**EXAMPLE 1**

**Tribe X GAP Work Plan for 10/01/2019 – 09/30/2020; GAP Grant # GA-????**

Report Prepared by: Date Prepared: Covering Quarter:

Funds Expended this Quarter: Funds Expended this Fiscal Year to date:

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| **GAP ACTIVITIES** | | |
| **GAP Component 1: Program Administration**  *Environmental Outcome(s):* Compliance with Tribal and EPA reporting requirements and internally coordinated initiatives to improve environmental conditions.  *Indicator(s):*  *Estimated Component Cost*: $10,500 *Estimated Component Work Years*: NRD .05 + ET1 .025 + AA .025 = .10 total | | |
|  | **Commitments** (including time-frames) and **Reports** | **Outputs/Deliverables; Commitment Status** |
| 1.1 | Reporting Grant Progress – The Environmental Technician 1 (ET1), Solid Waste Coordinator (SWC), and Administrative Assistant (AA) will submit weekly and monthly reports to the Natural Resources Director (NRD). The NRD will compile reports and submit consolidated monthly reports to Council and quarterly reports to the EPA. Quarterly reports are due no later than 01/31/17, 04/30/17, 07/31/17 and 10/31/17 respectively. The NRD will discuss quarterly reports with our EPA Project Officers shortly after the reports are submitted. The AA will coordinate with our Fiscal Department to ensure an annual Federal Financial Report (FFR), for the previous grant cycle, is submitted by 12/31/16. The NRD will jointly evaluate grant progress with the EPA as per 40 CFR Part 35B. The evaluation will include reviewing a draft EPA progress summary and conversing with our EPA Project Officer (PO) to ensure the EPA report is accurate. All personnel will attend weekly one-hour staff meetings. All staff will attend Tribal-wide meetings twice per year (required).  Indicators  B.2.4 Program evaluation system for use in determining whether program objectives are met, fiscal resources are appropriately managed, and assistance award requirements satisfied.  Reports  Q1 *When submitting first quarter report, describe work completed during first quarter here.* The ET1, SWC, and AA each submitted 12 weekly reports (sample attached) and 3 monthly reports to the NRD. The NRD submitted three monthly reports (attached) to Council and a quarterly progress report to the EPA. On 12/15/16, the NRD reviewed a draft EPA progress summary for the previous year, discussed the summary with our PO and indicated the report looked accurate. We held 11 one-hour staff meetings (skipped Christmas week.). The AA coordinated with our Fiscal Department to submit an interim FFR.  Q2 *When submitting second quarter report, describe work completed during second quarter here.* The ET1, SWC, and AA each submitted 12 weekly reports and 3 monthly reports to the NRD. The NRD submitted three monthly reports (attached) to Council and a quarterly progress report to the EPA. We held 11 staff meetings (skipped the New Year’s week).  Q3 *When submitting third quarter report, describe work completed during third quarter here.* The ET1, SWC, and AA each submitted 12 weekly reports and 3 monthly reports to the NRD. The NRD submitted three monthly reports (attached) to Council and a quarterly progress report to the EPA. We held 11 staff meetings (skipped the sovereign day week in June).  Q4 *When submitting fourth quarter report, describe work completed during fourth quarter here.* The ET1, SWC, and AA each submitted 12 weekly reports and 3 monthly reports to the NRD. The NRD submitted three monthly reports (attached) to Council and a quarterly progress report to the EPA. We held 11 staff meetings (skipped fourth of July week). On 09/15/17, the AA met with our Finance Director to refine the format of our quarterly expenditure reports. An “original budget” column will be included in the reports from here on out. | List deliverables here.  Also indicate how they were provided (e.g., via email, SharePoint, other shared folder, CD/DVD, etc.)  Twelve monthly Council reports, one sample weekly report, four quarterly progress reports (expenditure reports included) and one interim FFR (for previous year) will be provided as deliverables.  Status  Complete  EPA Comment  EPA may provide comment after quarterly report is provided, for example: All deliverables were provided and all work was accomplished. The Tribe reported in a timely, informative fashion.  **/!\** Repeat for each commitment in workplan. |
| 1.2 | Internal Coordination – The Environmental Technician 1 (ET1), Solid Waste Coordinator (SWC), Administrative Assistant (AA) and (or) NRD will meet with other tribal programs at least three times each quarter to address environmental issues and opportunities (e.g., tribal energy efficiency initiatives). Coordination will include participation in monthly interdisciplinary team (IDT) meetings, as well as various ad-hoc meetings. On average, staff participate in at least one ad-hoc coordination meeting per month.  Indicators  B.2.8 Policies and procedures to coordinate tribal environmental protection programs with other tribal government initiatives (e.g., transportation, housing, infrastructure, economic development, and natural resource management).  Reports  Q1 The NRD coordinated with the Tribe’s Housing Director on 10/15/16, 11/02/16 and 11/15/16 to develop a draft Indoor Air Quality component. The NRD emailed the draft component to our PO and EPA Air contact on 11/15/16. Their comments and concerns were addressed prior to submitting the component in our 2017-2018 GAP proposal that was submitted on December 10. The ET1, SWC and NRD attended all-day ID Team meetings during the first week of October, November and December. IDT meeting notes are attached for reference.  Q2 The SWC met with a tribal court attorney on 11/14/16 to discuss enforcement of an illegal dumping incident. The perpetrator was convicted in tribal court on 11/28/16 and will have funds taken out of his monthly per capita payments until the associated fine of $500 is paid off. A copy of the conviction and sentencing is attached. The ET1, SWC and NRD attended all-day ID Team meetings during the first week of January, February and March. IDT meeting notes are attached for reference.  Q3 The ET1 met with the Tribe’s Transportation Director on 06/10/17 and 06/15/17 to help draft best management practices (BMPs) related to maintenance of forest roads. The BMPs will help reduce road-related water quality impacts and are attached for EPA’s reference and review. Please provide comments on the draft BMPs by 09/20/17. The ET1 and SWC attended all-day ID Team meetings during the first week of April and May. The ET and NRD attended an all-day IDT meeting the first week of June. IDT meeting notes are attached for reference.  Q4 The NRD met with the Tribe’s Housing Director (HD) on 7/15/17 to discuss energy efficiency activities that could be funded under GAP. We plan on including an energy efficiency component in our 2017-2018 GAP proposal. The NRD helped our HD develop a DOE grant to evaluate the age and condition of windows in homes and tribal buildings. If the grant is funded and the resulting assessment identifies windows that are eligible for free replacement, the effort could lead to a DOE-funded window replacement grant. The ET1 and SWC attended all-day ID Team meetings during the first week of July and August. The NRD attended an all-day IDT meeting the first week of September. IDT meeting notes are attached for reference. | Meeting notes from 12 interdisciplinary team meetings. Work plan products developed through ad-hoc internal coordination efforts, when applicable.  Status  Complete  EPA Comment  The commitment was completed as planned. Some nice work plan products and achievements were accomplished through IDT and ad-hoc coordination. Products included BMPs for forest roads, a DOE grant application, an illegal dumping conviction, and an indoor air quality component for the 201702018 GAP proposal. |
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| **GAP Component 2: [would be completed in a fashion similar to component above]**  *Environmental Outcome(s):*  *Indicators:*  *Estimated Component Cost:* $10,500 *Estimated Component Work Years*: | | |
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| 2.2 |  |  |
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