

# Work Plan Development

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## Work Plan Development

- After you are eligible to apply for Clean Water Act (CWA) Section 319 funds and you see an Announcement for the Availability of CWA Section 319 funds, you must submit a work plan to apply for the funds.

## Work Plan Development

- STEP #1:
  - Identify the priority NPS problem to address from your approved NPS Assessment Report.
  - Identify the selected BMPs from the approved NPS Management Plan to address the priority NPS problem.

## Work Plan Development

- Step #2:
  - Develop a work plan and estimated budget based on the identified NPS problem to be addressed and selected BMPs to use.

## Work Plan Development

- All work plans funded with federal funds (ie., Clean Water Act) must include, at a minimum, the required information according to 40 CFR Part 35.507.
- Work with your Regional 319 Tribal Coordinator or Grants Project Officer regarding any additional information they may require.

## Work Plan Development

### 40 CFR Part 35.507 Work Plan Requirements:

1. Work plan components to be funded under the grant;
2. Work plan commitments for each work plan component, and a time frame for their accomplishment;
3. Estimated work years and estimated funding amounts for each work plan component;
4. Reporting schedule and a description of the performance evaluation process; and
5. Roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

## Work Plan Requirement #1

- Identify the work plan components to be funded under the grant.
  - What are your major goals to be carried out in the work plan to address the NPS problem?
  - A typical NPS work plan would have about 3 – 5 components depending on activities to be carried out with available resources.

## Work Plan Requirement #2

- Identify the work plan commitments for each work plan component, and a time frame for their accomplishment:
  - What are the tasks to be carried out to meet the goals of your work plan?
  - Identify anticipated environmental outputs and outcomes and the plan for tracking and measuring its progress towards achieving the expected outputs and outcomes.
  - How will you measure progress in carrying out the commitments?
  - What are the start and end dates for each component?

## Work Plan Requirement #3

- Identify the estimated work years and funding amounts for each work plan component.
  - How much FTE for each staff person is estimated to carry out each component?
  - What is the estimated funding amount to carry out the component (include salary, fringe, travel, equipment, supplies, contractual, and other expenses)?

## Work Plan Requirement #4

- Identify the reporting schedule and a description of the performance evaluation process that will be used to account for:
  - 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; and
  - Suggestions for improvement, including, where feasible, schedules for making improvements.

## Work Plan Requirement #5

- Identify the roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.
  - Who will carry out which components?
  - Who has lead to carry out each component?

## CWA Section 319 Work Plans

- Must follow 40 CFR 35.507 work plan requirements and must include supplemental information for base and competitive work plans as identified in the CWA Section 319 Guidelines and/or Request for Proposals.

## CWA Section 319 – Base Work Plans

- Base work plan requirements found in “Guidelines for Awarding Clean Water Act Section 319 Base Grants to Indian Tribes...” posted in the Federal Register Notice on October 25, 2006.
- In addition to 40 CFR 35.507 work plan requirements, must include “Description of each significant category of NPS activity to be addressed.”

<b>SAMPLE WORK PLAN – BASE PROGRAM</b> <b>NONPOINT SOURCE POLLUTION CONTROL PROGRAM (CWA§319)</b> <b>NPS CATEGORY TO BE ADDRESSED: Bank Erosion Problems at Smith River. Livestock has unrestricted access to Smith River causing the banks to erode due to trampling and lack of native vegetation to keep the river banks stabilized.</b>							
1	<b>Work Plan Components with Commitments and Environmental Results</b>	<b>Dates</b>		<b>Deliverables</b>	<b>Responsible Staff &amp; Work Years</b>	<b>Estimated Cost*</b>	<b>Status</b>
		<b>Start</b>	<b>End</b>				
1	<b>COMPONENT:</b> Decrease livestock access to riverbanks of Smith River. Commitment 1(a): Purchase fencing supplies Commitment 1(b): Fence (X) # of yards of riverbank  <b>ENVIRONMENTAL RESULT:</b> Improve water quality through a decline in sediments in the river by preventing livestock access to the river.	10/01 11/01	10/30 12/30	Submit Before and "After" photos with quarterly report.	WQS Crew .20	\$15,000	
2	<b>COMPONENT:</b> 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  <b>ENVIRONMENTAL RESULT:</b> The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation from going into the river.	2/1 3/1 4/01	2/28 4/30 5/30	Submit Before and "After" photos with quarterly reports.	WQS Crew .20	\$10,000	
3	<b>COMPONENT:</b> Provide alternate water sources for livestock. Commitment 3(a): Purchase solar panels and troughs. Commitment 3(b): Install solar-powered water system  <b>ENVIRONMENTAL RESULT:</b> Providing alternate water resources for livestock will prevent them from going into the river thus leading to a decline in sedimentation and pathogen introduction.	11/01 1/01	12/30 2/30	Submit photos of new water system with quarterly report.	WQS Crew .16	\$8,000	

4	<p>COMPONENT: Educate Tribal Community on the importance of water quality protection and nonpoint source pollution control program.</p> <p>Commitment 4(a): Develop water quality education/outreach program.</p> <p>Commitment 4(b): Hold public outreach meetings and site visits to project area.</p> <p>Commitment 4(c): Contribute articles to the Environmental Department's monthly newsletter.</p> <p>ENVIRONMENTAL RESULT: Changes in awareness and understanding of the status of water quality and the affects of nonpoint source pollution problems as demonstrated by direct participation in workshops, meetings, and site visits.</p>	<p>10/01 12/31</p> <p>Semi-annually</p> <p>Monthly</p>	<p>Submit to EPA an education and outreach program description</p> <p>Include in quarterly reports a summary of public meetings and site visits</p> <p>Provide copies of newsletters</p>	WQS .10	\$3,000	
5	<p>COMPONENT: Develop draft Watershed-based Plan for Smith Anderson Watershed</p> <p>Commitment 5(a): Review guidelines and checklists for development of a watershed-based plan</p> <p>Commitment 5(b): Meet with stakeholders in watershed</p> <p>Commitment 5(c): Develop draft watershed-based plan</p> <p>ENVIRONMENTAL RESULT: The watershed-based plan will allow for nonpoint source problems and pollutants of concern to be addressed and reduced at a watershed level.</p>	<p>6/01 6/15</p> <p>6/01 7/30</p> <p>8/1 9/30</p>	<p>- Document activities in quarterly reports</p> <p>- Document meetings in quarterly reports</p> <p>Submit draft WBP for EPA review</p>	WQS .14	\$7,000	
6	<p>COMPONENT: Training for NPS Staff</p> <p>Commitment 6(a): Attend the annual NPS Workshop</p> <p>Commitment 6(b): Attend workshops on BMPs and other NPS issues as they become available.</p> <p>ENVIRONMENTAL RESULT: To increase staff knowledge, as demonstrated by staff through "on-the job" implementation to best ultimately improve water quality.</p>	<p>10/01 9/30</p> <p>10/01 9/30</p>	<p>Provide status and summary of trainings in quarterly reports along with copies of training certificates, if available.</p>	WQS .10	\$5,000	

7	<p>COMPONENT: Quarterly Reporting to self evaluate and joint evaluate annual performance under the grant, including:</p> <ul style="list-style-type: none"> <li>- Status of each work plan goal, task, deliverable</li> <li>- Status of expenditures for reporting period</li> <li>- Summary of accomplishments including the reporting of environmental results and discussion of problems impacting or expected to impact performance</li> <li>- Tasks not on schedule and proposed dates of completion</li> </ul> <p>ENVIRONMENTAL RESULT: To evaluate and report on performance under the grant.</p>	<p>Quarterly:</p> <p>1/30</p> <p>4/30</p> <p>7/30</p> <p>10/30</p>	<p>Quarterly Reports submitted to EPA</p>	WQS .10	\$2,000	
<p>WQS: Water Quality Specialist at 1.00 FTE. Lead for all work plan components.</p> <p>Crew: NPS Crew – Contractual 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><b>TOTAL: \$50,000</b></p> <p><b>EPA: \$30,000</b></p> <p><b>MATCH: \$20,000</b></p>	
<p>*This reflects the totals of all COSTS for each component, including: salary, fringe, equipment, contractual, supplies, travel, IDC, etc. Refer to budget breakdown for more detailed information.</p>						

## CWA Section 319 – Competitive Work Plans

- Competitive work plan requirements found in “FY 2008 Request for Proposals from Indian Tribes and Intertribal Consortia for Nonpoint Source Management Grants Under Clean Water Act (CWA) Section 319” posted on grants.gov on November 14, 2007. Refer to Section IV(B)(1)(b)(i-vii).
- In addition to 40 CFR 35.507 and base program work plan requirements, competitive work plans must include information on “Environmental Results Past Performance.”

## CWA Section 319 – Competitive Work Plans

- Environmental Results Past Performance:
  - Submit a list of federally funded assistance agreements (not federal contracts) that your organization performed within the last three years. Provide no more than 5 and preferably identify EPA agreements.
  - Describe how you documented and/or reported on whether you were making progress towards achieving the expected results (outputs and outcomes) under those agreements.
  - If you were not making progress, please indicate whether, and how, you documented why not.
- Can attach information on Environmental Results Past Performance on a separate page to your work plan.

## CWA Section 319 – Competitive Work Plans

- Competitive work plans are evaluated based on the selection criteria set forth in Section V.A of the Announcement.
  - Suggest developing a work plan chart (use sample from base program) and supplement with a narrative section to best address the selection criteria.

Once you developed your work plan following the requirements according to 40 CFR 35.507 and the Guidelines and/or Request for Proposals, you are ready to submit your work plan to EPA for review.