Attachment E

Proposal Narrative and Work Plan Template

NAME of TRIBE (as listed in the Federal Register)

ADDRESS

ADDRESS

Telephone NUMBERS

DUNS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

System Award Management REGISTRATION RENEWAL DATE:\_\_\_\_\_\_\_\_\_\_\_

Governing Body Name (if different from Federal Register): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised – October 2013

**I. INTRODUCTION**

The Narrative Introduction

Describe the Tribe.

Include anything that will be helpful for a reader to know about your Tribe such

as:

• Where is it located?

• Cultural groups?

• How many members?

• Community population?

**II. ADMINISTRATIVE CAPACITY**

Detail the Tribe’s administrative capacity:

• Is the Tribe a compacting or self governance Tribe?

• Does it have regular audits?

• What other programs are administered by the Tribe?

• How many employees does the tribe have?

• Does the Tribe have current policies and procedures?

• Does the Tribe have financial policies and systems?

• Have there been any administrative or financial issues in the past?

Document the Tribe’s history with the GAP program.

• How long has the Tribe had the GAP grant?

• What accomplishments have been made with GAP?

• Has the Tribe achieved all of its goals?

• Have there been any issues in the past?

• List any changes or corrective actions.

**III. ENVIRONMENTAL ISSUES**

Provide background information about the environmental issues to be addressed by your

work plan.

This section should include a narrative description of risks to human health and the environment and their relation to any Tribal Environmental Plan, environmental assessment, or strategy efforts conducted to date.

• Describe the environmental problems to be addressed with this work plan.

• What has been tried in the past to address these problems?

• Who are your partners?

List the long term environmental goals that will be supported by the work plan.

• What is the change that the Tribe is working toward?

• Is this is a long term outcome?

• Remember that outcomes can be accomplished after the grant’s project period

is completed.

**IV. EPA ROLES AND RESPONSIBILITIES – (Address the Part 35 requirements)**

If the assistance agreement is funded as a grant, the EPA will have no substantial involvement in the accomplishment of work plan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion.

If the assistance agreement is funded as a cooperative agreement, EPA will be substantially involved in work plan activities, and EPA roles and responsibilities must be clearly negotiated and defined in the work plan.

**Authority**

The Tribe has developed this proposal under the statutory authority provided by the Indian

Environmental General Assistance Program Act of 1992.

**V. COMPONENTS**

This proposal contains \_\_\_\_ primary objectives which are identified as program components and

are attached.

**VI. JOINT PERFORMANCE EVALUATION PROCESS**

Within 30 days of the end of each fiscal quarter, Environmental Program staff will submit a

performance report detailing the accomplishments toward the completion of work plan

commitments, discussing the work performed for all workplan components, and identifying any

existing problem areas that could affect or delay project completion. This evaluation process will

help to ensure that the grant is being administered properly and that work conducted under the

grant is in accordance with approved work plan.

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| **IGAP Work Plan for FY 15**  **Tribe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Region:** Region 10  **Work Plan Period Begin:** October 1, 20\_\_ **End:­­­­­­­­­­­­­­­­­** September 30, 20\_\_ | | | | |
| **Work Plan Component 1:** \*\*\*EXAMPLE\*\*\* Conduct a community environmental assessment to prioritize environmental issues.  **Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Intermediate Outcome (s) (this work plan period):**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Estimated Cost**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Estimated Work Years**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **COMMITMENTS** | | **Estimated Task Cost (optional)** | **End Date** | **Outputs AND DELIVERABLES** |
| 1.1 | *\*\*\*EXAMPLE\*\*\* Tribe will develop a flier and hang in local businesses to solicit residents who are interested in being a part of an environmental committee.* |  | *10/30/14* | * *Environmental committee announcement flier* * *Number of people interested* |
| 1.2 | *\*\*\*EXAMPLE\*\*\*People interested in joining will be contacted and given more information. We will talk to people in person if more people are needed.* |  | *3/31/15* | * *List of environmental committee* |
|  |  |  |  |  |
|  | *To add rows for additional commitments, place your mouse to the very left of the row and click. It will highlight the row. Right-click and choose* ***“insert”*** *and select “****add row below”****. To delete rows, highlight the ones you want to delete and choose* ***“delete rows”*** *instead of “insert”.* |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Plan Component 2:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Intermediate Outcome (s) (this work plan period):**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Estimated Cost**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Estimated Work Years**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **COMMITMENTS** | | **Estimated Task Cost (optional)** | **End Date** | **Outputs AND DELIVERABLES** |
| 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |
| 2.3 |  |  |  |  |
| 2.4 | *To add rows for additional commitments, place your mouse to the very left of the row and click. It will highlight the row. Right-click and choose* ***“insert”*** *and select “****add row below”****. To delete rows, highlight the ones you want to delete and choose* ***“delete rows”*** *instead of “insert”* |  |  |  |

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| --- |
| EPA Use Only |
| **2011-2015 EPA Strategic Plan** |
| Goal: |
| Objective: |
| Sub-objective X.X.X: |

\*\*\*To add another component, move your mouse over the top left hand corner of the table (component 2) and right click. The entire table will be highlighted in blue. Select copy. Scroll to the end of the last component table, right click the mouse and select paste. Change the component and commitment numbers