

Tribal 319 Base and Competitive Funding & Developing a Good Work Plan

September 13, 2011

Nancy Arazan, US EPA Headquarters

Tiffany Eastman, US EPA Region 9

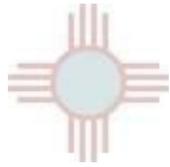
Audrey Johnson, US EPA Region 9

Josh Simmons, Santa Ynez Band of Chumash Indians



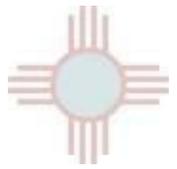
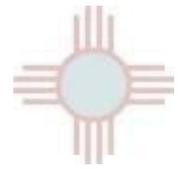


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- **To See Closed Captioning** – Turn your pop-up blocker off and click on the “closed captioning” button
- **To Complete the Evaluation** – Answer questions in the slide window



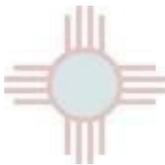


Overview of Tribal CWA Section 319 Program Funding Structure

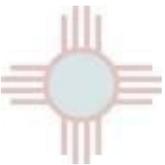
Nancy Arazan

US EPA Headquarters





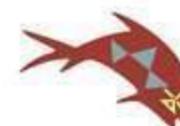
CWA Section 319 Tribal Eligibility Requirements

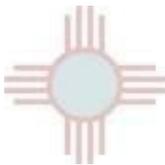


1. TAS “treatment in a similar manner as a state”
2. Approved NPS Assessment Report
3. Approved NPS Management Plan

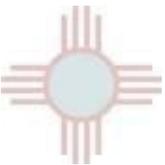
Eligibility Deadline:

Second Friday of every October



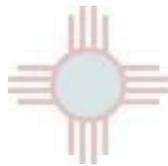
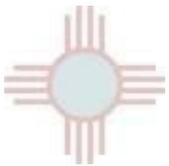


Congressionally Authorized Funding Section 319 (h)

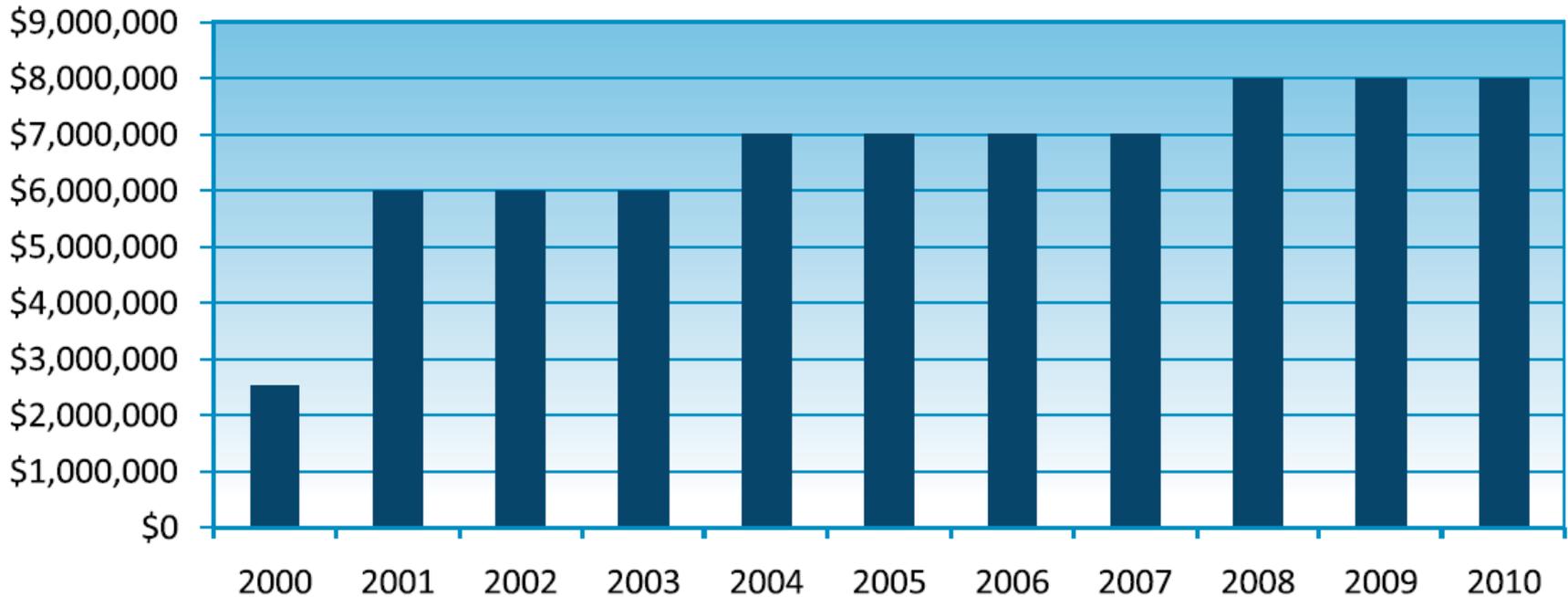


- **Section 518**
Authorizes EPA to treat federally recognized Indian Tribes in manner similar as states and extend grants funded through section 319
- Section 518 originally set a funding cap on Section 319 funds awarded to Tribes of 1/3 of 1 percent of available 319 funding.
- Congress has authorized exceeding this cap for the Tribal NPS Program each year since 2000.





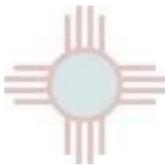
Annual Tribal CWA Section 319 Funding



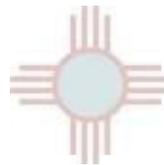
Fiscal Year 2011 Allocation: \$7,984,000

From page I-65, "Handbook for Developing and Managing Tribal Nonpoint Source Pollution Programs Under Section 319 of the Clean Water Act"





CWA Section 319 Funding for Tribal Programs

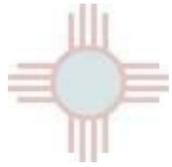


- **Base grant** (*all 319 activities*)
 - \$30,000 for Tribes with 1,000 mi² or less
 - \$50,000 for Tribes with more than 1,000 mi²
- **Competitive grant** (*implement projects*)
 - Up to \$150,000 to implement on-the-ground water quality improvement projects
- **Match Required**
 - Non-federal match = 40%
 - Demonstrate financial hardship = 10%
 - Inclusion in a PPG = 5 - 10%



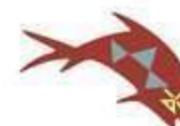


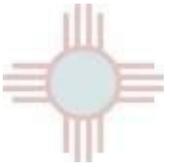
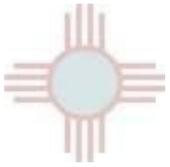
How the Funding Process Works



- **Base Grants** are awarded first, then balance of annual CWA Section 319 tribal allocation goes towards competitive grant awards
 - **FY 2011 Base Grants**
 - **145** tribal workplans approved and funded
 - Approximately \$4.9 million
 - **FY 2011 Competitive Grants**
 - **24** workplans approved and funded out of 53 submitted proposals
 - Approximately \$3.1 million

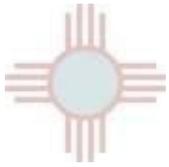
TOTAL = \$7,984,000





Questions?

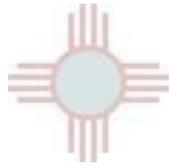




Clean Water Act Section 319 BASE Grants Funding

Tiffany Eastman
US EPA Region 9





Guidelines for Base Grants Funding

- Updated January 6, 2011
- Available online at:

www.epa.gov/owow_keep/NPS/tribal/funding11.html

- Previous guidelines are obsolete

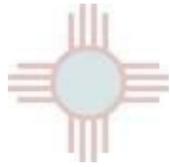
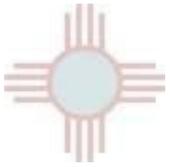




Guidelines for Base Grants Funding

- **Clarify requirements and provide flexibility**
- **Added a table of contents to find information easier**
- **EPA Regional Offices determine due dates for BASE funding requests, not EPA HQ**



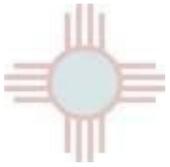


Base Funding Allocation Formula

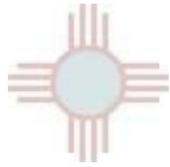
Use Land Area Scale:

- **\$30,000 = Less than 1,000 square miles (less than 640,000 acres)**
- **\$50,000 = Over 1,000 square miles (more than 640,000 acres)**



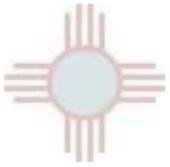


Cost Share / Match Requirement

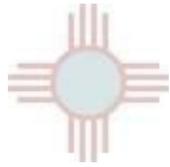


- **CWA Section 319(h)(3) requires match to be 40% of the total project cost**
- **Can be decreased to:**
 - **5% - 10% if incorporated into a Performance Partnership Grant (PPG)**
 - **10% if Tribe can demonstrate that fiscal circumstances are constrained that 40% would impose undue hardship**





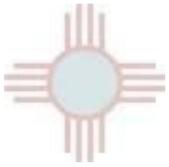
Eligible Activities



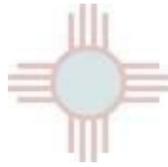
Implement the Tribe's approved NPS Management Program:

- **Hiring a program coordinator;**
- **Conducting NPS education programs;**
- **Training and travel to attend NPS trainings;**
- **Updating the NPS management program;**
and
- **On-the-ground watershed projects.**



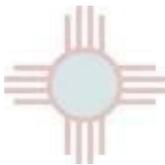


Process to Apply for Base Grant Funding

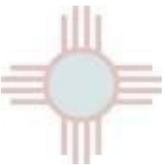


- **Initial Application Requirements:**
 1. **Proposed Work Plan**
 - Should address 40 CFR 35.507 and 35.515
 2. **Proposed Budget**
- **Submit Initial Application to Regional Office**
- **Allowable submission methods:**
 - Email, fax, USPS, Express Mail, Courier Service, and hand delivery



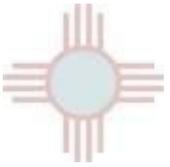
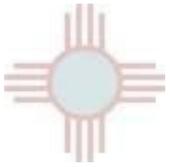


Process to Apply for Base Grant Funding



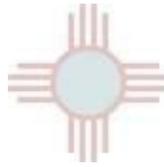
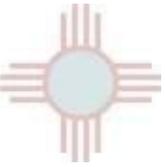
- **Regional staff will review Initial Application and provide recommendations for improvement, if needed**
- **Final grant application instructions and due date provided by Regional Office**





Questions?



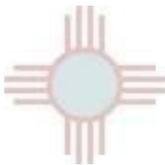


Overview of Tribal CWA Section 319 Competitive Grant/RFP Process

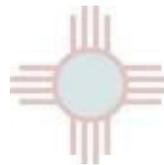
Nancy Arazan

US EPA Headquarters





Tribal CWA Section 319 Competitive Grant



- **A Request for Proposals (RFP) is posted every year on Grants.gov and the Tribal NPS website**
- **Competitive grant deadline applies nationally**
- **Can apply for up to \$150,000**
- **Amount of funding available depends upon national tribal allocation and base funding requests**
- **FY 2012 RFP different from previous years**



The RFP Process

Proposals are submitted to NPS Regional Coordinator listed in the RFP, or online at Grants.gov by stated date and time

First, EPA Regions review proposals to ensure they meet RFP threshold criteria

Second, proposals passing Regional Threshold Review are forwarded on to National Review committee

Review committee members evaluate proposals and scores are averaged (arithmetic mean) to result in ranked list

Awards announced in Spring

Calculating the Match

Federal Share	Non-Federal Match	Federal Share	Non-Federal Match	Total Project Cost
\$150,000	40%	60%	\$100,000	\$250,000
\$150,000	10%	90%	\$16,667	\$166,667
\$150,000	5%	95%	\$7,895	\$157,895

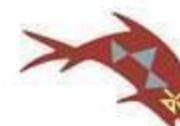
Example Calculation:

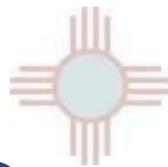
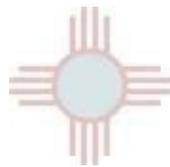
a. If you know the total project costs:

- (1) Multiply the total project costs by the cost share/match % needed.
- (2) The total is your cost share/ match amount.

For example:

If your total project cost = \$250,000 and you need 40% cost share/match, then $\$250,000 \times .40 = \$100,000$ (Cost Share/Match).





Difference between Threshold Criteria and Selection Criteria?

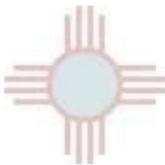
Threshold Criteria

- EPA Regional review
- Signed Standard Form (SF) 424 – Application for Federal Assistance
- Proposal workplan
- Common mistake? Make sure budget numbers in SF 424 align with the budget in proposal workplan
- No score

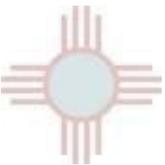
Selection Criteria

- National Committee review
- Proposals are evaluated and ranked
- Maximum score of 100 points





Things to Consider While Working on your Competitive Grant Proposal

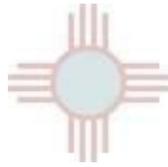


- **Review committee = mix of EPA HQ and Regional EPA staff**
- **Review committee can only evaluate proposal based on information provided**
 - **Committee does not have access to the Tribe's NPS Assessment Report and Management Program Plan, or Watershed Based Plan**
- **Review RFP carefully: Address both threshold criteria and selection criteria**



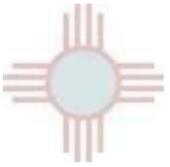


Reminders



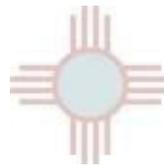
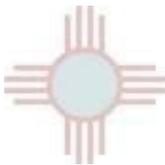
- **Competitive grant and base grant have separate deadlines – check www.epa.gov/nps/tribal for most up-to-date information**
- **EPA Regional NPS staff cannot provide assistance on development of competitive grant proposals/workplans**
 - Questions re: RFP will be directed to EPA HQ
 - Answers posted on the Tribal 319 NPS page & updated throughout competition period
- **Read FY 2012 RFP closely – some changes from previous years, for example:**
 - Point structure out 100 points (previously 850 points) and some shifts in criterion weight
 - Stronger link between existing/available data and NPS water quality concern to be addressed by proposed project





Questions?



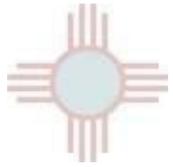


Developing a “Good” Workplan

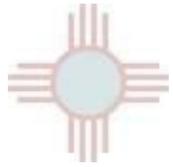
Guidelines for Base and Competitive
Nonpoint Source Programs

Audrey Johnson
US EPA Region 9



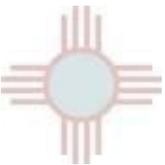
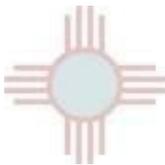


What Will Be Discussed:



- **What is a Workplan?**
- **What are the Five Components of a Workplan?**
- **What must a Tribal NPS Workplan include to meet the Five Components?**
- **What does a Workplan look like?**

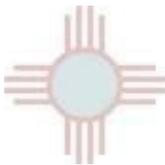




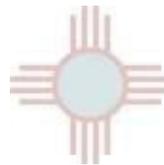
Purpose of a Workplan

- **Provides EPA with a plan that will be followed during the life of a NPS Grant**
 - **Identifies the goals and objectives of the NPS Program being implemented**
 - **Includes a schedule and budget breakdown for each task that will be completed**

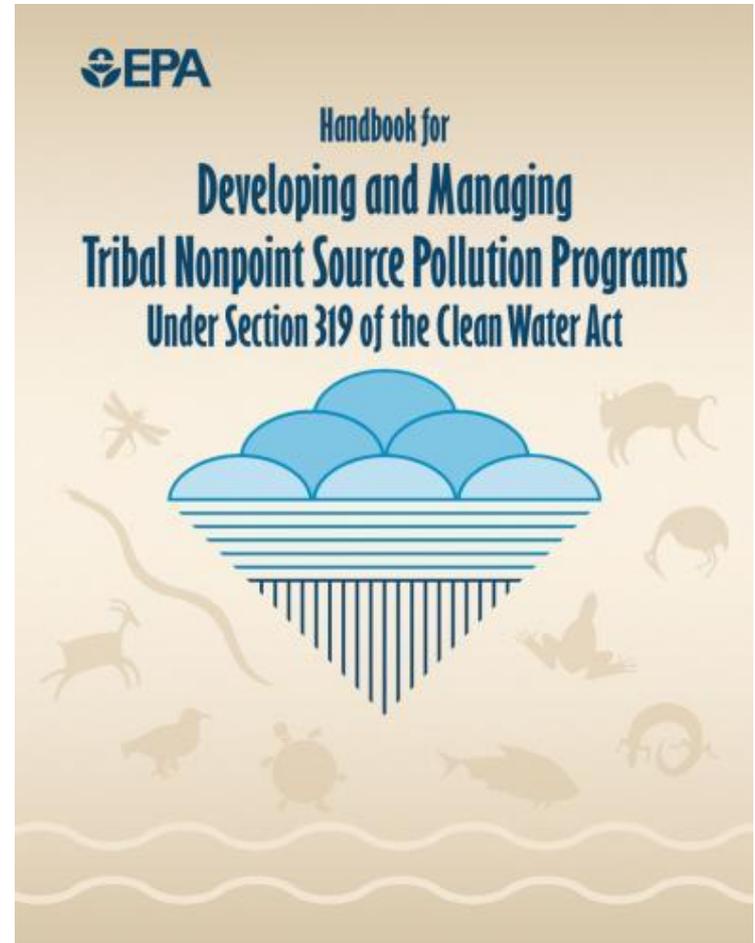




Available Resources



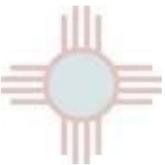
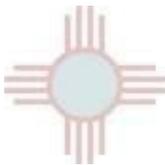
- **EPA-Approved NPS Assessment Report**
- **EPA- Approved NPS Management Plan**
- **Base Guidelines & Competitive RFP**
- **NPS Handbook (Discussed in Part I, Pages 68 – 74)**
- **EPA CWA Project Officer**



5 Requirements for a Workplan

- Anything funded with Federal Grant Funds ***MUST*** include the information required in 40 CFR 35.507
 1. *The Tasks / Components to be Funded*
 2. *Estimated Work Years & Funding Amounts for each Component*
 3. *Commitments & Timeframe for each Component Accomplishment*
 4. *Reporting Schedule & Evaluation of Performance*
 5. *Roles & Responsibilities of the Tribe & EPA*





1. Workplan Components

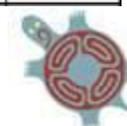
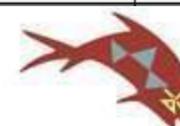
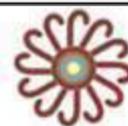
- **Identify the Major Goals to be Carried Out in the Workplan that Address an Identified NPS Problem**
 - **Must be an Activity Discussed in the Tribe's Approved NPS Management Plan**
 - **Should Reflect the Resources Available for Completion of the Grant**

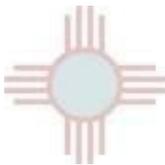


Sample Workplan (Components)

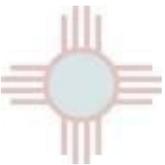
Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results	Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
	start	end				
<p>1 COMPONENT: Decrease livestock access to riverbanks of XX River.</p> <p>Commitment 1(a): Purchase fencing supplies. Commitment 1(b): Fence (X) yards of riverbank.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: Water quality will be improved through a decline in sediments in the river by preventing livestock access to the river.</p>	10/01 10/30 11/01 12/30		Submit <i>before</i> and <i>after</i> photos with quarterly report.	WQS 0.20 Crew	\$15,000	
<p>2 COMPONENT: Revegetate project area with native vegetation.</p> <p>Commitment 2(a): Purchase trees, shrubs, and grasses. Commitment 2(b): Plant trees, shrubs, and grasses. Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	





2. Estimated Work Years



- **How to Calculate Work Years for Each Component**
 - **Identify the Percentage of Time that a Full-Time Equivalent (FTE) will Carry Out each Task**
 - **Example: 100 % FTE = 1.00 Work Year**
 - **If one task takes up *25% of that employee's time*, then the estimated task = **0.25 work year per FTE (0.25 work year/FTE)****
 - **All Components within the Workplan should Add Up to the Total amount of Time an Employee is Devoting to the NPS Program for the Life of the Grant Project Period**



Sample Workplan (Estimated Work Years)

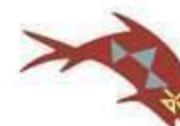
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		3/1	4/30				
		4/01	5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	



2. Estimated Funding Amounts

- **Identify the Estimated Funding Needed to Carry Out each Workplan Component**
 - **Salary of Employees**
 - **Fringe for Employees**
 - **Travel Expenses**
 - **Equipment Purchases or Upgrades**
 - **Supplies**
 - **Contractual**
 - **Any Other Expenses**

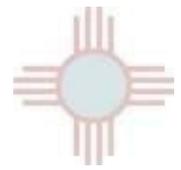


Sample Workplan (Estimated Funding Amount)

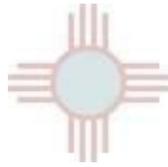
Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results		Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
		start	end				
1	<p>COMPONENT: Decrease livestock access to riverbanks of XX River.</p> <p>Commitment 1(a): Purchase fencing supplies.</p> <p>Commitment 1(b): Fence (X) yards of riverbank.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: Water quality will be improved through a decline in sediments in the river by preventing livestock access to the river.</p>	10/01 10/30 11/01 12/30		Submit <i>before</i> and <i>after</i> photos with quarterly report.	WQS 0.20 Crew	\$15,000	
2	<p>COMPONENT: Revegetate project area with native vegetation.</p> <p>Commitment 2(a): Purchase trees, shrubs, and grasses.</p> <p>Commitment 2(b): Plant trees, shrubs, and grasses.</p> <p>Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	

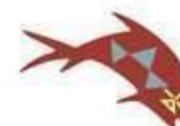




3. Workplan Commitments



- **Identify the Workplan Commitments (Tasks)**
 - Meet the Goals of the Workplan
 - Identify How Progress will be Measured
- **Along with a Time Frame (Milestones) for Accomplishment**
 - Start and End Dates



Sample Workplan (Commitments)

Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results	Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
	start	end				
<p>1 COMPONENT: Decrease livestock access to riverbanks of XX River.</p> <p>Commitment 1(a): Purchase fencing supplies. Commitment 1(b): Fence (X) yards of riverbank.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: Water quality will be improved through a decline in sediments in the river by preventing livestock access to the river.</p>	10/01 10/30 11/01 12/30		Submit <i>before</i> and <i>after</i> photos with quarterly report.	WQS 0.20 Crew	\$15,000	
<p>2 COMPONENT: Revegetate project area with native vegetation.</p> <p>Commitment 2(a): Purchase trees, shrubs, and grasses. Commitment 2(b): Plant trees, shrubs, and grasses. Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	

Sample Workplan (Milestones)

Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results		Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
		start	end				
1	<p>COMPONENT: Decrease livestock access to riverbanks of XX River.</p> <p>Commitment 1(a): Purchase fencing supplies.</p> <p>Commitment 1(b): Fence (X) yards of riverbank.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: Water quality will be improved through a decline in sediments in the river by preventing livestock access to the river.</p>	10/01	12/30	Submit <i>before</i> and <i>after</i> photos with quarterly report.	WQS 0.20 Crew	\$15,000	
2	<p>COMPONENT: Revegetate project area with native vegetation.</p> <p>Commitment 2(a): Purchase trees, shrubs, and grasses.</p> <p>Commitment 2(b): Plant trees, shrubs, and grasses.</p> <p>Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	





3. Workplan Commitments Cont'd

- **Identify Anticipated Environmental Outputs & Outcomes, per EPA Order 5700.7**
 - Ensures that Assistance Agreements are Result-Oriented & Align with EPA's Goals
- **Environmental Outputs (*Deliverables*)**
 - Activities, Efforts or Associated Work Products related to an Environmental Goal or Objective
- **Environmental Outcomes (*Results*)**
 - Quantitative & Environmental, Behavioral, Health-Related or Programmatic



3. Workplan Commitments Cont'd

Environmental Outputs (*Deliverables*)

- # Miles of Fence Line Installed
- # Feet of Stream Bank Planted
- Development of a Watershed-based Plan
- % Reduction in Sediment Loads in a River or Stream

Environmental Outcomes (*Results*)

- Increased Knowledge of NPS by Community Members (Short Term)
- Knowledge Increased through Training of NPS Staff Members (Short Term)
- Increased Abundance & Diversity of Fish in a River (Long Term)

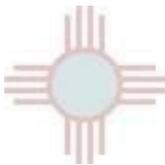


Sample Workplan (Environmental Outputs & Outcomes)

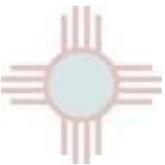
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Work plan components with commitments and environmental results	Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
	start	end				
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<p>2 COMPONENT: Revegetate project area with native vegetation. Commitment 2(a): Purchase trees, shrubs, and grasses. Commitment 2(b): Plant trees, shrubs, and grasses. Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	





4. Reporting Schedule



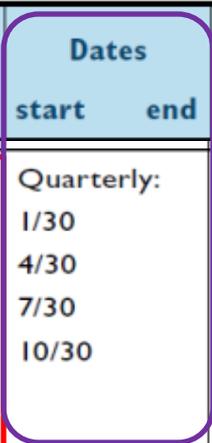
- **Identify the Reporting Schedule**
- **Describe the Performance Evaluation Process**
 - **Accomplishments as Measured in the Workplan**
 - **Cumulative Effectiveness of the Work Performed**
 - **Identify Existing & Potential Problem Areas**
 - **Suggestions & Schedules for Improvement**

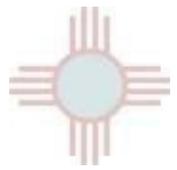


Sample Workplan (Reporting & Evaluation Schedule)

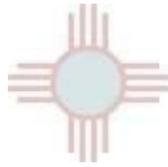
Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results		Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
		start	end				
7	<p>COMPONENT: Establish quarterly reporting to self-evaluate and joint-evaluate annual performance under the grant, including</p> <ul style="list-style-type: none"> • A discussion of accomplishments as measured against the work plan • A discussion of the cumulative effectiveness of the work performed under all work plan components • A discussion of existing and potential problem areas • Suggestions for improvement, including, where feasible, schedules for making improvements. <p>OUTCOMES/ENVIRONMENTAL RESULT: The tribe will evaluate and report on performance under the grant.</p>	Quarterly:	1/30 4/30 7/30 10/30	Submit quarterly reports to EPA.	WQS 0.10	\$2,000	
<p>WQS: Water Quality Specialist at 1.00 FTE. Lead for all work plan components.</p> <p>Crew: NPS Crew. Contractual crew to carry out on-the-ground work for components #1–#3.</p> <p>EPA will have no role in carrying out the work plan commitments except to review quarterly reports submitted.</p> <p>* This reflects the totals of all COSTS for each component, including salary, fringe, equipment, contractual, supplies, travel, other direct costs (ODC), etc. Refer to budget breakdown for more detailed information.</p>						<p>TOTAL: \$50,000</p> <p>EPA: \$30,000</p> <p>MATCH: \$20,000</p>	





5. Roles and Responsibilities



- **Identify the Roles & Responsibilities of All Staff & Partners Needed to Complete each Component**
 - Tribal Environmental Director
 - Tribal Environmental Staff
 - Contractors
 - EPA
 - External Partners, Volunteers and Staff from other Tribal Departments

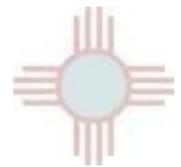


Sample Workplan (Estimated Work Years)

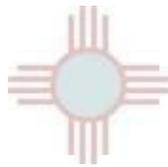
Table I-22. Sample work plan NPS pollution control program (CWA section 319)

Work plan components with commitments and environmental results		Dates		Outputs/ deliverables	Responsible staff and work-years	Estimated cost*	Status
		start	end				
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2	<p>COMPONENT: Revegetate project area with native vegetation.</p> <p>Commitment 2(a): Purchase trees, shrubs, and grasses.</p> <p>Commitment 2(b): Plant trees, shrubs, and grasses.</p> <p>Commitment 2(c): Install watering system for vegetation.</p> <p>OUTCOMES/ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation entering the river.</p>	2/1 3/1 4/01	2/28 4/30 5/30	Submit <i>before</i> and <i>after</i> photos with quarterly reports.	WQS 0.20 Crew	\$10,000	



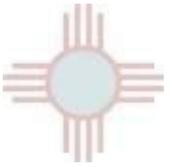
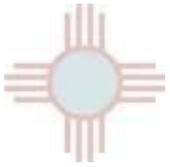


Developing a Good Workplan

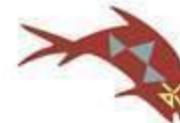


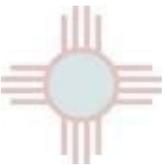
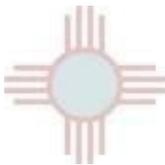
- **Work with your EPA Project Officer or NPS Coordinator when Developing a Base Funding Workplan**
 - Narrative vs. Table
- **Utilize the EPA-Approved NPS Assessment Reports & Management Plan Documents**
- **Talk to Other Tribes or Local Partners in Your Area**





Questions?





Speaker Contact Information

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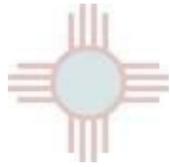
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Chumash Indians
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Next Webcast



Date: October 13, 2011

Registration Opening Soon!

**Check at: www.epa.gov/nps/tribal for
the registration link**

