

**Updated November 2011**  
**WORK PLAN 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.*

**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
Narrative Summary of Outputs for this Objective:	Xxxxxxx		
Description of Objective:	<p><i>Answer these questions.</i></p> <ol style="list-style-type: none"> <li>1) <i>What is the ultimate goal of the project?</i></li> <li>2) <i>What will be accomplished during the current grant cycle?</i></li> <li>3) <i>If a multi-year project, what has been completed in previous years? Is the project on track?</i></li> </ol>		
Tasks Under this Objective:	<ol style="list-style-type: none"> <li>1. xxx</li> <li>2. xxx</li> <li>3. etc.</li> </ol>		
Specific Outputs for this Objective <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i>	<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><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></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> </ul>		

	<ul style="list-style-type: none"> <li>• Xxx</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> <u>Chesapeake Action Plan Goal:</u> <u>Chesapeake Action Plan Topic Area:</u> <u>Chesapeake Action Plan Activity Category</u></p> <p><b>(Note: Refer to Outcome lists in Attachment 3 for C2K Commitments, CAP Goals, Topic Areas, and Activity Categories.)</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> <b>Goal 2: Protecting America’s Waters</b> <u>EPA Strategic Plan Objective</u> <b>2.2: Protect and Restore Watersheds and Aquatic Ecosystems</b></p>
<p><b>Link to Jurisdiction’s WIP Commitment(s)</b> <b>(To be filled in by CBIG, Headwater State grants, and CBRAP only. All others list N/A.)</b></p>	<p><b><u>(Note: This link should be as detailed as possible including any chapter numbers, section numbers and/or page numbers of the jurisdiction’s WIP.)</u></b></p>

<p><b>Link to Priority Practices and/or Priority Watersheds</b></p>	<p>Please include the following, as applicable:</p> <p>Priority Practice(s)</p> <ol style="list-style-type: none"> <li>1.) Which priority practice(s) will be implemented in this objective?</li> <li>2.) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented.</li> <li>3.) Which priority strategy(s) will be implemented in this objective?</li> </ol> <p><i>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</i></p> <p>Priority Watershed</p> <ol style="list-style-type: none"> <li>1.) Which priority watershed will be addressed by this objective?</li> <li>2.) Watershed considered priority by (please check one):             <ul style="list-style-type: none"> <li><input type="checkbox"/> COAST <a href="http://chesapeake.usgs.gov/coast/index.html">http://chesapeake.usgs.gov/coast/index.html</a></li> <li><input type="checkbox"/> SPARROW <a href="http://www.chesapeakebay.net/recoveryinvest.aspx?menuitem=34712">http://www.chesapeakebay.net/recoveryinvest.aspx?menuitem=34712</a></li> <li><input type="checkbox"/> USDA Core 4</li> <li><input type="checkbox"/> Other (please include a short justification as to why this watershed is considered a priority)</li> </ul> </li> <li>3.) Which priority strategy(s) will be implemented in this objective?</li> </ol> <p><i>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</i></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. Please indicate the percentage of the objective completion in this section.</i></p>

**Budget Detail:** Provide a breakdown of all objectives/projects and costs by budget category. This breakdown should include the calculation for the Administrative Cap.

**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.

**WORK PLAN CONTENT TEMPLATE  
EXAMPLE 1**

**(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**

MD Dept of Natural Resources; FFY2009-2011 MD Chesapeake Bay 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 #4</b>	Special Rivers Project	<b>Budget for this Objective:</b>	Total: \$ 430,000 EPA: \$215,000 Non-Federal: \$215,000
<b>Narrative Summary of Outputs for this Objective:</b>	<p>This project will fund supplies, travel expenses, equipment, contractual costs, postage, phone/internet and conference expenses and the federally funded positions of Forester I, Forestry Manager I (2), and Forestry Manager II.</p> <p>The main goal of the Special Rivers Project (SRP) is to improve water quality and enhance living resource habitat by encouraging the restoration, enhancement, and management of forests. The Special Rivers Project has four focus watershed areas, Susquehanna Area, Monocacy Area, Anacostia watershed, and Town Creek watershed, which cover two areas in Maryland with greatest opportunity and need for riparian forest buffers, an urban forestry effort, and a community-based forest</p>		

	<p>ecosystem management effort, respectively. The SRP helps meet fundamental needs for expanding and maintaining forest cover in these watersheds. Deliverables include 7.7 miles of riparian forest buffers, 2,200+ acres of forest stewardship plans to encourage healthy forests retained on the landscape, monitoring, maintenance, and restoration technique development at a demonstration area, and volunteer tree plantings (buffers, urban tree canopy, and other) and other education efforts to reach 3000+ people.</p>
<p><b>Description of Objective:</b></p>	<p>1) <i>The ultimate goal of the Special Rivers Project</i> is to improve water quality and habitat in the focus watersheds, contributing to the restoration of the Chesapeake Bay. Forests provide the greatest level of benefits for water quality and habitat of any major land use, and are critical to sustaining and restoring watershed health. This project continues to emphasize forest buffer plantings and landowner management plans, directly through restoration and indirectly through improving restoration techniques and maintenance strategies and offering education on forests and benefits. The long-term goal for riparian forest buffers is 70% of stream miles buffered.</p> <p>2) <i>The current grant cycle will accomplish</i> 7.7 miles of riparian forest buffers, 2,200+ acres of forest stewardship plans to encourage responsible management and retention of forest lands, maintenance and monitoring of riparian forest buffer demonstration plantings, and educational programs reaching over 3000+ people.</p> <p>3) <i>If a multi-year project, what has been completed in previous years?</i> Since 1983, the Maryland DNR-Forest Service SRP has used Chesapeake Bay Implementation Grant monies to fund activities focused on establishing riparian forest buffers to improve water quality and developing management plans for private forest landowners in the Susquehanna area, Monocacy area, Anacostia, and Town Creek watersheds. The SRP has assisted with over 7,975 acres of forest buffers, created forest stewardship plans for over 84,776 acres, and presented forest benefits information to over 70,888 people since inception.</p> <p>The following watersheds (encompassing the listed counties) were included in the Special Rivers Program since the date listed.</p> <p><i>Watersheds and Counties</i>          Susquehanna/Patapsco (BA, HA, CE, MO, PG) 1983          Monocacy/Catoctin/Double Pipe Creek (CR, FR, WA) 1986          Anacostia/West Chesapeake Watersheds (PG, MO, AA) 1991          Town Creek Watershed (AL) 1994</p> <p>The project has a proven track record of delivering results on the ground by working to find innovative technical solutions and funding alternatives to non-point source and other resource challenges. This approach has allowed the Special Rivers foresters to use existing government and private programs to deliver tens of thousands of dollars to resource restoration efforts that will eliminate tons of nutrients that would have otherwise reached tributary streams.</p>

	<p>FFY 2007 Accomplishment Highlights – Updated for past year (September 1, 2007 to August 31, 2008)</p> <ul style="list-style-type: none"> <li>- 13.3 miles and 154 acres of riparian forest buffers established in project areas (CREP enrollment still down), plus 23 acres of upland tree planting;</li> <li>- Over 180 acres of forest buffers checked for survival, maintenance, or replanting needs, with reinforcement plantings on 12 acres;</li> <li>- 117 forest stewardship plans and 6,969 acres covered by plans (over twice the target);</li> <li>- Support provided for Antietam Creek Watershed Association, including stream clean-up and Backyard Buffers Program;</li> <li>- Buffer planting techniques evaluated through demonstration planting trials with tree shelters and deer fencing, and workshop in Anacostia on Forest Conservation Goal Setting for Urban Areas;</li> <li>- Town Creek Ecosystem Management Calendar drafted, produced, and distributed to sustain awareness of forests and local watershed health; and</li> <li>- Over 1,862 people reached through 40 events.</li> </ul>
<p><b>Tasks Under this Objective:</b></p>	<p><u>Restoration and Management:</u> Improve watershed planning and riparian forest reforestation by involving landowners, communities and public agencies in implementing forest protection, restoration and management techniques with the designated watershed.</p> <p><u>Demonstrations and Monitoring:</u> Initiate and conduct demonstration and monitoring projects to provide opportunities to validate the benefits of working landscapes and riparian forests in improving both water quality and living resource habitats.</p> <p><u>Outreach and Education:</u> Plan and implement information and education efforts to increase the knowledge of landowners, students and agency personnel about the importance of riparian forest buffers and well-managed woodlands improving the health of the Chesapeake Bay.</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>• 2 meetings and 2 events such as tree plantings or stream clean-ups coordinated with local group to improve watershed health with forests and urban tree canopy (annually)</li> <li>• 25 landowners planting trees through a Backyard Buffer residential streamside tree planting program by June 2012 (annually)</li> <li>• 125 acres of riparian forest buffers established along 46,120 ft of waterways in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas by 6/2012.</li> <li>• 200+ volunteer hours used to establish RFBs in the Anacostia basin by 6/2012.</li> <li>• 45 landowners adopted forest stewardship plans on 2,200 acres to retain</li> </ul>

	<p>forest in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas (annually)</p> <ul style="list-style-type: none"> <li>• 2 meetings of the Town Creek Watershed Committee and the Landowner Association to implement local watershed-based forest ecosystem management in the Town Creek watershed (annually)</li> <li>• 30 riparian forest buffers monitored on 75+ acres in focus watersheds and reinforcement tree planted where needed in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas (annually)</li> <li>• Data collected on seedling performance trials at Monocacy Natural Resource Management Area (annually)</li> <li>• 600 people educated through workshops and events on forests, forest management, and improving watersheds through use of trees and forests. (annually)</li> <li>• 4+ tree plantings conducted with citizen volunteers in the Susquehanna and Monocacy watershed areas by 6/2012.</li> <li>• 2000 calendars produced and distributed to watershed residents to highlight Town Creek Ecosystem Management Project issues and community updates by 12/2012.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Semiannual report of accomplishments submitted to EPA</li> <li>• Riparian forest buffer data submitted for State and Chesapeake Bay Program tracking and targeting and effectiveness coordinated (annually)</li> <li>• 1 Communication Strategy Plan submitted by December.</li> </ul>
<p><b>Outcomes for this Objective:</b> (Refer to Attachment 3)</p>	<p><u>Chesapeake 2000 Commitment: 3.1 Nutrients and Sediments, particularly 3.3.1 (Anacostia restoration), and 3.1.1 (40% nutrient reduction) through implementation of goal from 2.4.1.2 (2003 RFB Initiative goal)</u></p> <p><u>Chesapeake Action Plan Goal: 3 Protect and Restore Water Quality</u> <u>Chesapeake Action Plan Topic Area: Streamside &amp; Tidal Shoreline Riparian Areas</u> <u>Chesapeake Action Plan Activity Category: Restoration</u></p> <p><u>Tributary Strategy Implementation</u> Agriculture and Resource Land</p> <p>By the year 2010, the Special Rivers Counties plan to have 8,100 acres of forest buffers completed; the earlier target of 7630 acres has been reached. The target for this year's buffers is 7.7 miles/yr. Forest buffers filtering ability averages 61% Nitrogen and 62% Phosphorous in agricultural lands and 25% Nitrogen and 50% Phosphorous on urban lands.</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 2: Protecting America’s Waters  <u>EPA Strategic Plan Objective</u>            2.2: Protect and Restore Watersheds and Aquatic Ecosystems</p>
<p><b>Link to Jurisdiction’s WIP Commitment(s)</b>  <i>(To be filled in by CBIG, Headwater State grants, and CBRAP only. All others list N/A.)</i></p>	<p>Phase I (Submitted final 12/3/10)</p> <ul style="list-style-type: none"> <li>• Streamside Forest Buffers (Pages ES-20, 5-45 through 5-46, and 5-58 through 5-59)</li> <li>• Tree Forest Brigade (Pages ES-26 and 5-44 through 5-45)</li> </ul>
<p><b>Link to Priority Practices and/or Priority Watersheds</b></p>	<p><b><u>Please include the following, as applicable:</u></b>  <b>Priority Practice(s)</b>  <b>1.) Which priority practice(s) will be implemented in this objective?</b>            Streamside Forest Buffers and Tree Planting-Forest Brigade</p> <p><b>2.) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented.</b>            These areas were chosen as Special River project areas because they are areas with the greatest opportunity and need for riparian forest buffers (Susquehanna/Monocacy), provide a demonstration urban forestry effort (Anacostia), and an example of community-based forest ecosystem management effort (Town Creek).</p> <p><b>3.) Which priority strategy(s) will be implemented in this objective?</b>            Natural Filters on Private Land and Natural Filter on Public Land</p> <p><b>Priority Watershed</b>  <b>1.) Which priority watershed will be addressed by this objective?</b>            Susquehanna, Monocacy, Anacostia and Town Creek</p> <p><b>2.) Watershed considered priority by (please check one):</b>  <input type="checkbox"/> <b>COAST</b> <a href="http://chesapeake.usgs.gov/coast/index.html">http://chesapeake.usgs.gov/coast/index.html</a>  <input type="checkbox"/> <b>SPARROW</b> <a href="http://www.chesapeakebay.net/recoveryinvest.aspx?menuitem=34712">http://www.chesapeakebay.net/recoveryinvest.aspx?menuitem=34712</a>  <input type="checkbox"/> <b>USDA Core 4</b>  <input checked="" type="checkbox"/> <b>Other</b> (please include a short justification as to why this watershed is considered a priority)</p> <p>These areas were chosen as Special River project areas because they are areas with</p>

	<p>the greatest opportunity and need for riparian forest buffers (Susquehanna/Monocacy), provide a demonstration urban forestry effort (Anacostia), and a an example of community-based forest ecosystem management effort (Town Creek).</p> <p><b>3.) Which priority strategy(s) will be implemented in this objective?</b>  N/A. Specific targeting strategies will be documented in the Phase II WIP.</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. Please indicate the percentage of the objective completion in this section.</i></p>