

**(SAMPLE) SUBWATERSHED DEVELOPMENT PROJECT
WORKPLAN**

Project Name:

Project Number:

Project Partners:

Reporting Period:

Date Report Prepared:

Reporting Individual:

Preparer's Signature / Date:

WMA Chairperson's Signature / Date:

Project Objectives

- The quarterly reports will be completed and submitted as required by the project agreement and attached schedule. The report will include the following:
 - Updates on milestones achieved per work plan.
 - A budget form showing expenses paid. Grant funds spent are shown on the top table of the worksheet and other funds spent are shown on the second table of the worksheet.
- A Final Report will be completed and submitted as required by the project agreement and attached schedule.

Administrative Activities Conducted

Quarterly Reporting

Quarter (dates)				
Date Submitted				

Final Report

Month required – Date submitted –

(Sample) Information/Education Goals

- The ERWMA and project partners will host a public kickoff promotional meeting and invite watershed stakeholders, public officials, media, etc.
- The ERWMA will invite appropriate individuals, organizations and agencies to serve on an Advisory Committee (AC) for the watershed. Progress on project assessment activities will be presented to the AC quarterly, and feedback will be solicited from the AC regularly throughout the project.
- Two public informational meetings will be hosted by the ERWMA and the AC. One at the beginning of the project to inform the public and the stakeholders about the intent of the project. The second informational meeting will provide the findings or results of assessment activities and outline what can be done to improve and protect the watershed.

(Sample) Watershed Assessment and Evaluation Goals

- A stakeholder survey will be completed to identify landowner/producer interests/attitudes towards a variety of best management practices (BMPs), and to identify strategies to increase support for, knowledge of, and practice of BMPs.
- Project partners will assist with identifying potential key structure sites with greatest potential for water quality improvements (including sediment reduction), and flood reduction using a variety of assessment tools, including GIS.
- A land cover assessment will be completed for the watershed.
- Gully erosion will be assessed on the subwatershed.
- The RASCAL assessment tool will be used throughout the main channel to measure riparian areas, stream bank and channel conditions.
- An urban stormwater infrastructure assessment will be completed with guidance provided by Iowa Department of Agriculture and Land Stewardship’s Department of Urban Conservation.
- Project partners (i.e. Iowa Soybean Association and IOWATER program staff) will assist with water quality monitoring support in the subwatershed.

Milestones Achieved

1st Quarter:

- Information / Education:
- Assessment / Evaluation:

2nd Quarter:

- Information / Education:
- Assessment / Evaluation:

3rd Quarter:

- Information / Education:
- Assessment / Evaluation:

4th Quarter:

- Information / Education:
- Assessment / Evaluation:

Miscellaneous Activities

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

Project Name: Project Partners: Project Dates:	YEAR								YEAR			
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Timeline of Tasks / Milestones to Be Completed												
Hire a watershed coordinator for project oversight and communication	X											
Identify and survey landowners to evaluate project interest								X	X			
Provide updates to the ERWMA Board and AC at quarterly meetings	X	X	X	X	X	X	X	X	X	X	X	X
Organize a public kickoff and project end events		X							X			
Complete sheet and rill erosion assessment, assign RUSLE C and P factors	X	X										
Gather available urban land cover/use and stormwater infrastructure data, complete urban retrofitability assessment field work			X	X	X							
Conduct RASCAL in the Main Stream Corridor (Ag. and Urban)							X	X				
Use LiDAR-GIS gully attribute data to conduct random field assessment of gully erosion					X	X	X					
Obtain LiDAR attribute, RASCAL and GIS watershed data	X	X			X	X	X	X	X	X	X	
Develop a final report identifying / quantifying BMP's needed to address identified resource concerns and water quality/quantity targets										X		
Develop project implementation grant applications as appropriate											X	X

Attach Budget Sheet