**Appendix D: Workplan Template Guidelines**

**Template Guideline Information**

The following presents guidelines for developing a workplan for a Hudson River Estuary Program project with NEIWPCC. **Please remove this guideline section from your finished workplan.**

* If your project is selected, the workplan **must be approved** before the contracting process can begin. The contract will incorporate the approved workplan and budget provide the requirements of your project, some of which are summarized in these guidelines.
* Work on the project **should not begin** until you have received your **contract with signatures** from NEIWPCC and your organization. NEIWPCC cannot reimburse contractors for any costs incurred outside of a formal agreement period.
* Please contact your Hudson River Estuary Program Project Manager to determine if your project requires a QAPP. Work that includes **environmental data collection, analysis, or modeling of environmental systems** will require a **Quality Assurance Project Plan (QAPP)** before this work can begin (see more information at <https://neiwpcc.org/our-programs/assessment-and-research/quality-management/> ).You will be provided with specific QAPP guidance if necessary for your project.
* The workplan must clearly state how data and other information developed during the project will be delivered to the Hudson River Estuary Program in an understandable and useable format for managers and scientists.
* Please be consistent with these definitions throughout your workplan:  
  + **Objective:** An individual goal of the project, e.g., plan plantings for the fall
  + **Task:** Activities to fulfill an objective, e.g., develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s).
  + **Deliverable:** A physical or electronic product created and submitted to Hudson River Estuary Program, e.g., interim report, literature review, final report.
  + **Output:** An activity or product completed as a result of a task, e.g., hold four meetings, educational booklet, etc.
  + **Outcome:** Results or effects of all activities, e.g., reduced stormwater runoff to the Hudson River through Quassaick Creek, the public is better informed on aquatic invasive species, etc.

**A. Project Timeline** Use the **example format below** to outline your project objectives, tasks to fulfill these objectives, deliverables or outputs produced by each task, and timeline for task completion.

* Required deliverables include quarterly progress reports, QAPP development and approval (if applicable) and a final report with executive summary – please include these as deliverables in your table. Quarterly progress reports must be filed with the Hudson River Estuary Program project officer **within 10 days of the last day of each calendar year quarter** **or December 31, March 31, June 30, and September 30**. A template for these reports is available at https://neiwpcc.org/about-us/working-with-neiwpcc/contractor-guidance/ <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>; the report must reflect progress based on your task schedule.
* Please note that if your project requires the development of a QAPP, you cannot begin data collection or analysis work until the QAPP is approved. This process often takes between 45 and 60 days to complete; your timeline will need to reflect this schedule. You may choose to begin QAPP development prior to workplan approval, but NEIWPCC cannot compensate your organization for this effort outside of your contract window. NEIWPCC can only compensate contractors for effort worked after the agreement has been signed by both your organization and NEIWPCC.

**Example Timeline Table: Riparian Habitat Restoration Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #** | **Task Title** | **Objective** | **Deliverable or Output** | **Timeline** |
| 1 | Develop a QAPP | Describe quality assurance procedures that will maintain project performance. | QAPP Approval | April 2022 |
| 2 | Determine appropriate location(s) for 100’ of riparian buffer | Meet with landowners of 3 potential locations (identified in a previous project), determine interest, and sign agreement with landowner(s). | List and map of project sites | May 2022 |
| 3 | Plan planting(s) for fall | Develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s). | Planting plan and schedule, volunteer list, invoice for supplies | July-August 2022 |
| 4 | Implement planting project(s) | Implement plantings with volunteers. Contact local media and provide press releases with credit to funding source(s). | 100’ of re-vegetated riparian habitat | September- October 2022 |
| 5 | Final report | Compile project summary, plans, maps, articles, photographs. | Final report | December 30, 2022 |

**B. Task Descriptions**Please describe each project task in more detail and associate each task with the correct task number from your Project Timeline table above. Provide specific information on project locations and methodologies whenever possible. Please state which tasks, if any, have been or will be completed with funding other than your Hudson River Estuary Program award. For projects requiring fieldwork, please provide the measures taken to reduce the spread of invasive species. **Your task descriptions will likely require more detail than the examples listed below.**

**Example Task Descriptions: (See Appendix E for specific tasks required in proposals)**

**Task 1.** Describe quality assuranceprocedures that will maintain project performance.

**Task 2.** Conduct site visits andmeet with landowners of three potential locations (identified in a previous project), determine interest, and sign agreement with landowner(s). Choose riparian planting locations within each site and produce a map of sites and locations.

**Task 3**. Develop planting plan, including dates, times, and species and locations of plants. Contact known volunteers and potential sources of other volunteers (e.g., schools, local conservation board), purchase supplies, schedule planting date(s).

**Task 4.** Implement plantings with volunteers. Contact local media and provide press releases with credit to funding source(s).

**Task 5.** Compile project summary, plans, maps, articles, photographs.

**C. Detailed Budget**   
Provide a budget breakdown by major budget categories (e.g., personnel, equipment), linking costs to specific tasks and deliverables wherever possible. The breakdown should clearly show costs covered by this Hudson River Estuary Program award, costs covered by partner organizations (if applicable), applicable matching funds, and totals. Your budget table should be similar to the one submitted with your proposal application.  
  
**Please use the format on the following page for your budget table.**

* If the Hudson River Estuary Program request is part of a larger project, please indicate the estimated total project value and the funding source.
* All expenses should be placed into one of the following major categories:
  + Direct Costs - subcategories include: Personnel, Fringe Benefits, Travel, Supplies, Professional Services.
  + Indirect Costs – The indirect budget should not exceed 10% of the direct project budget, and indirect offered as match should similarly not exceed 10% of direct match contributed, unless a higher federally negotiated indirect rate is in place.
* List additional specific expense categories where appropriate.
* Budget items should be divided into tasks, reflecting the project timeline above, and clearly indicate which work components will be paid for with Hudson River Estuary Program funding from this award and which will be from other sources, if applicable, as shown in the budget table below. At minimum, show which items will be covered by the Hudson River Estuary Program award and which items will be part of your matching contribution (if matching contributions will be used). List other sources of funding that are not being used as match (such as other federal funds) below your budget table, as shown.

**Example Project Budget Table:** (Dollar values for illustration purposes only).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Budget: Line Item by Task** | | | | | | |  |  |
| ***Line Item*** | | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Task 5** (add or remove columns as needed) | ***Line Item* *Totals* for All Tasks** | Proposed Match\* (if any) | *Line Item* *Totals* + Proposed Match |
| **Total Direct** | | **$650** | **$1,860** | **$1,340** | **$5,244** | **$1,800** | **$10,894** | **$6,630** | **$17,524** |
| Indirect | | $65 | $186 | $134 | $524 | $180 | $1,089 | $0 | $1,089 |
| **TOTAL BUDGET** | | **$715** | **$2,046** | **$1,474** | **$5,768** | **$1,980** | **$11,983** | **$6,630** | **$18,613** |

**D. Budget Justification**

In addition to the budget table, please include a brief justification for professional services and indirect in your budget, as in the following example:

* **Professional Services:** Hiring a subcontractor for BMP installation in (Task 3). Match includes non-federal funds from a different grant source.
* **Indirect:** Indirect includes real expenses that are part of the cost of doing this business, but not directly expended on tasks. Examples include paying an auditor at the end of the year, insuring the office, or other expenses that are not directly supporting these tasks, but are necessary expenses in order to handle this work. The indirect budget should not exceed 10% of the direct project budget, and indirect offered as match should similarly not exceed 10% of direct match contributed, unless a higher federally negotiated indirect rate is in place.