

EPA Region 10
Indian Environmental General Assistance Program



ETEPs & Framing Your Workplans

Planning Paths to Programs

December 2020



Tribal Experience

Tribes have been managing resources and environments for thousands of years. EPA celebrated 50 years in 2020!

EPA Appreciation

EPA values our partnerships, and these opportunities to plan our work together.

Planning

And the plan for the plan for developing the plan.

Is What You Make of It

Let's make lemonade and have a party!

EPA-Tribal Environmental Plans (ETEPs)

- Share information about tribal and EPA programs and priorities;
 - Help find where they meet; and
 - Plan paths forward for our work together.

ETEPs Are Like Guidebooks

Share Our Paths

- **from Issues to Resources**

environmental issues -> mutual priorities -> to protection programs and projects -> to annual work and funding

...Or...

- **from Resources to Results**

annual work and funding -> to protection projects and programs -> mutual priorities -> to environmental improvements

Visions & Planning

Picture what your dream land and house would look like.

(1min)

Imagine: You're finally able to build the house. And you find a builder.

- *Would you tell them what it should look like and hand over money?*

...Or...

- *Would you want to agree on a plan, with details and costs?*

Would you want progress reports?

Planning & Building

Picture your vision for a healthy community environment.

(1min)

Think of that healthy environment like your dream land and home.

- **An ETEP is like a Grand Plan**

for getting and developing your land (or environmental programs) over 10 years.

- **GAP Workplans are like Building Plans**

for constructing you house (or environmental projects) over 4 years.

Double everything.

Workplans & Blocks

Think of Workplan components like plans for each room (living room, bedroom, bathroom).

- **Tasks are general activities to be completed** in the room (*ex: install selected fixtures*).
- **Outputs are specific work efforts and products** in the room (*ex: place 1 woodstove, hang 1 disco ball, mount 2 smoke detectors*).
- **Outcomes are changes after finishing** short- and long-term (*ex: warmer space, more dancing, improved safety*).

Each room's plan has an estimate for staff time and cost.

Living Room Plan

General Assistance Program

Tribe:

Region: 10

Work Plan Period Begin: October 1, 2009 **End:** September 30, 2010

Work Plan Component 1: **Living Room Labor**

Primary Capacity Area Developed (check one)

Legal Enforcement/Compliance Technical Communication Administrative Solid/Hazardous Waste Implementation

PERSONNEL: **Bud Builder**

OUTCOMES: (results, effects, or consequences of carrying out a program or activity- changes in knowledge, attitudes, skills, behavior, practices, decisions, environmental or public health conditions)

Environmental Outcomes (intermediate/ long-term results, representing changes that lead to environmental/ public health improvement):

- increase visits by friends and family
- increase health, happiness and safety

Intermediate Outcomes (short-term/ intermediate results, expected to lead to long-term outcomes):

- improve light and color
- increase warmth and improve air quality
- increase dancing

ESTIMATED COMPONENT COST: **\$13,300**

ESTIMATED COMPONENT WORK YEARS: **58 hours**

COMMITMENTS		CAPACITY AREA DEVELOPED	ESTIMATED COST (optional)	TIME FRAME	OUTPUTS AND DELIVERABLES (environmental activities, efforts, and associated work products to be produced and/ or provided)
1.1	Install electrical		\$1,300	8 hrs	run wiring and grounds, install 5 outlets, connect to panel, test
1.2	Finish walls & ceiling		\$1,200	6 hrs	hang drywall, paint walls chili-pepper red, spray popcorn white ceiling
1.3	Install selected fixtures		\$800	4 hrs	place EPA-approved woodstove, hang disco ball, mount 2 smoke detectors
1.4	Finish flooring		\$10,000	40 hrs	lay 12'x12' dancefloor, padding and green shag carpet surround, test
1.5					

Activity 1: Issues to Priorities

What stands between your vision and reality?

(5 minutes)

A. Imagine: You are the Environmental Director.

B. Picture your vision for a healthy community environment. (1 min.)

C. List some issues in the way of your vision for a healthy community environment. (3 min.)

(ex: drinking water quality, road dust problems, overflowing landfill)

- X
- X
- X

- X
- X
- X

D. Pick 3 priority issues your environmental program should address in the next 10 years.

(1 min.)

1)

2)

3)

(These priority issues could be your ETEP Priorities and/or Workplan Components.)

Activity 2: Priorities to Outcomes

What changes in conditions would you like to see?

(5 minutes)

A. Imagine: You are the Council Chair.

B. Pick 1 priority environmental issue to focus on addressing. (1 min.)

Ex: *overflowing landfill* 1) X

C. List changes in conditions you'd like to see in the next 10 years. (4 min.)

- | | |
|----------------------------|-----|
| • <i>less waste</i> | • X |
| • <i>less toxics</i> | • X |
| • <i>more organization</i> | • X |
| • <i>more capacity</i> | • X |
| • <i>improved safety</i> | • X |

(These changes could be Long-Term Outcomes for your Workplan components.)

Activity 3: Outcomes: Long Term to Short

What changes in people would it take?

(5 minutes)

A. Imagine: You are an Environmental Program Manager.

B. Pick 1 change in condition to focus on. (1 min.)

Ex: *less waste*

1)

C. List changes in people that would create this condition in the next 4 years. (4 min.)

- *more knowledge & caring* • x
- *more re-use & sharing* • x
- *more recycling & composting* • x
- *less consumption* • x
- *better products & packaging* • x

(These changes could be Short-term Outcomes for you Workplan Components.)

Activity 4: Outcomes to Activities

What activities would need to happen?

(7 minutes)

A. Imagine: You are an Environmental Program Manager.

B. Pick 1 change in people to focus on getting. (1min)

Ex: *more recycling*

1)

C. List Program activities that should bring this change in the next 4 years. (6 min.)

- *Present plan & updates to Council.* • x
- *Share information in newsletter.* • x
- *Install & maintain community bins.* • x
- *Do recycling activities at school & camp.* • x
- *Host Spring & Fall clean-up events.* • x

(These activities could be Workplan Commitments.)

Resources to Results

Planning the Path

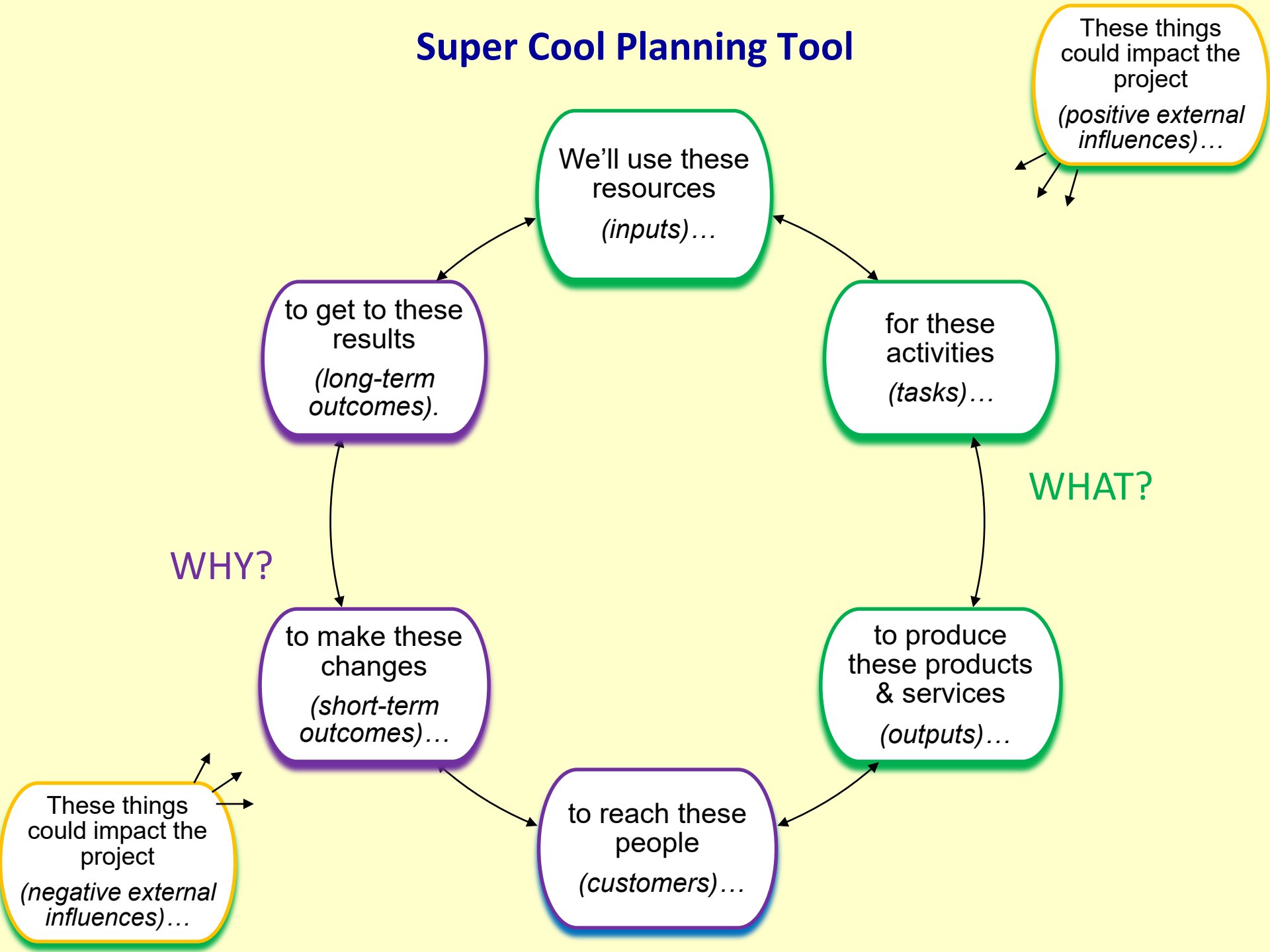
A “Super Cool Planning Tool” can help draw a map:

- from the resources you need to the results you can expect;

-or-

- from the changes you want to the resources you’ll need.

Super Cool Planning Tool



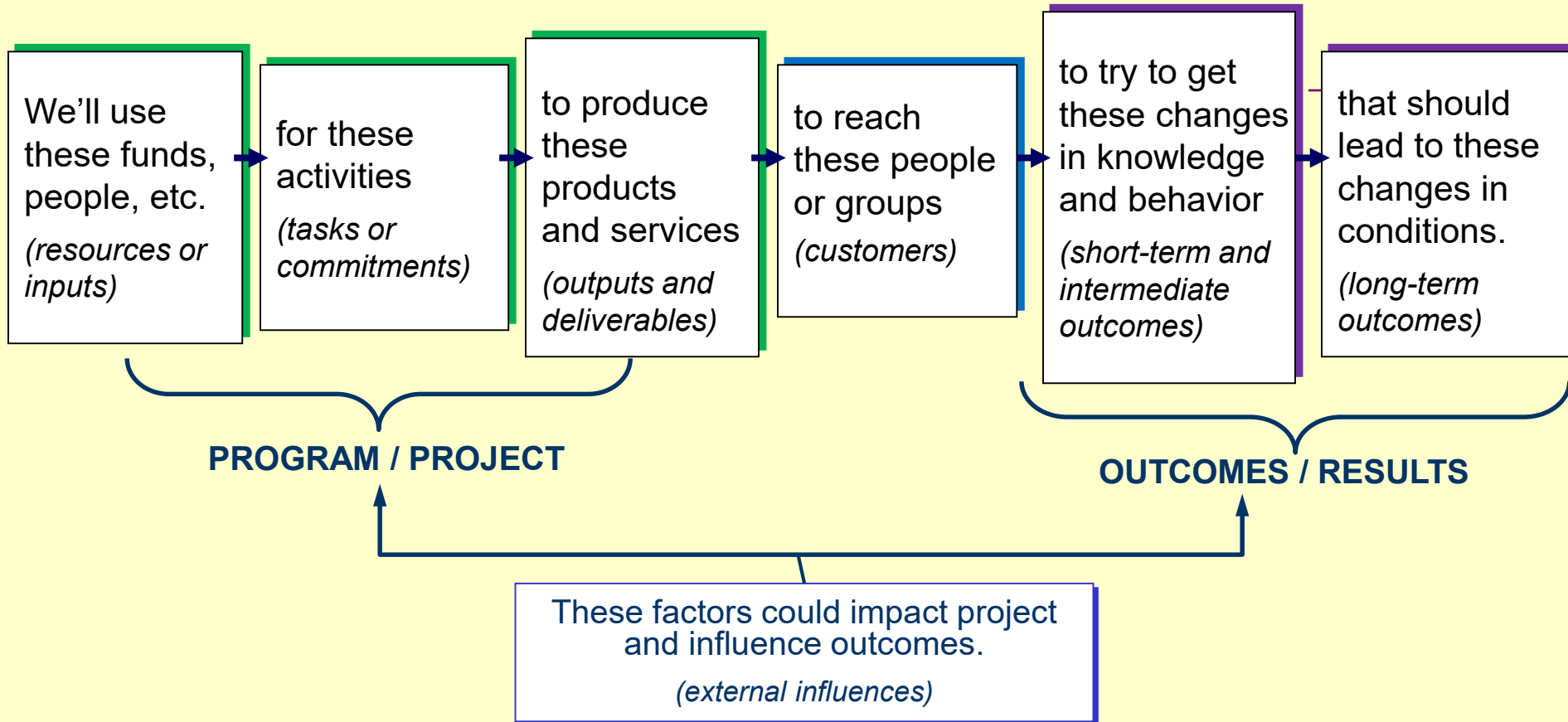
The Super Cool Planning Tool

helps get from...

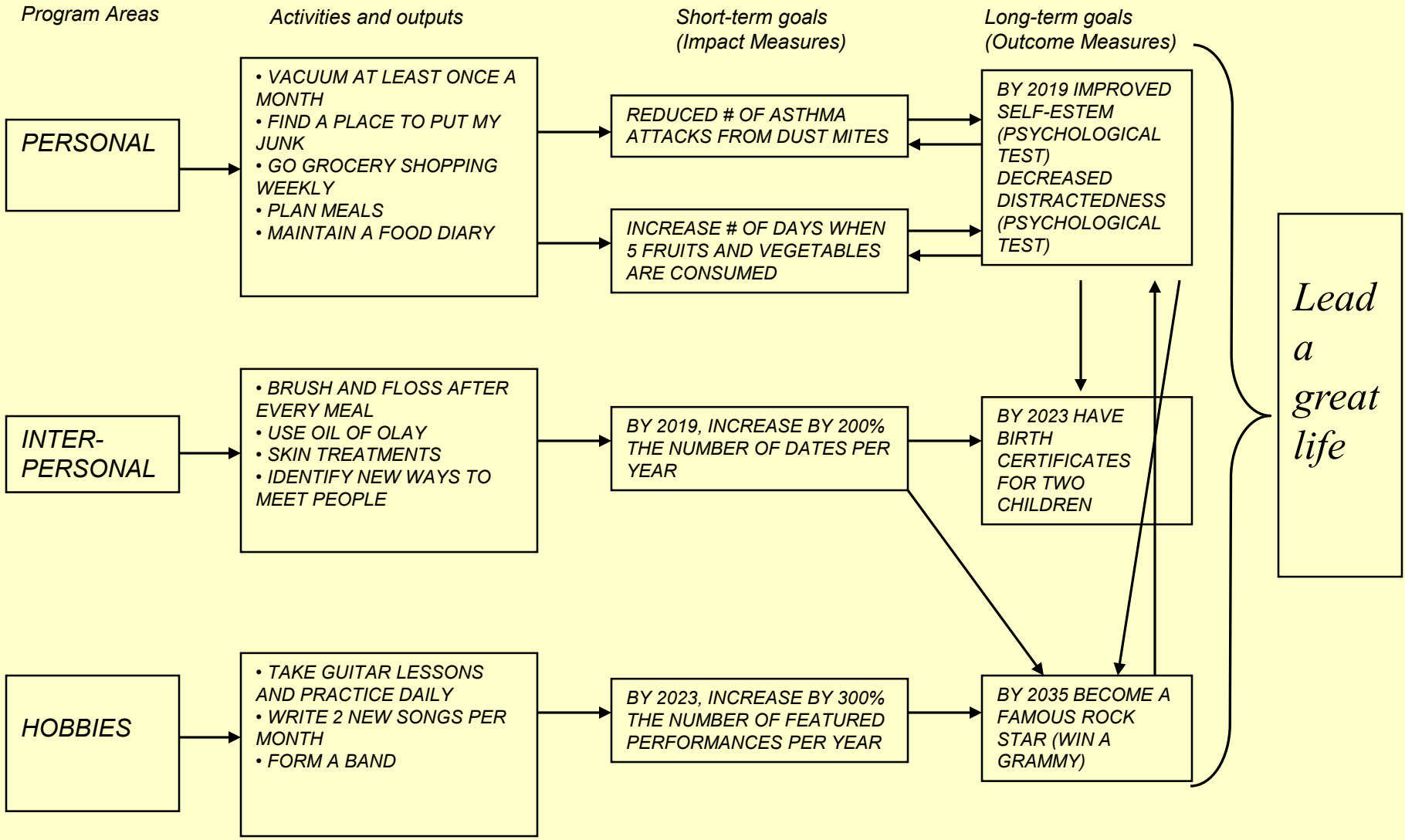
WHAT?

to

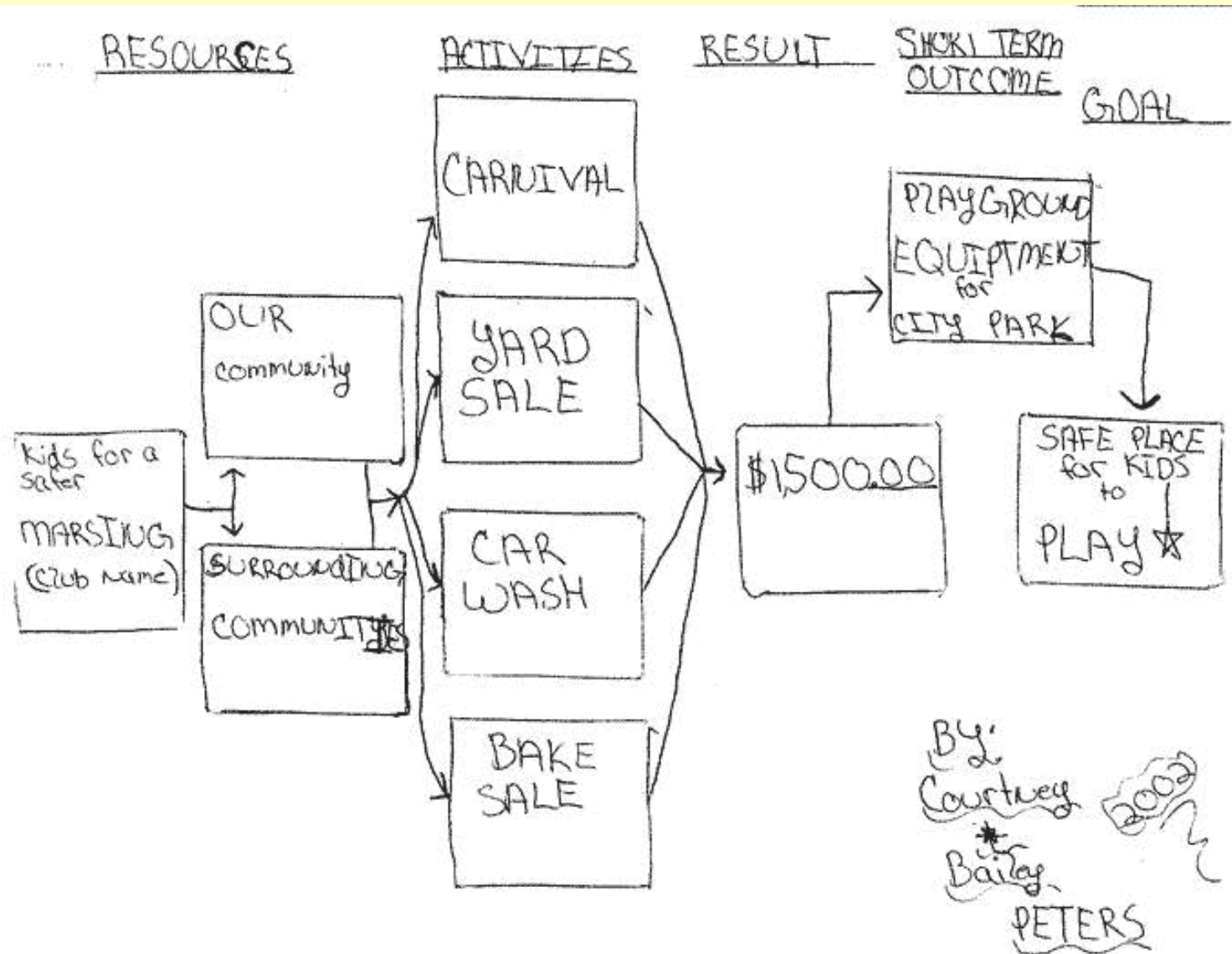
WHY?



Yvonne's Path to Leading a Great Life



Courtney and Bailey's Path to a Safe Place to Play



Oregon's Path to Toxic Waste Reduction

Goals: Protect public health, safety, and the environment from the risks associated with using toxic chemicals and generating hazardous waste; improve regulatory compliance; and reduce management and disposal costs.

Activities	Outputs	Customer	Knowledge Outcomes	Behavioral Outcomes	Environmental Outcomes
<ul style="list-style-type: none"> Assist with preparation and implementation of Reduction Plans and meeting regulatory requirements through site visits and follow-up visits, training seminars and workshops, fielded phone calls, educational materials, etc. 	<ul style="list-style-type: none"> Site visits and follow-up visits Recommendations Training seminars and workshops Published information and outreach materials Fielded phone calls Public meetings 	<ul style="list-style-type: none"> Large Quantity Generators of hazardous waste Small Quantity Generators of hazardous waste Conditionally-Exempts Generators of hazardous waste Reporters to the Toxic Release Inventory 	<ul style="list-style-type: none"> Regulated entities increase understanding of regulations and what it will take to achieve regulatory compliance Regulated entities increase understanding of "beyond compliance" options and alternatives to toxic chemicals 	<ul style="list-style-type: none"> Regulated entities implement Reduction Plan recommendations Coordination increases between trade associations, local colleges, regulated entities, and local governments Regulated entities more safely manage hazardous waste and toxic chemicals during storage and transportation Regulated entities improve compliance and "beyond compliance" rates 	<ul style="list-style-type: none"> Increase in safe disposal of toxic chemicals and hazardous waste Reduced severity of toxic and hazardous spills Reduced use of toxic chemicals and less hazardous waste generated
<p>Resources</p>					
<ul style="list-style-type: none"> 6.6 FTE \$ 0.52 million 					

Super Cool Planning Tool

WHY?

to get to these results

(long-term outcomes)

- less waste
- more landfill capacity
- cleaner community

to make these changes

(short-term outcomes)

- more knowledge & caring
- more recycling & composting
- less littering

We'll use these resources

(inputs)

- Coordinator, SW Technician
- \$35,000, 0.4 FTE
- ATCEM & HAZWOPPER
- ATV & trailer

to reach these people

(customers)

- 350 tribal members
- 210 community residents
- 23 kids in school

for these general activities

(tasks)

- maintaining recycling station
- conducting outreach
- community cleanups

to produce these specific efforts, products & services

(outputs)

- weekly pick ups, quarterly backhaul
- quarterly newsletter articles, school activities
- fall and spring and clean-up events

These things could impact project
(positive influences)
Council Chair loves Cleanup events

WHAT?

These things could impact project
(negative influences)
Council member hates recycling

Issues to Resources

Proposals for Funding

Grant proposals must:

- clearly describe your project, activities, and resource needs, and
 - show how your project will get results.

Proposals (especially for competitive funding) should:

- explain how your project addresses Priorities (yours and the funder's), and
 - show how it fits in to your Grand Plan.

Showing the Path in Your ETEP (or Proposal Narrative)

A. Describe the tribe, resources, issues, and priorities:

- Share background information about the tribe (*customers*).
- Discuss the administrative and program structure (*resources*).
- Describe the environmental issues & priorities (*priorities*).

Ex: overflowing landfill

Showing the Path in Your ETEP (or Proposal Narrative)

B. For each priority, describe the Goal, Objective & Activities.

- State program development/project goal and objective to address priority.
Ex: Develop Waste Management Program to address overflowing landfill.
- State expected result & milestones in plan period (outcome & key activities).
*Ex: Increase recycling by installing bins, conducting outreach,
and doing clean-ups.*

Showing the Path in Your ETEP *or Proposal Narrative*

C. For each priority, add a Capacity Indicator and any additional needs.

- List associated Capacity Indicator(s) from GAP Guidance (*performance measure*).
Ex: E.3.8. Program to provide waste minimization
- List any additional training, technical assistance, or funding needs.
Ex: RALO training and Connex for storage

Showing the Path in Workplans

- 3 or more program/project parts or components (*objectives/priorities*)
- Personnel, estimated cost, and work years for each component (*resources*)
 - General tasks to be carried out under each component (*activities*)
 - Specific outputs, deliverables, and timeframes for each task (*outputs*)
- Short & long-term changes expected from each component (*outcomes*)

The Path in the GAP Workplan Template

Work Plan Component 1: Build Tribal Administrative Capacity					
Primary Capacity Area Developed (check one) Legal Enforcement/Compliance Technical Communication Administrative <input checked="" type="checkbox"/> Solid/Hazardous Waste Implementation					
Intermediate/ Long-term Outcomes <ul style="list-style-type: none"> improved staff and Tribal capacity to get and manage grants well increase in Tribal programmatic capacity to effectively address local environmental issues increase in staff, Council, and community actions protective of the environment Sustainable environmental program for Village and residents 				Outcomes	
Short-term/ Intermediate Outcomes <ul style="list-style-type: none"> increased staff and Council knowledge of grants administration increase in Tribal administrative capacity to respond to local environmental concerns increased staff, Council, and community knowledge of environmental issues and protection 				Outputs	
ESTIMATED COMPONENT COST: \$15,000 FTE: Environmental Coordinator(EC) , Tribal Administrator (TA) 0.25			ESTIMATED COMPONENT WORK YEARS: 15%		
COMMITMENTS		CAPACITY AREA	COST	TIME FRAME	OUTPUTS AND DELIVERABLES
1.1	Maintain environmental office on behalf of Tribal Council with full-time Coordinator and part-time Environmental Technician on staff.	Administrative		Q1 Q2 Q3 Q4	<ul style="list-style-type: none"> research and respond to Tribal Council and Tribal members' environmental questions and concerns seek technical assistance from EPA and other federal, state, and tribal agencies, and other organizations as necessary activities summarized in Quarterly Performance Reports to EPA and Council
1.2	Coordinator will review and implement approved IGAP workplan, in accordance with approved budget and applicable laws, regulations, and guidance, and will report progress quarterly.	Administrative		Q1 Q2 Q3 Q4	<ul style="list-style-type: none"> Coordinator will ensure that the work plan commitments are achieved throughout the project/budget period Coordinator will meet with Council Quarterly to review workplan and progress Quarterly Performance Reports and deliverables submitted to EPA Tribal Coordinator and Council
1.3	Tribal Administrator will complete all administrative and financial reports, and ensure compliance with terms and conditions of EPA Assistance Agreement.	Administrative		Q1 Q2 Q3 Q4	<ul style="list-style-type: none"> timely Payment Requests submitted to EPA Las Vegas Finance Center Annual Minority and Women Business Enterprise Report submitted to EPA Disadvantaged Business Enterprise Coordinator Annual Federal Cash Transaction Report submitted to EPA Las Vegas Finance Center Report copies filed and submitted to EPA and Council
1.4	Coordinator will prepare two-year IGAP proposal using Long Range Environmental Plan completed in FY08 and Council input as basis for proposal.	Administrative		Q1	<ul style="list-style-type: none"> 2 year IGAP proposal for FY09-10 drafted and submitted to EPA and Council

Showing the Path in Budgets

- Program expenses are listed by line item and federal budget category (*resources*).
- Descriptions are provided for what estimates include and how they were arrived at.
- Line items add up. Line items add up to category totals. Category totals add up to the budget total.

Activity 5: From Visions to Proposals

Planning the path

(10 minutes)

A. Imagine: You are an Environmental Director.

B. For the 1 priority environmental issue and changes you wanted to see, use a Super Cool Planning Tool **(last slide)** to plan the path:

- from what to why

(from the resources you have to the changes you want to see)

-OR-

- from why to what

(from the changes you want to see to the resources you'll need).

Super Cool Planning Tool

WHY?

to get to these results
(long-term outcomes)

We'll use these resources
(inputs)

for these activities
(tasks)

These things could impact project
(positive influences)

These things could impact project
(negative influences)

to make these changes
(short-term outcomes)

to reach these people
(customers)

to produce these products & services
(outputs)

WHAT?

