
EPA REGION 10 CONTAMINATED ANCSA LANDS ASSISTANCE PROGRAM

Funding Request Template

Part B – ANCSA Work Plan Components Template and Examples

On the next few pages is a blank template EPA workplan which you may cut and paste to fill in as needed. This workplan template is optional but is a recommended format to ensure that all grant requirements are met.

Below this blank template you will find several example workplan components that you may use to develop your own. Feel free to adapt as needed.

Blank Workplan Template

Contaminated ANCSA Lands Assistance Program Workplan
Component 1.: Insert a brief title describing the work to be done.
Name of Organization/Tribe:
Project Period Start and End Date: i.e. 10/1/2025 – 9/30/2029
Personnel: List job titles of everyone who will be working on this component that will receive either a salary or hourly wages from the budget for this project.
An outcome refers to the result or consequence that will occur from carrying out the activities under the award. Outcomes may be environmental, behavioral, public health-related, or programmatic and must be quantitative. Examples of outcomes include number of sites cleaned up, number of people benefiting from a reduction in pollution, changes in knowledge and understanding of an issue, and changes in behavior around an environmental issue.
Long Term Outcomes: List the long-term outcomes associated with this component. Long-term outcomes may or may not be achieved during the project period.
Intermediate Outcomes: List the intermediate outcomes associated with this component. Intermediate outcomes include results that will be achieved during the project period.

Commitment or Activity Number	Commitment or Activity Description	Outputs or Deliverables	End Date / Milestones	Progress Report <i>Only fill in after award to use for quarterly progress reporting</i>
1.1	Describe the activity to be completed.	Describe the anticipated resulting work product, such as what will be produced or happen as a result of the activity that can be used to demonstrate progress.	Think of each activity as a step. Estimate when each step will be completed and list a date. Can be end of fiscal year quarter or the last day of the fiscal year.	
1.2				
1.3				
Fill in as many as needed				

Example Workplan Components

Component 1 – Cooperative Agreement Management

Note that this is an illustrative example to give applicants an idea of options. The intention is to cater to your organization's needs and projects. It is not intended to be copied and pasted as is, but should be used as a project development tool.

Contaminated ANCSA Lands Assistance Program Workplan
Component 1.: Cooperative Agreement Management Name of Organization/Tribe: Project Period Start and End Date: i.e. 10/1/2025 – 9/30/2029
Personnel: List job titles of everyone who will be working on this component that will receive either a salary or hourly wages from the budget for this project.
<p>An outcome refers to the result or consequence that will occur from carrying out the activities under the award. Outcomes may be environmental, behavioral, public health-related, or programmatic and must be quantitative. Examples of outcomes include number of sites cleaned up, number of people benefiting from a reduction in pollution, changes in knowledge and understanding of an issue, and changes in behavior around an environmental issue.</p> <p>Long Term Outcomes: Contaminated ANCSA Sites assessed and cleaned up resulting in improved environmental conditions, habitat, and public health.</p>

Intermediate Outcomes: Administrative and procurements systems enhanced, improved knowledge and awareness of grant and project management requirements, and communications improvement resulting in site assessment and cleanup.

Commitment or Activity Number	Commitment or Activity Description	Outputs or Deliverables	End Date / Milestones	Progress Report <i>Only fill in after award to use for quarterly progress reporting.</i>
1.1	Progress Reporting, Drawdowns, and spending. (Refer to the terms and conditions in the grant for any other reporting requirements)	<ul style="list-style-type: none"> Quarterly progress reports and deliverables sent to EPA Project Officer. Drawdowns in ASAP completed consistent with spending. Annual Federal Financial Report (SF-425) submitted to EPA's RTP Finance Center. If applicable, submit annual DBE Report to EPA Region 10 DBE Coordinator/Grant Specialist. 	Quarterly	ONLY USE THIS COLUMN AFTER AWARD: <i>Provide a description of accomplishments compared to original goals during the past quarter. Include any obstacles/challenges and what you may need to adjust to address challenges. Please flag any high priority items for project officer awareness.</i>
1.2	Communications with EPA project officer	Summary of communications and any obstacles/challenges.	Quarterly	
1.3	Internal communications on project progress	Summary of any internal obstacles and progress	Quarterly	
1.4	Project procurement	<ul style="list-style-type: none"> QEP and/or contractor selection. Copies of final documentation shared with EPA. 	<i>Estimated date (Month Year) or fiscal quarter by when activities may be completed.</i>	
1.5	QEP Contract management	Summarized oversight and engagement	Quarterly	

1.6	Community involvement planning/outreach to Tribal members, shareholders, local community – as well as any other stakeholders.	<ul style="list-style-type: none"> • Community involvement plan. • Dates/photos of any community meetings and summaries. • Website postings, fliers, or programmatic newsletter or other outreach items. 	Estimated date (Month Year) or fiscal quarter by when activities may be completed.	
1.7	Travel to conferences or trainings (provide specific event descriptions in this workplan and budget)	<ul style="list-style-type: none"> • Summarize travel/trips in progress reports. • Share copies of any presentations delivered at conferences. 	Insert date of trip/conference/training attendance	
1.8	<p>Prepare final grant closeout at the end of the Project Period. (only due at the end of the grant – not annually)</p> <p>For detailed grant closeout requirements, see terms and conditions of the grant, the below website, and/or contact the project officer.</p> <p>https://www.epa.gov/r10-tribal/tribal-grant-closeouts-region-10</p>	<p>Prepare and submit the following to EPA:</p> <ul style="list-style-type: none"> • Final drawdown/payments • Final Performance and Technical Report • Inventory Report for Equipment (if applicable) • Final Federal Financial Report (SF-425) • Final DBE Report (if applicable) 	Due 120 days after the end of the project period.	

Component 2 – Pre-Field Activities Planning

Contaminated ANCSA Lands Assistance Program Workplan

Component 2.: Pre-Field Activities Planning: Quality Assurance and NEPA Compliance

Name of Organization/Tribe:

Project Period Start and End Date: i.e. 10/1/2025 – 9/30/2029

Personnel: List job titles of everyone who will be working on this component that will receive either a salary or hourly wages from the budget for this project.

An outcome refers to the result or consequence that will occur from carrying out the activities under the award. Outcomes may be environmental, behavioral, public health-related, or programmatic and must be quantitative. Examples of outcomes include number of sites cleaned up, number of people benefiting from a reduction in pollution, changes in knowledge and understanding of an issue, and changes in behavior around an environmental issue.

Long Term Outcomes: Quality assurance, and policies completed to ensure assessment and cleanup activities result in pollution reduction and land revitalization at contaminated sites.

Intermediate Outcomes: Relationships developed and enhanced with ADEC and other agencies and improved knowledge of procedures for site assessment and cleanup.

Commitment or Activity Number	Commitment or Activity Description	Outputs or Deliverables	End Date / Milestones	Progress Report <i>Only fill in after award to use for quarterly progress reporting</i>
2.1	Develop and submit an EPA Quality Assurance Project Plan (QAPP)	QAPP reviewed and approved by EPA.	Estimated date (Month Year) or which quarter when a draft or final may be completed.	
2.2	Develop and submit an ADEC Assessment and or Cleanup Plans (Remediation Plan)	Assessment or remediation plan approved and submitted to EPA.	Estimated date (Month Year) or which quarter when a draft or final may be completed.	
2.3	Collaborate with EPA in the development of the Environmental Information Document (EID) for National Environmental Policy Act (NEPA) federal decision and actions.	<ul style="list-style-type: none"> Summarize meetings/progress in quarterly performance reports. EID or NEPA compliance decision completed and documented. 	Estimated date (Month Year) or fiscal quarter by when you think the process may be completed or have a significant milestone completed.	

2.4	Federal cross cutters and state permitting work.	<ul style="list-style-type: none"> Summarize progress in quarterly performance reports. Share any appropriate and applicable documents with EPA. 	Estimated date (Month Year) or fiscal quarter by when the process may be completed or have a significant milestone completed.	
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Component 3 – Site Assessment and/or Cleanup Activities

Contaminated ANCSA Lands Assistance Program Workplan				
Component 3.: Site Assessment and/or Cleanup				
Name of Organization/Tribe:				
Project Period Start and End Date: i.e. 10/1/2025 – 9/30/2029				
Personnel: List job titles of everyone who will be working on this component that will receive either a salary or hourly wages from the budget for this project.				
An outcome refers to the result or consequence that will occur from carrying out the activities under the award. Outcomes may be environmental, behavioral, public health-related, or programmatic and must be quantitative. Examples of outcomes include number of sites cleaned up, number of people benefiting from a reduction in pollution, changes in knowledge and understanding of an issue, and changes in behavior around an environmental issue.				
Long Term Outcomes: Legacy contaminated ANCSA sites assessed or cleaned up resulting in pollution reduction, improved health outcomes, habitat improvements, and improved relations between tribal entities and federal and state agencies.				
Intermediate Outcomes: Organizational systems for mobilization and demobilization developed, experience and knowledge of site assessment and cleanup improved and lessons learned shared with partner organizations.				
Commitment or Activity Number	Commitment or Activity Description	Outputs or Deliverables	End Date / Milestones	Progress Report <i>Only fill in after award to use for quarterly progress reporting</i>
3.1	Plan for field season: order supplies, organize staff and contractor support, make travel plans, ship supplies and equipment, etc.	Summarize progress in quarterly performance reports.	Estimated date (Month Year) or fiscal quarter by when the activity may be completed.	

3.2	Organize meeting or coordinate efforts for EPA and ADEC approval of project scope and level of cleanup or assessment.	Assessment or Cleanup Agency Approval.	Estimated date (Month Year) or fiscal quarter by when the activity may be completed.	
3.3	Assessment or cleanup activities.	Activities summarized in progress reports.	Estimated date (Month Year) or fiscal quarter by when the activity may be completed.	
3.4	ADEC final assessment or cleanup approval	Written report on completed assessment or clean up.	Estimated date (Month Year) or fiscal quarter by when the activity may be completed.	
3.5	Share lessons learned with partner organizations/agencies to aid in the success of future ANCSA site assessments and cleanups.	Success story developed or shared and/or presentation provided during environmental conferences/events.	Estimated date (Month Year) or fiscal quarter by when the activity may be completed.	