

**Updated December 2020  
WORK PLAN TEMPLATE**

*(Please use the template below and follow the instructions under sub-section C., “Work Plan” of the main grant guidance for all assistance agreement work plans).*

**Name of Organization & Appropriate Program Grant Title**

*Fill in.*

**Introduction**

*Refer to sub-section C “Work Plan” of the main grant 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<br>EPA Share: \$xxx<br>Non-Federal Share: \$xxx |
|---|--|----------------------------|--|
| <b>Narrative Summary of Outputs for this Objective:</b>   | <i>Add narrative summary of the objective.</i>   |                            |  |
| <b>Description of Objective:</b>  | <i>Answer these questions.</i><br>1) <i>What is the ultimate goal of the project?</i><br>2) <i>What will be accomplished during the current grant cycle?</i><br>3) <i>If a multi-year project, what has been completed in previous years? Is the project on track?</i>   |                            |  |
| <b>Tasks Under this Objective:</b>  | <i>List tasks of objectives:</i><br>1) xxx<br>2) xxx<br>3) etc.  |                            |  |
| <b>Specific Outputs for this Objective</b><br><i>(The extent that outputs are accomplished will serve as the EPA evaluation criteria for this project/program. See pages 29-31 and 42-47 of main grant guidance for</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> <li>• <u>Xxx</u></li> </ul> |                            |  |

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| <p><i>additional information.)</i></p>   | <p>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in work plan with expected due dates.)</p>   |
| <p><b>Outcomes for this Objective:</b><br/><i>(Refer to Attachment 3)</i></p>  | <p><u>2014 Chesapeake Bay Watershed Agreement Goals and Outcomes:</u><br/><br/>(Note: Refer to goals and outcomes listed in Attachment 3. Recipients should list all 2014 Chesapeake Bay Watershed Agreement goals and outcomes that are linked to this objective.)</p>   |
| <p><b>Link to EPA’s Strategic Plan</b><br/><i>(All funding issued by EPA CBPO falls under this strategic link and all work plans should include this goal and objective)</i></p> | <p>2018 – 2022 Strategic Plan<br/><a href="https://www.epa.gov/planandbudget/strategicplan">https://www.epa.gov/planandbudget/strategicplan</a><br/><br/><b>Goal 1 - A Clean, Healthier Environment</b><br/>Objective 1.2: Provide for Clean and Safe Water</p>   |
| <p><b>Link to Jurisdiction’s WIP Commitment(s)</b><br/><i>(Applicable to CBIG and CBRAP only. All others list N/A.)</i></p>  | <p><u>(Note: This link only needs to be filled out for CBRAP objectives and CBIG objectives that are linked to the Water Quality Goal of the 2014 Chesapeake Bay Watershed Agreement. All other objectives should state “Not applicable.” This link should be as detailed as possible, including any chapter numbers, section numbers, and/or page numbers of the jurisdiction’s WIP.)</u></p>  |
| <p><b>Link to Priority Practices and/or Priority Watersheds</b><br/><i>(See pages 33-40 of main grant guidance for additional information.)</i></p>                              | <p><u>Please include the following, as applicable:</u><br/>Priority Practice(s)<br/>1) Which priority practice(s) will be implemented in this objective?<br/>2) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented.<br/>3) Which priority strategy(s) will be implemented in this objective?<br/>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)<br/><br/>Priority Watershed<br/>1) Which priority watershed will be addressed by this objective?<br/>2) Watershed considered priority by (please check one):<br/>___ CBP Priority Agricultural Watersheds Map<br/><a href="https://www.chesapeakebay.net/what/maps/keyword/agriculture">https://www.chesapeakebay.net/what/maps/keyword/agriculture</a><br/>___ USDA Core 4<br/>___ Other (please include a short justification as to why this watershed is considered a priority)<br/>3) Which priority strategy(s) will be implemented in this objective?</p> |

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|   | <p>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</p>   |
| <p><b>Progress for this Objective</b><br/><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 positions funded either with federal or matching funds that support the objectives/projects listed in the Work Plan.*