**Workplan Examples**

The following workplans are examples of what a workplan may look like. Individual programs may need additional information. Work with the program managers to refine the workplan as needed.

All workplans should include the following:

* Project summary
* Tasks should be consistent with tasks on budget
* To be Completed and Deliverables with estimated date of completion
  + To be completed are items that must be completed during the course of the project.
  + Deliverables are items completed and submitted to the WCB for grant records.

***Contents***

[Example 1: 2](#_Toc100310268)

[Example 2. 4](#_Toc100310269)

[Example 3. 7](#_Toc100310276)

[Example 4. 9](#_Toc100310282)

[Example 5. 14](#_Toc100310303)

# Example 1:

**Project Summary**

Over 300 acres of a tidal estuary was restored in 2013 on the north coast of California. This proposed project will develop a public access plan across the restored site that will utilize existing infrastructure and restoration elements to provide up to 4 miles of hiking trails, unlimited water trails, hunting access, and educational opportunities. Planning efforts will be coordinated in concert with CDFW (landowner), adjacent landowners, and additional stakeholders to develop a comprehensive plan. This project will also develop final engineering designs and ensure CEQA requirements are met.

**Task 1. Project Management**

Grantee will provide overall project coordination; hire a public access planning contractor; provide staff supervision, contractor oversight, and contract management; coordinate with landowners and partners; assist with field work, and project documentation. General project coordination, invoicing, reporting, and travel (mileage) included.

Deliverables: Quarterly Reports, Invoices, Subcontracts >$10,000, Final Report

**Task 2. Public Access Plan**

Grantee will coordinate with CDFW to review public access guidelines on CDFW Wildlife Area areas. Additional meetings with adjacent landowners will provide input that considers existing residential use and agricultural operations. Outreach to other partners will assist in determining successful best management practices and sustainability of public access elements. A final public access plan will be developed that will include proposed open periods, public access elements and capital improvements, potential usage forecast, operational budget, and maintenance plan.

To be completed: Draft Public Access Plan

Deliverables: Final Public Access Plan

**Task 3. Final Engineering Plans**

Grantee will develop engineering plans for approved public access elements described in the

Public Access Plan. This effort will include CEQA investigations and a possible addendum to the larger Salt River Ecosystem Restoration Project’s Final EIR, if necessary. A final set of engineering plans will be produced.

To be completed: CEQA investigations

Deliverables: Final Engineering Plans, CEQA addendum (if necessary)

| **Task No.** | **Task Description** | **Deliverables** | **Expected Completion Date** |
| --- | --- | --- | --- |
| 1 | Project Management | * Quarterly Progress Reports * Invoices * Executed Subcontracts   >$10,000   * Final Report | Throughout the grant |
| 2 | Public Access Plan | * Final Public Access Plan | May 2022 |
| 3 | Final Engineering Plans | * Final Engineering Plans * CEQA addendum (if necessary) | May 2022 |

# Example 2.

The objective of this proposal is the restoration/enhancement of approximately 4 acres of coastal California gnatcatcher habitat, which will subsequently benefit other County of San Diego MSCP Subarea Plan covered species within the Preserve that utilize coastal sage scrub habitat, in addition to benefiting Quino checkerspot butterfly. In order to achieve this objective, this project will:

* Initiate a three-year program for the treatment of large stands of invasive non-native plants identified throughout the Preserve to benefit the on-site coastal sage scrub habitat and sensitive species that occur in this vegetation community, including MSCP-covered San Diego goldenstar, variegated dudleya, San Diego barrel cactus, Southern California rufous-crowned sparrow, Belding’s orange-throated whiptail, and cooper’s hawk.
* Install 1,750 coastal sage scrub species over approximately 4 acres of disturbed coastal sage scrub to expand existing nesting and foraging habitat for coastal California gnatcatcher.
* Install approximately 25 pounds of Quino checkerspot butterfly host plant/nectar species seed mix, and install approximately 200 pounds of coastal sage scrub seed mix.

All start and completion dates are estimates and subject to change.

# TASK 1: SITE PREPARATION

*September 2021 to November 2021*

Preparation of a Habitat Restoration Plan and Data Management Plan for Dictionary Hill Preserve (Preserve), including identification and mapping of invasive non-native plants within the Preserve; determination of high priority invasive non-native plants and areas for treatment; and treatment methodology, including timing of treatments, and proposed habitat restoration. Establish photo- monitoring points within the Preserve to document invasive non-native plant treatment and habitat restoration efforts.

Project biologists will delineate the areas for coastal sage scrub restoration. Photographs will be taken prior to implementation and repeated annually.

*To be completed: Habitat Restoration Plan; Data Management Plan*

# TASK 2: IMPLEMENTATION

*October 2021 to December 2022*

Treatment and removal of invasive non-native plant species will occur throughout the Preserve. If warranted during treatment efforts, debris will be removed from the Preserve.

If needed, dethatching will occur in areas dominated by invasive non-native species within the delineated restoration areas. Dethatching will include cutting dried invasive plant material and removing it from the Preserve. Newly germinated invasive non-native plants will be controlled with herbicide.

Within the approximately 4 acres of disturbed coastal sage scrub that will be restored to expand nesting and foraging habitat for coastal California gnatcatcher, approximately 1,750 coastal sage scrub plant species will be installed, in addition to approximately 25 pounds of Quino checkerspot butterfly host plant/nectar species via seed mix, and approximately 200 pounds of coastal sage scrub seed mix. The site will be watered via an irrigation system, which will be installed throughout the approximately 4-acre restoration area.

# TASK 3: MAINTENANCE

*January 2022 to January 2024*

Follow-up invasive non-native plant treatment will occur in areas of the Preserve that were treated for invasive non-native plants under Task 2 twice a year over a 2-year period. Within the restoration areas, follow-up invasive non-native plant control will occur over a 1-year period (Year 2). The restoration areas will also be watered monthly unless the site has received rain, as well as maintained by qualified biologists.

# TASK 4: MONITORING

*December 2022 to March 2024*

Repeat photographs will be taken every quarter for Years 1-3 from the established photopoint locations to document long-term changes in vegetation at each restoration site and the areas treated for invasive non-native plants. Cover of shrubs in the restoration areas will be estimated at each restoration area annually. Vegetation cover will be estimated using the relevé method.

# TASK 5: PROJECT MANAGEMENT AND REPORTING

*August 2021 to March 2024*

The project will be administered by the Grantee and will include managing the work performed by contractors, administration of tasks, and project oversight. Grantee staff will include Land Use/Environmental Planners that are involved in resource management. All project tasks will be completed in the order specified in the scope of work and will follow anticipated timelines provided below. The consultant will submit monthly invoices for the duration of the project. Grantee’s fiscal staff will actively manage the project budget.

Progress reports will be prepared quarterly for the duration of the project (Years 1-3) to document invasive non-native plant treatment and restoration activities and will include a photo log as an Appendix in each quarterly report. Annual reports will include management recommendations for next season. The Project Final Report (Year 3) will discuss overall monitoring results and will include a discussion of future management needs for the coastal California gnatcatcher in the restoration areas and management needs for the areas in the Preserve where invasive non-native plant treatment occurred. A photograph log will be provided as an Appendix to the Final Project Report.

Data from the project will be used to inform agencies, land managers, and stakeholders of current coastal California gnatcatcher habitat restoration efforts and encourage collaboration on future projects. Data collected during the course of the project shall be submitted to CNDDB, SanBIOS, and SC-MTX before March 2024.

*To be completed: Project and consultant contract administration; Project deliverable review; Preparation and review of invoices.*

*Deliverables: Quarterly Reports throughout 3 years of the project; Final Project Report with photograph log spanning the 3 years of the project.*

# AVOIDANCE AND MINIMIZATION MEASURES

The following measures will be used during implementation of the project to minimize potential impacts to other sensitive wildlife species and associated sensitive habitats:

* All selective thinning of shrubs will be done outside of the breeding season for coastal California gnatcatcher (e.g., between August 15th and February 15th).
* The project biologist will clearly flag shrubs intended for removal prior to implementation and will monitor the thinning work to minimize impacts to adjacent sensitive habitats when cut material is removed from the area.
* Special-status plant species identified on-site will not be disturbed during project implementation. The project biologist will clearly flag any sensitive plant species within areas to be treated.

# Example 3.

# Project Summary:

The project will design improvements to expand a rainwater harvesting system constructed in 2012 and implement the recommendations identified in the WCB-funded evaluation of existing tanks (Evaluation of Rainwater Harvest Tanks, Escuela Ranch, March 2020, CLC). The evaluation found that rainwater at the site is insufficient to fill the existing tanks, even in very wet years (e.g. 2017). As a result, one to three tanks remain dry in most water year types. As recommended by the evaluation report, it is proposed to remedy the situation by diverting peak winter flows from Pennington Creek to fill existing tanks, and to design one to three additional tanks. This increase in the volume of water captured and stored will allow Cal Poly to offset all non-potable water use from riparian wells from May to November, except in drought years. This will directly benefit Pennington Creek, a steelhead-bearing stream in the late spring and dry season. The elimination of pumping from the riparian wells for non-potable water use is expected to increase streamflow during times of non-pumping (July through October).

# Task 1. Project Management, Landowner Coordination and Legal

Grantee shall manage contract, subcontracts, meetings, site visit needs, and any additional project related management. Grantee shall administer all financial aspects of the project including invoicing and payments. Grantee shall convene, manage, and attend landowner and technical meetings. Grantee shall submit progress reports to the grantor. Grantee shall consult with the team attorney to understand legal ramifications of various projects. The team attorney will undertake water right due diligence, resulting in an “Application to Appropriate Water” with the State Water Resources Control Board and a voluntary MOU between Escuela Ranch and the downstream landowners, to ensure the project generally protects the full and existing legal rights to divert and consume surface and/or groundwater; protects the real property interest in conserved and non-diverted or non-consumed water; and enhances stream flow for steelhead and other wildlife in and along the identified rivers and creeks.

# Deliverables:

1. Quarterly progress reports
2. Subcontract exceeding $10,000
3. Draft appropriative water right application
4. Draft and Final updated MOU

# Task 2. Assessments and Engineering

This task includes all assessments and engineering work needed to design additional tanks to offset all non-potable water used by the Ranch from July through October in non-drought years. Grantee shall conduct a hydrologic assessment, resulting in a hydrologic technical memo, and steelhead habitat assessment, resulting in a biological report, to ensure no injury to steelhead habitat nor to water users occurs during proposed winter diversions. Grantee shall create the necessary application materials for a Water Availability Analysis (or equivalent) to be submitted to the State Water Resources Control Board. Grantee shall evaluate diversion system alternatives. In addition to designing additional tanks and the diversion structure, Grantee shall specify and design an improved metering system on wells and tanks to improve usage estimates, if needed.

Grantee shall lead the engineering work which will include work to:

* Investigate potential design options to determine the best solution for the job at hand.
* Size the tanks to meet anticipated need and supply.
* Conduct hydraulic calculations for supply and discharge piping, along with specifying fittings, pumps, valves, backflow devices, etc.
* Develop tank pad design, drainage rerouting channels
* Contact various manufacturers and provide specifications for the proper flow meter(s) to monitor both inflow and usage
* Prepare 65% and 95% design plans for tanks, piping, grading, flow meter installation details, and temporary construction erosion control measures.
* Meeting with Creek Lands Conservation staff and Cal Poly Escuela Ranch staff to discuss designs, desired changes, gather information relevant to designs, etc.

# Deliverables:

1. Hydrology Technical Memo
2. Water Availability Analysis Memo
3. Steelhead Habitat Memo
4. 65% Engineering Plans
5. Completed permit applications – notify when permits are submitted, or note in progress report
6. 95% Engineering Plans

| **Task** | **Deliverable or Key Milestone** | **Estimated Completion Date** |
| --- | --- | --- |
| 1. Project Management and Legal | 1. Quarterly progress reports 2. Subcontracts exceeding $10,000 3. Draft Appropriative Water Right | 1. Quarterly 2. When   executed |
|  | Application  4) Final Updated MOU | 1. August 2022 2. April 2023 |
| 2. Assessment, Engineering and Permitting | 1. Hydrology Technical Memo 2. WAA Memo 3. Fish Passage Memo 4. 65% Engineering Plans 5. Completed permit applications – notify when permits are submitted, | 1. June 2022 2. August 2022 3. June 2022 4. August 2022 5) May 2023   6) January 2023 |
|  | or note in progress report  6) 95% Engineering Plans |  |

# Example 4.

This Project site is a concrete-lined segment of Chollas Creek that is dominated by invasive plants. The use of a hardened stream channel coupled with the resulting degradation of native riparian habitat has led to three significant issues:

1. The channel does not provide habitat that can function as a wildlife corridor to connect animals to the more naturalized areas of the creek located upstream and downstream.
2. The concrete does not allow water to infiltrate, and contributes to local stormwater quality issues, and does not withstand a 100-year flood event.
3. There is not a trail connecting the disadvantaged neighborhoods to the north and south along Home Avenue to Sunshine Berardini Field Park, which is compounded by a lack of open space and recreational trails in the neighborhood.

To rectify this, the concrete channel will be removed, and the banks of the naturalized creek will be planted with native plant and tree species appropriate to the region, providing habitat and a wildlife corridor for animals. By removing the existing concrete lining, expanding the depth and width of the channel, and installing a soft cobble-lined bottom, the Project will improve flood control and water quality in the area.

The Project will also include a trail that will extend from Home Avenue on the west, along the side of the creek to a crossing adjacent to Sunshine Berardini Field. Trees will be planted along the length of the trail, providing a shaded route for neighbors to the north and south along Home Avenue to travel to the park.

New habitat resulting from the overall project will include 2,000 linear feet of riparian corridor varying from 65 to 90 feet in width (the existing concrete channel is about 40 feet wide), and 3,100 linear feet of native trees planted along the trail, which will be approximately eight feet in width. In total, the project will restore five acres of native riparian habitat.

All start and completion dates are estimates and subject to change.

# Task 1: Project Management

(September 2021 to February)

Grantee will provide technical and administrative services associated with performing and completing the work for this project, including managing the Grant Agreement, assuring all permits are finalized, administering subcontracts, invoicing and payments, drafting and finalizing quarterly progress and final reports, and data management.

*To be completed: Progress reports, invoices, executed subcontracts, final project report*

# Task 2: Environmental Review and Permitting

(September 2021 to February 2022)

# Task 2.1: Final Reg Agency Permits issued

Final regulatory agency permits will be completed and submitted to CA Dept Fish and Wildlife (CDFW) and the Regional Water Quality Control Board (RWQCB), and all regulatory permits (including US Army Corps of Engineers [USACE], which has already been submitted) and the project biologist will coordinate with agencies to obtain final permits prior to project construction. This task includes payment of permit fees.

*To be completed: obtain final project permits from CDFW, RWQCB and USACE by February 2022.*

# Task 2.2: City of SD Grading Permit

The Project Manager and the engineering consultant will work with the City of San Diego to complete review cycles and any design refinement required for development and approval of the project grading permit. This task includes payment of City of San Diego fees and deposit account balances for City staff time.

*To be completed: obtain final grading permit from City of San Diego by February 2022.*

# Task 2.3: Caltrans review/approval

The Project Manager and the engineering consultant will work with Caltrans to complete review cycles and any design refinement required for development and approval of the Caltrans encroachment permit.

*To be completed: obtain final encroachment permit from Caltrans by February 2022.*

# Task 3: Design, Drawings and Specifications

(September 2021 to December 2021)

The project team has completed 90% design drawings and will continue to refine the design and produce construction documents by early 2022 as part of the City of San Diego grading permit and Caltrans encroachment permit processes.

# Task 3.1: Civil Engineering Plans, Grading Permit, As-builts and Retaining Wall Design

Construction plans will be developed as part of the grading permit approval process. As part of the ongoing design process, the engineering team will continue to meet with regulators to receive and address their comments on the design.

*To be completed: Completion of the grading permit approval process*

# Task 3.2: Landscape, Trail and Irrigation Design and Drawings

The project landscape architect will develop final landscape and irrigation design drawings for the project. This will include the trail connection to Sunshine Berardini Field on the east end of the project. This work is anticipated to be complete by December, 2021, and will part of the City of San Diego DSD approval project.

*To be completed: Final landscape and irrigation design drawings*

# Task 3.3: SWPPP Development

The project stormwater pollution prevention plan (SWPPP) will be completed and submitted online through RWQCB’s SMARTS system in early 2022 in preparation for an April 1 construction start date.

*To be completed: Stormwater Pollution Prevention Plan*

# Task 3.4: As-Built Construction Drawings

As-built construction drawings will be completed after the project is constructed in October 2022.

*Deliverable: As-built construction drawings*

# Task 4: Construction Management

(October 2021 to November 2022)

# Task 4.1: Select Subcontractor

The project construction manager will prepare the package for bidding and assist the grantee during the award phase for the construction subcontractor.

*To be completed: bid document package.*

# Task 4.2: Construction Management

The project construction manager will provide oversight of the construction subcontractor and ensure the project is completed per the plans and permits.

**Task 5: Construction**

(March 2022 to November 2022)

Project construction is planned for April – November 2022. This assumes that all project approvals and permits have been obtained and that the construction project has been awarded to a successful contractor bidder.

# Task 5.1: Mobilization, Erosion Control, Traffic Control

Project mobilization and site preparation are planned for early April 2022. Prior to moving equipment into the site staging area, any required pre-construction surveys will be completed.

*To be completed: Any necessary pre-construction surveys*

# Task 5.2: SWPPP Maintenance and Testing

Maintenance of SWPPP BMPs and any required water quality testing will be completed throughout the construction period. The construction work has been scheduled in an effort to avoid the rainy season to the extent possible.

# Task 5.3: Demolition, Grading and Earthwork

Demolition of the concrete channel and the old Federal Blvd bridge culvert are scheduled for the first part of April 2022. Grading and earthwork are expected to be completed by the end of May 2022. To the extent feasible, concrete from the existing channel will be used for underground structures (such as the drop structures) to reduce the cost of hauling materials offsite.

# Task 5.4: Construction of Retaining Wall, Drop Structures, Up- and Down- stream Transitions and Cobble Rock Bottom

Features of the improved channel will be constructed during summer 2022 (June– September). The final design of the concrete retaining wall (which will include input from the geotechnical contractor) will determine the method of construction. Similarly, the exact spacing and design of drop structures will be determined during final design and modeling. Pending detailed hydrologic modeling, the rock drop structures are anticipated to be composed of 1/2-ton natural boulders. Cobbles lining the creek bottom will be composed of approximately 12-inch rock and be two feet thick.

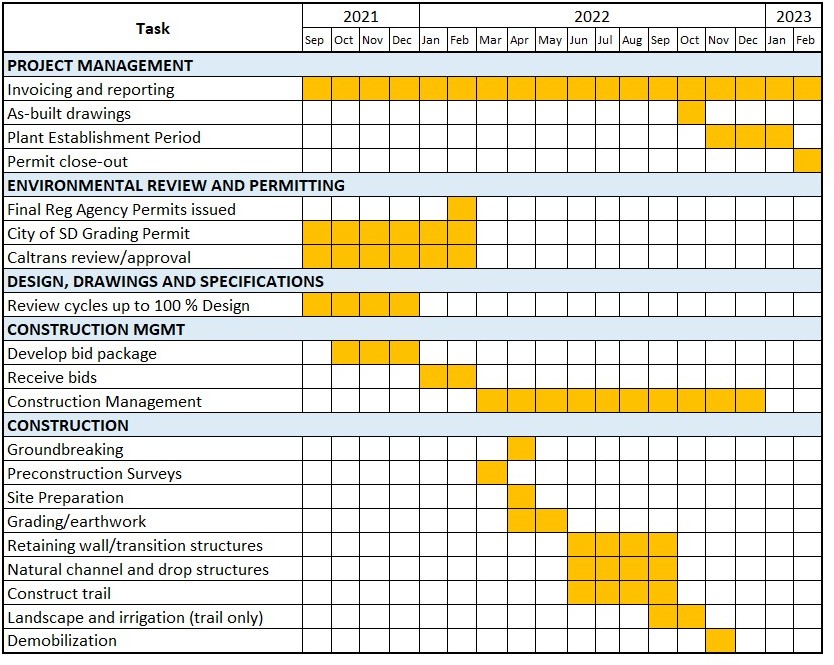
# Task 5.5: Planting of channel banks include trees and irrigation along trail

Channel banks will be planted using a palette of native riparian plants approved by the regulatory agencies. This vegetation will be irrigated temporarily – at least through the 90-day plant establishment period (PEP), but longer if the project biologist determines it necessary for plant success. Because the PEP will be completed in January 2023, the site will likely have the benefit of additional winter rains to establish. Because biological monitoring will continue for a minimum of three years after that, additional watering can be planned if necessary to meet restoration goals. Native trees planted along the trail will include installation of permanent low-flow bubbler irrigation.

# Task 5.6: Maintenance

Throughout the PEP, the channel will be regularly cleared of any trash, and bank vegetation will be watered.

# Figure 1: Project Timeline



**Example 5.**

**1) Planning (3 months, Dec 2021 - Feb 2022)**

* Develop detailed Management, Maintenance and Monitoring Plan
* Work with Native American consultant to incorporate cultural considerations and inform the understory planting plan (edible/usable species, management/harvest plans)
* Troubleshoot logistical site-specific issues
* Complete permitting with Central Valley Flood Protection Board
* Coordinate w/ U.S. Fish & Wildlife Service on VELB mgmt. guidelines

Deliverable: Completion of MMMP

**2) Site Preparation (9 months, Dec 2021 – Aug 2022)**

* Soil preparation (tilling, occultation tarping and/or cover cropping)
* Invasive plant suppression
* Fertility testing and amendments, irrigation retrofits
* Form planting berms and mark planting location w/ pin flags
* Install funder signage

Deliverable: Site is prepared for planting Fall 2022

**3) Oak and Elderberry Planting (<1 month, estimated Sept/Nov 2022)**

* Plant oak and elderberry saplings
* Plant/establish understory plants
* Install protective cages, mulch and irrigation
* Post-planting clean up
* CCC crew provides labor (~1 wk)

Deliverable: Oak and elderberry plantings installed, including protection & irrigation

**4) Maintenance and Monitoring (Sept 2022 – Nov 2024/ongoing long-term)**

* Organic weed control (grazing, weed whipping, hand weeding, etc)
* Irrigation (primarily during establishment, tapering off to supplemental watering during drought periods)
* Pest management and plant replacement as needed
* Engage CCC in maintenance support
* Conduct short-term and long-term performance monitoring of the restoration site in accordance with the MMMP
* Produce and disseminate a Final Report to encourage replication

Deliverable: Monitoring logs

**5) Community Engagement and Education (Jan 2023 – Nov 2024/ongoing long-term)**

* Incorporate Edible Forest education experiences into ACME Farms’ existing youth and adult education programs
* Work w/ Native American consultant on cultural interpretation of the site
* Develop/install interpretive signage and educational curriculum
* Dialog with regional tribes about long-term partnership for shared maintenance/harvests, and use agreements for tribal skill building, ceremonies, youth field trips, etc.

Deliverable: 2-3 interpretive sign installations; education schedule / use participation logs

**6) Harvest Planning and Product Development (Jan – Dec 2023)**

* Develop elderberry and acorn harvest/processing plans and secure small-scale processing equipment
* Trial elderberry and acorn processing and product development with harvests from existing established plantings

Deliverable: Processing equipment secured; trial products developed