

Example A. Base Program for FY 2009

(Please Note: This example does not provide a complete description; it is designed to provide a general understanding of the type of information requested).

1. Background or Introduction. Refer to Work Plan Requirements, Page 4, EPA Region 6 FY 09 Funding Opportunity.

2. Budget

FTE or Work Years = 1.0
(Employee title)

Estimated Cost: Federal \$65,000.00
Tribal \$ 3,421.00
Total \$68,421.00

(These figures should cross reference with the budget. Any contract costs, equipment costs, travel costs etc., should be easily cross referenced against your budget sheet/justification).

3. Goal: Develop and implement an on-going surface and ground-water monitoring program, and build and maintain tribal capacity. Base program activities will also include review of various federal actions, participating in planning, attend training, and conference, and provide education and outreach.

4. Objective:

- By (X date), train and educate staff on water resource issues,
- Throughout the year, provide technical support to other agencies.

Activities/ Commitments: *In quarterly progress reports, include detailed quarterly information on each of the following:*

5. Output or Activity 1: Provide technical support to Tribal Department of Natural Resources in areas that would include ambient water quality monitoring. Coordinate sampling and monitoring activities for ground water and surface water projects to be undertaken. Specify the monitoring projects for which water, benthic, air, etc. samples are to be collected.

6. Milestone or Time Frame 1: Approximately 33% of the sampling for the year will occur in the 2nd, 3rd and 4th quarters.

7. Outcome 1: As a result, the Tribe has updated data sets to be shared with local agencies to help partnership with watershed protection and designated uses.

8. Deliverable 1: Report sampling results in a narrative and evaluative format, identifying problems, trends, etc., as well as next steps with conclusive findings for the quarter or project period.

Alternate for quarterly reporting: *May summarize quarterly accomplishments in a paragraph for activity 1:* Not all base programs will allow listing activities as specifically as outlined above. In some cases, it may be more reasonable to group outputs, milestones, outcomes, and deliverables with the same or similar results. Summarize grant progress report narrative to EPA Region 6 for each quarter. Each quarter should include: A summary of the **output** (activity/task) conducted, **milestone** achieved or not, **outcome** (result) for the report period and status of **deliverable**, gains and/or shortfalls and a budget update if needed.

In the Quarterly Reports, repeat for each output, milestone, outcome, and deliverable as in 5-8 above.

Output or Activity 2: Conduct community education and outreach related to the water resources. Be as specific as possible. For example, explain to the Tribal members the specific areas of the Reservation on which you will focus your efforts.

Milestone or Time Frame 2: Specify the kind and number of outreach project(s) planned, describe the activities included in each and provide a timeframe of steps and/or estimated completion date.

Outcome 2: The Department of Natural Resources will provide outreach to grades 2-12.

Example of quarterly reporting on Outcome 2: The Department of Natural Resources has been making presentations to the second grade class for 10 years. As a result 100% of all the students in grades 2-12 are now better informed on (this topic) and 18 second grade students have a better knowledge of how to protect Tribal waters.

Deliverable 2: Watershed puzzle and poster for second grade class.

For Deliverable 2: Provide copies of material developed.

Deliverable 2A: Developed an evaluation form for the class presentation to evaluate the class knowledge level before and after the presentation.

For Deliverable 2A: Provide an evaluation form and results.

Output or Activity 3: Attend training on topics, such as EPA grant programs, statistics and data analysis, and other topics to continue to build the capacity of staff to carry out the Water Resources Program and provide service to Tribal leaders and members.

Milestone or Time Frame 3: Estimate the number and kind of training to be attended when, and by which staff.

Outcome 3: One staff person will be trained to manage the grant and another to act as back-up to ensure consistency.

Example of Quarterly Reporting on Outcome 3: The Department of Natural Resources now has 50% of their staff trained in this topic. As a result the DNR now has one full time staff trained to manage this grant and one staff person as a back-up.

Deliverable 3: Report training attended, when it will be attended, who was trained, and a brief paragraph summarizing the main points presented in the training.

Deliverable 4: Tribal Assessment Report (TAR) as required by the Tribal Guidance

Outcome 4: Report will be submitted as required.

9.) Quality Assurance Project Plan (QAPP)

Indicate whether this work plan component requires a QAPP. Please see **Part 3 - The Quality Assurance Project Plan (QAPP)** in the *EPA Region 6 Water Quality Protection Division Clean Water Act Section 106 Funding Opportunity*.

Please Note:

The following Deliverables are required and should be included as Deliverables in the Work Plan Narrative and Work Plan Charts:

For additional information, refer to the EPA Region 6 FY 09 Funding Opportunity, IX. Reporting Schedule, Page 5, or contact your Project Officer.

Quality Assurance Documents: Quality Assurance Project Plan (QAPP)--include DQO's. Refer to: http://www.epa.gov/quality/qa_docs.html.

Quarterly Progress Reports: Due within thirty days after the end of each quarter, except when narrative reports are due. **Summarize progress to EPA Region 6 for each quarter.** Each quarter should include: A summary of the **output** (activity/task) conducted, **milestone** achieved or not, **outcome** (result) for the report period; the status of **deliverable**, gains and/or shortfalls and **the cost of these activities spent per quarter.**

Annual Narrative Report: Due at end of first project year on two-year projects, in lieu of the Fourth Quarter Progress Report.

Final Narrative Report: Due at the end of project period on all projects, in lieu of Fourth Quarter Progress Report.

Tribal Assessment Report (TAR): Due at the end of project period on all projects as required by the Tribal Guidance.

Example B

Combined - Base and Variable Programs for FY

2008

(Please Note: This example does not provide a complete description, however, is designed to provide a general understanding of the type of information that you can submit).

I. Background or Introduction. Refer to Work Plan Requirements, Page 4, EPA Region 6 FY 09 Funding Opportunity.

Include an Overall Budget

Estimated Cost: Federal \$80,000.00 (Base and Variable)
 Tribal \$ 4,211.00
 Total \$84,211.00

(These figures should cross reference with the budget on the SF 424 - Grant Application. Any Personnel, Contractual, Equipment, Travel, etc., should be easily cross referenced against your Budget Narrative/Justification. In addition, this budget should be reflected in the Work Plan Narrative and Work Plan Chart).

In quarterly progress reports, include detailed quarterly information on each of the following:

II. Tribal Program Goals: Develop and implement an on-going surface and ground-water monitoring program, and build and maintain tribal capacity. Base program activities will also include review of various federal actions, participating in planning, attend training, and conference, and provide education and outreach.

CWA § 401 Certification Goal: The Looking Glass Indian Community will review certification of proposed federal permits and licenses for activities on reservations and tribal trust lands which may impact water quality. This activity will focus primarily on CWA § 404 permits issued by the U.S. Army Corps of Engineers, which includes permits for individual activities and nationwide permits). This activity also focuses on permits issued by EPA under the National Pollutant Discharge Elimination System (NPDES), permits for individual wastewater facilities and general permits for activities such as storm water or confined animal feeding operations and other federal permits and licenses.

III. Tribal Program Objectives:

- By (X date), train and educate staff on water resource issues,
- Throughout the year, provide technical support to other agencies.
- Obtain CWA § 401 Certification for FY 2009:

Certification Program Objective: Coordinate with tribal leaders and other offices as needed to respond to requests with:

Objective 1: Issue of CWA § 401 certifications (with or without conditions needed to support water quality standards);

Objective 2: Deny CWA § 401 certifications and modifications (if applicable) that would be needed to support water quality standards;

Objective 3: Take action to waive CWA § 401 certifications.

Output or Activity 1: Provide technical support to Tribal Department of Natural Resources in areas that would include ambient water quality monitoring. Coordinate sampling and monitoring activities for ground water and surface water projects to be undertaken. Specify the monitoring projects for which water, benthic, air, etc. samples are to be collected.

Milestone and Estimated Cost: Approximately 33% of the sampling for the year will occur in the 2nd, 3rd and 4th quarters. Estimate the cost (include Tribal match) of this activity.

Outcome 1: As a result, the Tribe has updated data sets to be shared with local agencies to help partnership with watershed protection and designated uses.

Deliverable 1: Report sampling results in a narrative and evaluative format, identifying problems, trends, etc., as well as next steps with conclusive findings for the quarter or project period.

Output or Activity 2: Conduct community education and outreach related to the water resources. Be as specific as possible. For example, explain the specific areas you will focus on of the Reservation to the Tribal members.

Milestone and Estimated Cost 2: Specify the kind and number of outreach project(s) planned, describe the activities included in each and provide a timeframe of steps and/or estimated completion date. Estimate the cost (include Tribal match) of this activity.

Outcome 2: The Department of Natural Resources will provide outreach to grades 2-12.

Example of Quarterly Reporting on Outcome 2: The Department of Natural Resources has been making presentations to the second grade class for 10 years. As a result 100% of all the students in grades 2-12 are now better informed on (this topic) and 18 second grade students have a better knowledge of how to protect Tribal waters.

Deliverable 2: Watershed puzzle and poster for second grade class.

For Deliverable 2: Provide copies of material developed.

Deliverable 2A: Develop an evaluation form for the class presentation to evaluate the class knowledge level before and after the presentation.

For Deliverable 2A: An evaluation form and results are provided.

Output or Activity 3: Attend training on topics, such as EPA grant programs, statistics and data analysis, and other topics to continue to build the capacity of staff to carry out the Water Resources Program and provide service to Tribal leaders and members.

Milestone and Estimated Cost 3: Estimate the number and kind of training to be attended, when, and by what staff. Estimate the cost (include Tribal match) of this activity.

Outcome 3: One staff person will be trained to manage the grant and another to act as back-up to ensure consistency.

Example of Quarterly Reporting on Outcome 3: The Department of Natural Resources now has 50% of their staff trained in this topic. As a result the DNR now has one full time staff trained to manage this grant and one staff person as a back-up.

Deliverable 3: Report training attended, when it will be attended, who was trained, and a brief paragraph summarizing the main points presented in the training.

Output or Activity 4: review and report all requests for CWA 401 Certifications for this fiscal year.

Milestone and Estimated Cost 4: Estimate the number of requests for CWA § 401 certification over the project period (such as two per quarter). The actual number will be identified in quarterly progress reports. Estimate the cost (include Tribal match) of this activity.

Outcome 4: Federal permits include conditions needed to meet water quality standards for tribal waters.

Deliverable 4: Report on the requests for CWA § 401 certification which were actually reviewed. (A suggested format is a table with four column headings: “Permit applicant; date received; tribal action (certify, deny, waive); and date of action.”

Please Note:

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Tribal Assessment Report (TAR): Due at the end of project period on all projects as required by the Tribal Guidance.