

Appendix B: Work Plan Template

The following work plan template meets the requirements of 2 CFR 200 Subpart C, 40 CFR 35.507. Tribes' work plans have to make the link between EPA's current strategic plan, available on the [EPA Strategic Plan](#) website, and the activities they are requesting be funded.

COMMITMENT 1

COMPONENT: [Describe overall goal here.]

WORK PLAN COMPONENTS WITH COMMITMENTS	START - END DATE	RESPONSIBLE STAFF	WORK YEARS	ESTIMATED COST	STATUS	OTHER
COMMITMENT 1						
Commitment 1 (a):						
Commitment 1 (b):						
Commitment 1 (c):						

ENVIRONMENTAL OUTPUT: [Describe environmental outputs (the activities or efforts and associated work products related to an environmental goal or objective) here.]

ENVIRONMENTAL OUTCOME: [Describe environmental outcomes (the results, effects, or consequences from the environmental program or activity) here.]

COMMITMENT 2

COMPONENT: [Describe overall goal here.]

WORK PLAN COMPONENTS WITH COMMITMENTS	START - END DATE	RESPONSIBLE STAFF	WORK YEARS	ESTIMATED COST	STATUS	OTHER
COMMITMENT 2						
Commitment 2 (a):						
Commitment 2 (b):						
Commitment 2 (c):						

ENVIRONMENTAL OUTPUT: [Describe environmental outputs (the activities or efforts and associated work products related to an environmental goal or objective) here.]

ENVIRONMENTAL OUTCOME: [Describe environmental outcomes (the results, effects, or consequences from the environmental program or activity) here.]

PERFORMANCE EVALUATION

The evaluation process must provide for discussions of: accomplishments against work plan commitments, effectiveness of work under work plan components, and current or possible problem areas, as well as ideas for improvement (40 CFR 35.115(b)). Thus, in addition to performance reporting deliverables, periodic conference calls may also be a helpful performance evaluation activity.

NARRATIVE DESCRIPTION OF PERFORMANCE EVALUATION: [Describe overall performance evaluation process and reporting schedule here.]

PERFORMANCE EVALUATION ACTIVITY	FREQUENCY/SCHEDULE
1.	
2.	
3.	