

**GENERAL ASSISTANCE PROGRAM
SAMPLE WORK PLAN TEMPLATE FOR AN ADMINISTRATIVE COMPONENT
EPA REGION 10**

TRIBE: Name

EPA Region 10

Work Plan Project/Budget Period: October 1, 2020 thru September 30, 2021

Work Plan component 1: GAP Management and Capacity Building

Capacity Indicators: **(Following are sample indicators you may select; many other indicators are available in Appendix I of the [GAP Guidance](#))**

- B.2.1 An **organizational system for the environmental program** that defines staff roles and responsibilities, describes the relationship of the environmental program to tribal leadership and other departments, and includes supporting personnel management policies/procedures.
- B.2.2 Staff with **appropriate skills, knowledge and experience** to manage the environmental program.
- B.2.3 **Training plan** for staff that reflects the capacity-building priorities for the environmental program.
- B.2.7 **Organizational filing/records retention system** and policies (paper and electronic).
- B.3.3 **Written procedure for tracking (including final disposition) equipment and supplies** acquired by the environmental program in compliance with 40 C.F.R. § 31.
- B.3.6 Tribe demonstrates proficiency in **processing financial payment requests, submits required annual Federal Financial Reports, and performs annual financial audits** as required.
- B.4.2 Written **inventory of administrative and technical procedures**, policies, regulations, or other guidelines developed to implement the environmental program.

Primary Capacity Area Developed (check one):

Legal_Enforcement/Compliance____Technical____Communication____Administrative X Solid/Hazardous WasteImplementation____

PERSONNEL: IGAP Coordinator and IGAP Assistant

**ENVIRONMENTAL
OUTCOME(S) (long-term)**

- [*Tribe name*] will build a strong environmental office with the capacity to successfully manage the grant and help the community resolve its environmental issues.

**INTERMEDIATE
OUTCOME(S) (goal for this
work plan period)**

- Attend trainings to better understand grant management.
- Oversee the financial aspects of the grant through regular communication between tribal leaders, GAP staff, and financial department.
- Complete reporting in a timely manner.
- Help ensure a smooth transition if there is staff turnover by maintaining and protecting files and developing/updating staff manual.

ESTIMATED COMPONENT COST: \$12,500

ESTIMATED WORK YEARS: .21

COMMITMENTS	CAPACITY AREA DEVELOPED	PERSONNEL (You can include personnel in this column if you wish)	END DATE	OUTPUTS AND DELIVERABLES
TRAVEL & TRAINING				
1.1	Attend EPA IGAP Training in Anchorage in December to develop next year's work plan and budget. (For Alaska grantees)	Administrative	Coordinator, Assistant 12/30/2020 (Q2)	Output: Increased understanding of how to manage a GAP grant. Deliverable: Email trip report and draft FY22 work plan and budget to Project Officer.
1.2	Complete online EPA Grants Management Training for Applicants and Recipients	Administrative	Coordinator, Assistant, Bookkeeper 2/28/2021 (Q1)	Output: Increased understanding of how to manage a GAP grant Deliverable: Email certificates of completion to Project Officer.
1.3	Attend EPA webinars and teleconferences related to GAP. Review relevant past webinars on the RTOC website at http://region10rtoc.net/webinars/	Administrative	Coordinator, Assistant 9/30/2021 (Q4)	Output: Increased understanding of how to manage a GAP grant Deliverable: Email certificate of participation to Project Officer.

REPORTING					
1.4	Submit annual SF-425 (Federal Financial Report) by 12/30/20: https://www.epa.gov/financial/forms .	Administrative	Bookkeeper	12/30/2020 (Q1)	Output: Meet EPA requirements Deliverable: Email SF-425 to Las Vegas Finance Center (lvfc-grants@epa.gov) and Project Officer.
1.5	Complete closeout activities, including submitting final performance report and final SF-425 covering all four years of the grant. (COMMITMENT FOR YEAR FOUR OF A GAP GRANT)	Administrative	Coordinator, Assistant, Bookkeeper	12/30/2020 (Q1)	Output: Compliance with grant requirements Deliverable: Submit Final Performance Report to Project Officer. Submit Final SF-425 to Las Vegas Finance Center.
1.6	Submit progress reports by 1/30, 4/30, 7/30 and 10/30.	Administrative	Coordinator	9/30/2021 (Q4)	Output: Compliance with grant requirements Deliverable: Email progress report to Project Officer
ADMINISTRATIVE PROCEDURES					
1.7	Develop (or update) a staff manual containing relevant deadlines, travel requirements, job descriptions, key contacts, and other information specific to our tribe. This manual will be helpful in case of staff turnover.	Administrative	Coordinator	4/30/2021 (Q3)	Output: Good organization & record-keeping in case of staff turnover Deliverable: Email completed manual to Project Officer.
1.8	Working with [<i>name of organization</i>], review and update policies and procedures as needed. Develop a written procedure for tracking equipment and supplies.	Administrative	Tribal Administrator	5/30/2021 (Q3)	Output: Ensure compliance with federal requirements Deliverable: Email updated policies and procedures to Project Officer
1.9	Develop and maintain FY21 binder to keep track of all reports, travel vouchers, trip reports, invoices and receipts for equipment and supplies, and work plan products. (Binders for each year of the grant will contain all documentation from application through final closeout.)	Administrative	Assistant	9/30/2021 (Q4)	Output: Good organization & record-keeping Deliverable: Keep the binder in the office for GAP employees.
1.10	Review EPA-Tribal Environmental Plan (ETEP) with tribal leaders. Update as needed.	Administrative	Coordinator	09/30/2021 (Q4)	Output: Ensure communication with the Tribal Council; ensure compliance with federal requirements Deliverable: Email final ETEP to Project Officer.

Other Ideas:

- Attend quarterly Tribal Council meetings to discuss the current status of work plan and budget and problem-solve as needed.
- Meet monthly with the tribal administrator and bookkeeper to discuss the status of the work plan and budget and plans for the following month.
- Complete drawdowns at least monthly, provided funds are needed. Review invoices and receipts before drawdown to ensure that drawdowns match expenses.
- Keep all paper and digital files organized. Back up files on external hard drive and/or in the Cloud.
- Purchase computer equipment and/or software needed to operate your GAP grant.
- Travel to another village with a highly successful GAP grant to learn how they manage their grant.
- Support financial, administrative, and/or management training for the Tribal Administrator.
- Support board training for the Tribal Council.
- Apply for next year's GAP grant.
- Review and assess the tribe's financial, procurement, and property management policies and procedures to ensure that the tribe's systems meet the requirements of 2 CFR Part 200.