

**INDIAN ENVIRONMENTAL GENERAL ASSISTANCE PROGRAM  
SAMPLE WORK PLAN TEMPLATE FOR AN ADMINISTRATIVE COMPONENT  
EPA REGION 10**

**Tribe: Name**

**Work Plan Project/Budget Period: Begin:**

**End:**

**Work Plan Component: GAP Management and Capacity Building**

**Personnel:**

**ETEP Priority Supported:**

**ENVIRONMENTAL  
OUTCOME(S) (long-term)**

- Build a strong environmental office with the capacity to successfully manage the grant and help the community resolve its environmental issues.

**INTERMEDIATE  
OUTCOME(S) (goal for this  
work plan period)**

- Attend trainings to better understand grant management.
- Oversee the financial aspects of the grant through regular communication between tribal leaders, GAP staff, and financial department.
- Complete reporting in a timely manner.
- Help ensure a smooth transition if there is staff turnover by maintaining and protecting files and developing/updating staff manual.

**ESTIMATED COMPONENT COST:**

**ESTIMATED WORK YEARS:**

**COMMITMENTS**

**END DATE**

**OUTPUTS AND DELIVERABLES**

**TRAVEL & TRAINING**

1.1	Coordinator, Assistant will attend EPA IGAP Training in Anchorage in December to develop next year's work plan and budget. (For Alaska grantees)	12/30 (Q1)	<b>Output:</b> Increased understanding of how to manage a GAP grant. <b>Deliverable:</b> Email trip report and draft work plan and budget to Project Officer.
1.2	Coordinator will travel to another community with a highly successful GAP grant to learn how they manage their grant.	1/30 (Q2)	<b>Output:</b> Increased understanding of how to manage a GAP grant. <b>Deliverable:</b> Email trip report Project Officer.
1.3	Coordinator, Assistant, Financial Officer will complete online <a href="#">EPA Grants Management Training for Applicants and Recipients</a>	2/28 (Q2)	<b>Output:</b> Increased understanding of how to manage a GAP grant <b>Deliverable:</b> Include meeting dates in progress reports.
1.4	Coordinator, Assistant will attend EPA webinars and teleconferences related to GAP.	9/30 (Q4)	<b>Output:</b> Increased understanding of how to manage a GAP grant

			<b>Deliverable:</b> Email any certificates of participation to Project Officer. Include attendance in progress reports.
<b>REPORTING</b>			
1.5	Coordinator will submit progress reports by 1/30, 4/30, 7/30 and 10/30 if on a quarterly reporting schedule, or 4/30 and 10/30 if on a semi-annual reporting schedule.	9/30 (Q4)	<b>Output:</b> Compliance with grant requirements <b>Deliverable:</b> Include progress in quarterly report
1.6	Financial Officer will submit annual SF-425 (Federal Financial Report) by 12/30: <a href="https://www.epa.gov/financial/forms">https://www.epa.gov/financial/forms</a> .	12/30 (Q1)	<b>Output:</b> Meet EPA requirements <b>Deliverable:</b> Email SF-425 to Las Vegas Finance Center ( <a href="mailto:lvfc-grants@epa.gov">lvfc-grants@epa.gov</a> ) and Project Officer.
1.7	Coordinator and Assistant will work with Financial Officer to complete closeout activities, including submitting final performance report and final SF-425 covering all four years of the grant. <b>(COMMITMENT FOR YEAR FOUR OF A GAP GRANT)</b>	12/30 (Q1)	<b>Output:</b> Compliance with grant requirements <b>Deliverable:</b> Submit Final Performance Report to Project Officer. Submit Final SF-425 to Las Vegas Finance Center.
<b>ADMINISTRATIVE PROCEDURES</b>			
1.8	Coordinator will apply for next year's GAP grant. Preparation will include ensuring that the tribe's Sam.gov registration is up to date, obtaining user name and password for Login.Gov and Grants.gov if needed, discussing with the EPA Project Officer whether a one-year or multi-year application would be best, and discussing with community members and tribal leaders activities to include.	1/30 (Q2)	<b>Output:</b> Maintain the GAP grant <b>Deliverable:</b> Proposed work plan and budget
1.9	Coordinator will develop (or update) a staff manual containing relevant deadlines, travel requirements, job descriptions, key contacts, and other information specific to the tribe. This manual will be helpful in case of staff turnover. A printout will be placed in a prominent location.	4/30 (Q3)	<b>Output:</b> Good organization & record-keeping in case of staff turnover <b>Deliverable:</b> Email completed manual to Project Officer.
1.10	Using EPA's <a href="#">Optional Self-Audit Form</a> , Coordinator, Financial Officer, and Tribal Administrator will review and assess the tribe's financial, procurement, and property management policies and procedures to ensure that they meet the requirements of 2 CFR Part 200. Update policies and procedures as needed.	4/30 (Q3)	<b>Output:</b> Ensure compliance with federal requirements <b>Deliverable:</b> Email updated policies and procedures to Project Officer
1.11	Coordinator and Assistant will (1) meet monthly with the tribal administrator and financial officer to discuss the status of the work plan and budget and plans for the following month, and (2) attend quarterly Tribal Council/Board	9/30 (Q4)	<b>Output:</b> Coordination with tribal leaders and staff <b>Deliverable:</b> Include progress in quarterly report

	meetings to discuss the current status of work plan and budget and problem-solve as needed.		
1.12	Assistant will develop and maintain a binder to keep track of all reports, travel vouchers, trip reports, invoices and receipts for equipment and supplies, and work plan products. Assistant will keep paper and digital files organized and backup files on external hard drive and/or in the Cloud. Purchase supplies as needed, e.g., file folders, filing cabinet, thumb drives, external hard drives.	9/30 (Q4)	<b>Output:</b> Good organization & record-keeping <b>Deliverable:</b> Keep the binder in the office for GAP employees. Include progress in quarterly report.
1.13	Coordinator will review EPA-Tribal Environmental Plan (ETEP) with tribal leaders and update as needed to match the work plan.	09/30 (Q4)	<b>Output:</b> Ensure communication with the Tribal Council; ensure compliance with federal requirements <b>Deliverable:</b> Email final ETEP to Project Officer.
1.14	Financial Officer will complete drawdowns at least monthly, provided funds are needed. Coordinator and Financial Officer will review invoices and receipts before drawdown to ensure that drawdowns match expenses. Administrative	09/30 (Q4)	<b>Output:</b> Ensure accuracy in financial management and regular oversight of grant funds <b>Deliverable:</b> Drawdowns in ASAP