

<b>Tribe: Oak Flat Tribe</b>					
<b>Region: 9</b>					
<b>Work Plan Period      Begin: 10/01/10    End: 9/30/11</b>					
<b>Workplan Component 2: Administration (inc. Joint Evaluation)</b>					
<b>Primary Capacity Area Developed (check one)</b>					
Legal__ Enforcement/Compliance __ Technical __ Communication __ Administrative <b>X</b> Solid/Hazardous Waste Implementation __					
<b>Long-Term Outcomes</b> (Changes in the Environment, Public Health, Behavior or Knowledge):					
1. Fully protect the quality of the Tribe's environment by building the basic office and information management infrastructure to support a Tribal environmental program.					
2. Maintain adequate administrative records and grant files, adjusting process and procedures as needed to support grant management.					
<b>Intermediate Outcomes</b> (this workplan period):					
1. Improve quality and timeliness of required fiscal and programmatic reporting: FSR, MBE/WBE, Progress Reports.					
2. Build capacity for information management by using various methods for information gathering and storage to build a base of reference information to support environmental management and program development activities.					
<b>Measures:</b>					
• Timely response to administrative inquiries from audits or other reviews: no late responses.					
• Tribal decision makers will be able to access existing information in a timely manner. Tribal Council will be presented with a decision memo on major issues within 30 days					
<b>Estimated Component Cost: \$22,000</b>			<b>Estimated Component Work Years: 0.3</b>		
<b>COMMITMENTS</b>		<b>CAPACITY AREA</b>	<b>COST ESTIMATE</b>	<b>END DATE</b>	<b>OUTPUTS AND DELIVERABLES</b>
2.1	Maintain fiscal accountability. Track costs within the program (cuff accounting). Manage drawdowns to avoid significant discrepancies with actual expenditures. Conduct self-audits as needed. Maintain consistency with tribe's financial and personnel management systems. Ensure administrative reporting in accordance with grant terms and conditions. Maintain adequate procurement and equipment tracking information. Review single audit report.	Administrative	2,000	9/30/11	FSRs submitted as required by grant conditions. MBE/WBE reports submitted as required. On-site availability of financial records, including procurement records and equipment tracking and management documentation.
2.2	Ensure program goals are met. Manage resources to accomplish work plan commitments and program goals. Utilize program regulations, guidance and cost principles to guide program activities. Negotiate work plan and budget changes as needed. Address budget surpluses in a timely manner to put available resources to the best use in developing the tribe's capacity for environmental program development.	Administrative	4,000	9/30/11	Progress report has adequate content and details to describe activities and account for funds expended. Necessary changes to work plan commitments, grant project period, or amount of funding are submitted in writing and include an explanation of the anticipated program benefit.
2.3	Manage staff resources to ensure staffing is adequate to meet needs. Establish an organizational structure and develop training plans to meet the tribe's environmental program development needs. Provide appropriate administrative and program management training.	Administrative	4,000	9/30/11	Keep EPA informed on grant supported staff and their contact information. Maintain annual staffing and training records. Include training achievement certificates in the progress reports.

2.4	Operate adequate information management systems. Maintain office records. Obtain appropriate reference information. Compile data on environmental conditions, tribal activities and resources, and activities of others that may impact the environment of the tribe or its members.	Administrative	3,000	9/30/11	Functional information storage and access systems in place and suitable for on-site review.
2.5	Establish and follow an acceptable Quality Management System. Participate in a QA Management System Assessment if selected for review by EPA.	Administrative	1,000	9/30/11	EPA approved QMP maintained and status reported in progress reports. Identify the implementation activities conducted.
2.6	Maintain an approved QAPP for GIS/GPS data collection and mapping supported by grant.	Administrative	2,000	9/30/11	Approved QAPP is in place and update submitted within 30 days of expiration.
2.7	Prepare annual progress reports consistent with the requirements of 40 CFR 31.40(b). The GAP Online system will be used for reporting unless operational issues prevent its use. Routine input and update of information into GAP Online will be conducted quarterly to keep track of program status. Significant problems or issues impacting the completion of projected activities will be discussed with the EPA PO. Program performance will be jointly evaluated with EPA according to the following process: EPA will comment annually on accomplishments; issues will be escalated as needed to ensure a timely resolution.	Administrative	5,000	9/30/11	Description of grant performance will be provided in progress reports submitted annually. Grantee will inform EPA when the annual report is complete and ready for review.
2.8	Annually participate in the evaluation of the EPA/Tribal Environmental Agreement.	Administrative	1,000	9/30/11	Report on completion of review in the progress report.
<u>EPA Use Only</u>					
<b>2003-2008 EPA Strategic Plan</b>					
<b>Goal X:</b>	<b>Objective X.X</b>	<b>Sub-objective X.X.X.</b>			