

**Indian Environmental General Assistance Program
Work Plan Template Instructions
EPA Region 10**

Tribe: Insert the name of your tribe.

Region: Region 10

Work Plan Period Begin:

End:

The project/budget period should be 10/01/2021 to 9/30/2022 if your grant is based on the fiscal year, or 01/01/2022 to 12/31/2022 if your grant is based on the calendar year.

Work Plan Component Number: Insert a number for this component.

Work Plan Component Title: Insert a brief title describing the work to be done.

Capacity Indicator(s) Developed: Include numbers (e.g., C.3.1) from Appendix I of the GAP Guidance.

Personnel: List everyone who will be working on this component that will receive either a salary or hourly wages from the GAP grant.

An outcome refers to the result or consequence that will occur from carrying out the activities under the award. Outcomes may be environmental, behavioral, health-related, or programmatic and must be quantitative. Examples of outcomes include percent reduction in unauthorized water discharges; number of people benefiting from a reduction in pollution, changes in knowledge and understanding of an environmental issue, and changes in behavior around an environmental issue.

Long-Term Outcome(s): List the long-term outcomes associated with this component. Long-term outcomes may or may not be achieved during the project period.

Intermediate Outcome(s) (this work plan period):

List the intermediate outcomes associated with this component. Intermediate outcomes include results that will be achieved during the project period.

Estimated Component Cost: \$ Estimate the amount of funding required to complete this work plan component. The costs for all components should add up to the total budget request. For assistance calculating this amount, see the FTE & Component Cost Calculator at <https://www.epa.gov/tribal/region-10-tribal-environmental-gap-tools>.

Estimated Work Years: Estimate the number of hours staff will be working on this component. The full-time equivalent (FTE) is 2,080 hours, which is the same as one work year. For assistance calculating this amount, see the FTE & Component Cost Calculator at <https://www.epa.gov/tribal/region-10-tribal-environmental-gap-tools>.

Commitments		Estimated Task Cost (optional)	End Date	Output/Deliverable
Insert a number (e.g., 1.1)	Describe the task and who will be doing it. If this task includes travel, indicate <u>who</u> will be traveling <u>where</u> and <u>when</u> . There is no required number of commitments per component. The commitments, when taken together, indicate how the outcomes of this component will be accomplished.	Provide the estimated cost for this commitment if you wish. The task cost is some fraction of the total component cost.	Date, or quarter, by which this commitment will be complete.	An output, or deliverable, is an environmental activity, effort, and/or work product related to an environmental goal. Outputs may be quantitative or qualitative but must be measurable during the project period. Examples include solid waste management plans, air emissions inventories, surface water sampling plans, and lead-based paint public education campaigns.