary for the development of target levels of pollutant reductions, and selection of priority management areas in the implementation plan.

To develop the watershed or aquifer recharge area assessment section of your project work plan, consider the project activities necessary for describing the project area, estimating water and pollutant loads from the subwatersheds, and ultimately delineating, prioritizing, and selecting priority management areas for the implementation of best management practices. This section of the project work plan must be closely coordinated with the monitoring activities specified under section 6. At a minimum, complete the outline below and provide sufficiently detailed explanations of all the major assessment activities planned.

- A. A physical description of the project area. Describe how the applicable requirements of Minn. R. 7076.0240, subp 3 will be met. The major parts of this description include:
1. Project area maps, including soils maps where available.
  2. A map of the project area divided into subunits on a hydrological basis including boundaries and flow directions for each subunit.
  3. A description of known geologic characteristics that may pose concerns relating to water quality.
  4. A description of waters of the state and public drainage ditches, including dams and control structures that are located within the project area.
- B. A description of existing and predicted future land uses, land cover, sources of pollution that may impact the water of concern, and resources uses including public, private, recreational, and other water uses.
- C. Hydrologic monitoring data that provides a thorough characterization of the surface and groundwater conditions in the project area that affect the quality of the water of concern.
- D. Other data as defined in the work plan that provides an understanding of the dynamics and interactions between the project area and the quality of the water of concern.
- E. Estimation of water and pollutant loads from the subwatersheds. Describe the tools, techniques, and methods that will be used to estimate water and pollutant loads affecting the water of concern. Include a description of hydrologic and/or contaminant transport/routing models that will be used, and how water quality monitoring data will be integrated with any selected modeling tools. Since the water quality monitoring data will provide the basic information on estimating water and pollutant loads, this subsection should explain the integration of monitoring and modeling information. Include as applicable:
- The model selection process that has been or will be followed (please see pages 3-7 to 3-11 of the MPCA guidance document "Hydrologic Modeling for CWP").
  - Model name and intended use.
  - Data requirement of the selected model(s).
  - Field verification of model input data.
  - Model calibration and interpretation methods.
  - Field surveys (such as stream surveys for stream bank erosion or a survey of on-site septic systems in shoreland areas).
  - Riparian habitat assessment surveys.
- F. Delineation, prioritization and selection of priority management areas. Provide a narrative description with flow charts or other appropriate figures to explain how the project sponsor will define, prioritize, and select those areas for implementation of best management practices. In this section you should specify how the project will integrate information from monitoring, modeling, surveys, and citizen and governmental unit involvement to select the priority management areas and BMPs. Reference the milestone schedule for the time frames for these activities.

As specified in Minn. R. 7076.0240, subp. 4, this process will involve the following:

- The identification of existing and potential water quality problems.
- Goal-setting for the waters of concern.
- A listing of project subunits and pollutant estimates from each.
- A ranking of subunits and listing of priority management areas.

Explain any additional work that will be completed or tools used (i.e., use of a geographic information system) to describe the project area or to verify collected data. Please indicate the amount of involvement by citizen groups and the general public expected in this process.

- 8. Quality Assurance Project Plan (QAPP):** Quality Assurance (QA) is a system of activities designed to assure sponsors and other data users that quality control activities are being accomplished and that data of known quality are being generated.

A quality assurance project plan is a project-specific written document that presents policies, organization, objectives, and specific QA and quality control (QC) activities that when carried out will achieve the data quality needed.

The CWP rules require that the work plan identify laboratories, which must be certified by the Minnesota Department of Health, that will be doing analyses for the project, and include the following information: 1) the specific analytical methods that the laboratories will use for the project; 2) an explanation of the laboratories' quality assurance and quality control procedures; and 3) the certification number assigned by the Department of Health to prove the laboratories are fulfilling the requirements under chapter 4740.

It is important that your project's QAPP be more than laboratory QA/QC documentation. It must contain activities that project staff and consultants will undertake in all aspects of the project to provide quality information to decision makers. MPCA staff recommends that your QAPP contain information and documentation to address the main work environments that will be encountered by project staff, including 1) field; 2) laboratory; and 3) office. In this way, such critical steps as data verification and transferral (i.e., data transfer from a lab notebook to a computer disk) will be scrutinized by a quality control activity.

This critical section of the work plan must be tailored to meet the needs of your project. It is acceptable to cite specific sections of your laboratory's QAPP(s) where it is applicable. Citation is appropriate when referring to large sections of the laboratory QAPP, where it would be redundant and wasteful to repeat all of the pertinent information. An example where citation is acceptable is when you are describing the analytical procedures used by the laboratory. Analytical procedures can be quite lengthy, and since the procedures are probably not going to be changed for your project, it is quite acceptable to cite the pertinent section of the laboratory QAPP that contains all of your project's analytical procedures.

Your MPCA project manager will assist you with the preparation of your QAPP. In addition, if you have questions about preparing your QAPP, you can contact Roger Fisher at 651-757-2360.

- 9. Work plan budgets:** The goal of this section of the guidance is to provide you with the general budget format to be followed. You can then take this format and adapt it to fit the specifics of your project, as long as you provide the detailed information required by these programs. The level of detail that is expected is at a minimum equivalent to the detail contained in the attached examples. Be sure to organize your budget information in the same general format as contained in the examples. Since many projects will be completing budgets on personal computers, you are expected to complete only one specific form (project support budget, see example 3) as provided. It is critical that all projects provide budgets that are clear and adequately document costs and sources of support.

Please review the following steps for completing the project budget:

- A. The work that must be budgeted for should be that work listed in the project milestone schedule.
- B. After comparing the skills, capabilities, and time resources of the local project staff and volunteers against the tasks to be completed, determine how much work can be done as in-kind and how much must be paid in cash.
- C. Detail all in-kind contributions using the itemized objective budget format described below.
- D. Detail all cash expenditures for those tasks that cannot be completed as solely in-kind contributions using the itemized objective budget format described below.
- E. Complete the project outlay budget by totaling in-kind and cash expenditures for the entire project (i.e. all suppliers and program elements).
- F. The maximum CWP grant assistance is 50 percent of the total project cost.
- G. By comparing the total cash expenditure required against the sum of CWP assistance plus non-CWP cash previously committed, you can determine if additional non-CWP cash contributions are needed.
- H. Consider project start-up costs against available resources before finalizing the project budget (i.e. will initial cash flow be adequate considering the CWP cash advance and reimbursement schedule).
- I. Finalize your project support budget.

A complete project work plan budget will include two budgets, the project support budget and the project outlay budget. Each is discussed below with examples.

## Project Budget and Expenditure Report

---

In section 4 you selected the objective s and tasks that are to be accomplished for the project. A project budget lists the unit costs and quantities for the labor, equipment, and supplies that will be used to accomplish each objective and perform each task. It also provides in-kind, grant cash, and match cash subtotals for each supplier (sponsor, contributing sponsors, subcontractors, or consultants). Please review the following steps for completing the project budget:

- A. The work that must be budgeted should be that work listed in the project objective s and tasks.
- B. After comparing the skills, capabilities, and time resources of the local project staff and volunteers against the tasks to be completed, determine how much work can be done as in-kind and how much must be paid in cash.
- C. Detail all in-kind contributions (who, what, reasonable cost per hour, reasonable rental rate, hours).
- D. Detail all cash expenditures for those tasks that cannot be completed as solely in-kind contributions.

- E. Complete the project budget by totaling in-kind and cash expenditures for the entire project (i.e., all suppliers and objectives).

A copy of a **project budget and expenditure report** can be found in **Appendix A – Work Plan Excel Forms.xls** as worksheet “**Budget**”. This chart is an example from a previous project and you can change or delete cells, rows, columns or change and add formulae as needed to use this chart for your particular project.

As applicable, make certain to include detailed cost breakdowns of:

- Laboratory analysis costs on a per-parameter basis.
- Water quality monitoring equipment (rental, purchase, or in-kind).
- Monitoring well installation costs.

Identify budget items that are federal or state of Minnesota funds, including in-kind services where staff are paid from a federal or state of Minnesota source. Also identify any funds or services that are used to match other federal money.

When completing the project budget, please maintain the same order of suppliers (sponsor, contributing sponsors, subcontractors, or consultants) for each objective.

For a quick review of all project outlays by both objective and supplier with cash and in-kind breakdowns, simply tabulate the in-kind, cash, and total expenditure for each objective at the end of the project budget (see example).

### **Project Support Budget**

Definition: The project support budget provides a breakdown of cash and in-kind support for the project sponsor, local contributing sponsors, and nonlocal (federal and state) contributing sponsors and includes the level of CWP financial assistance.

The proposal process for the CWP program required that a project support budget be completed. Now that you have completed the project outlay budget you know the resources needed to conduct the project. By revising the project support budget now, you can check the level of contributions against the project outlays. This is a critical step in project planning and financing.

This budget also includes percentage calculations for checking match requirements (**i.e., 30 percent of a project’s costs must be derived from nonfederal and nonstate sources**). As an additional check you can compare the total in-kind contribution from this budget with the total in-kind contribution from the project outlay budget - they should match. This budget also specifies the amount of CWP grant assistance requested. Example 3 illustrates a project support budget. Since the project outlay budget illustrated in example 2 covers only two objectives, the remaining objectives would need to be detailed and totaled by supplier before using these figures for completing the project support budget. Please provide this budget on the form provided by the MPCA.

## Example: Project Support Summary

**Project Name: Lake X Project**

**Project Support Summary:** Please complete the following section for all the sources of match money and in-kind contributions for your project. The match requirement is at least 50% of the total project costs.

| <b>Project Sponsors</b><br>(Attach additional sheets if necessary)                                                   | <b>Cash Contribution<br/>To Project (2)</b> | <b>In-kind Contribution<br/>To Project (3)</b> | <b>Total Project<br/>Support (2+3)</b> |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------|----------------------------------------|
| <b>CWP Grant amount requested</b>                                                                                    | 69,195                                      |                                                |                                        |
| <b>Clean Water Partnership Loan</b>                                                                                  |                                             |                                                |                                        |
| <b>A. Project Sponsor - subtotals</b>                                                                                |                                             |                                                |                                        |
| <b>Local Contributing Sponsors:</b>                                                                                  |                                             |                                                |                                        |
| 1. County SWCD                                                                                                       | 75,500                                      | 21,545                                         | 97,045                                 |
| 2. Local Sportmen's Club                                                                                             | 1,000                                       |                                                | 1,000                                  |
| 3. McKnight Foundation                                                                                               | 68,225                                      |                                                | 68,225                                 |
| 4. Lake Association Volunteers                                                                                       |                                             | 1,200                                          | 1,200                                  |
| <b>B. Local Contributing Sponsors subtotals</b>                                                                      | 144,725                                     | 22,745                                         | 167,470                                |
| <b>State and/or Federal Contributing Sponsors:</b>                                                                   |                                             |                                                |                                        |
| 5. U.S. Army Corps of Engineers                                                                                      |                                             | 7,615                                          | 7,615                                  |
| 6. MN Board of Water & Soil Resources                                                                                | 16,000                                      | 0                                              | 16,000                                 |
| 7. MN Dept. of Natural Resources/Forestry                                                                            | 15,000                                      | 68,240                                         | 83,240                                 |
| 8. MN Dept. of Natural Resources/Fish                                                                                |                                             | 34,300                                         | 34,300                                 |
| 9. MN Dept. of Natural Resources/Watershed                                                                           |                                             | 41,000                                         | 41,000                                 |
| <b>C. State and/or Federal Contributing Sponsors Subtotals: (cannot be more than 20% of the total project costs)</b> | 31,000                                      | 151,155                                        | 182,155                                |
| <b>Subtotal: All project sponsors (A+B+C)</b>                                                                        | 175,725                                     | 173,900                                        | 349,625                                |
| <b>Grand Totals:</b>                                                                                                 | Total Cash<br>\$244,920                     | Total In-kind<br>\$173,900                     | Total Project Cost<br>\$418,820        |



# Project Support Summary

## CWP Project Name:

**Project Support Summary:** Please complete the following section for all the sources of match money and in-kind contributions for your project. The match requirement is at least 50% of the total project costs. Place numbers in each cell (number format = xxx,xxx.xx). 'Sub-total' and 'Total' cells will automatically add when you place the cursor in the middle of each of those cells and hit "F-9".

| <b>Project Sponsors</b><br>(Attach additional sheets if necessary)                                                           | <b>Cash Contribution<br/>To Project (2)</b> | <b>In-kind Contribution<br/>To Project (3)</b> | <b>Total Project<br/>Support (2+3)</b> |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------|----------------------------------------|
| <b>CWP Grant amount requested</b>                                                                                            |                                             |                                                |                                        |
| <b>Clean Water Partnership Loan</b>                                                                                          |                                             |                                                |                                        |
| <b>A. Project Sponsor - subtotals</b>                                                                                        |                                             |                                                | \$0.00                                 |
| <b>Local Contributing Sponsors:</b>                                                                                          |                                             |                                                |                                        |
| 1.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 2.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 3.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 4.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| <b>B. Local Contributing Sponsors subtotals</b>                                                                              | \$ 0.00                                     | 0                                              | \$ 0.00                                |
| <b>State and/or Federal Contributing<br/>Sponsors:</b>                                                                       |                                             |                                                |                                        |
| 5.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 6.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 7.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 8.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| 9.                                                                                                                           |                                             |                                                | \$ 0.00                                |
| <b>C. State and/or Federal Contributing Sponsors<br/>Subtotals: (cannot be more that 20% of the<br/>total project costs)</b> | \$ 0.00                                     | \$ 0.00                                        | \$ 0.00                                |
| <b>Subtotal: All project sponsors (A+B+C)</b>                                                                                | \$ 0.00                                     | \$ 0.00                                        | \$ 0.00                                |
|                                                                                                                              | Total Cash                                  | Total In-kind                                  | Total Project Cost                     |
| <b>Grand Totals:</b>                                                                                                         | \$ 0.00                                     | \$ 0.00                                        | \$ 0.00                                |

## Instructions

---

A project work plan is a comprehensive document that specifies goals and objectives of a project, how and when the work will be done and who is responsible for doing it, what the cost of the work will be, and how the resulting data will be managed so that the goals of the project are met. The project work plan consists of the following broad areas:

- Project goals
- Work plan objectives
- Milestone schedule
- Monitoring and modeling plan
- Quality assurance and quality control procedures
- Public participation plan
- Implementation activities
- Overall project budget

Projects that receive Clean Water Partnership funding will be assigned a MPCA project manager who will assist the project in the development of a work plan. The approved project proposal will be the basis of the work plan. The following guidance indicates what a typical work plan contains. Each work plan will be unique to the project, though some elements can be used as models for other work plans. MPCA project managers have available appropriate models for work plans, QA/QC documents, monitoring plans, contracts or other elements as needed. These documents are available in hardcopy as well as in electronic formats for use on your computer.

**Note:** This document is unprotected so that it may be used as a template. Therefore, the checkboxes will only work if you “double click” on them – a menu will open where you will need to select either “checked” or “not checked”.

### Project Work Plan - Guidance Outline

#### Title Page

- Official title of the project
- Project sponsor
- Contributing sponsors
- Date of preparation

#### Table of Contents

- A. List of all major sections
- B. List of tables
- C. List of figures
- D. Project staff directory
- E. Appendices

#### References

1. American Public Health Association. 1992. Standard Methods for the Examination of Water and Wastewater. Eighteenth Edition.
2. Heiskary, S.A. and Wilson, C.B. 1994. Minnesota Lake Water Quality Assessment Report. MPCA.
3. Minnesota Pollution Control Agency. 1989. Water Quality Monitoring for the Clean Water Partnership: A Guidance Document. 62 pp.
4. Minnesota Pollution Control Agency. 1988. Hydrologic Modeling for the Clean Water Partnership: A Guidance Document. 56 pp.
5. Environmental Protection Agency (EPA). 1979, revised March 1983. Methods for the Chemical Analysis of Water and Wastes. EPA Environmental Monitoring and Support Laboratory, Cincinnati, Ohio. EPA-600/4-79-020.
6. EPA. 1993. Requirements for Quality Assurance Project Plans for Environmental Data Operations. EPA Quality Assurance Management Staff, Washington D.C. EPA QA/R-5.
7. EPA. 1994. Content Requirements for Quality Assurance Project Plans for Water Division Programs. EPA Region V, Water Division and Environmental Sciences Division.
8. Ward, R.C. 1989. Water Quality Monitoring - A Systems Approach to Design. Paper presented at the International Symposium on the Design of Water Quality Information Systems, June 7-9, 1989. Colorado State University.