

Work Plan Development

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Work Plan Development

- After you are eligible to apply for Clean Water Act (CWA) Section 319 funds and you see an Announcement for the Availability of CWA Section 319 funds, you must submit a work plan to apply for the funds.



Work Plan Development

- STEP #1:
- Identify the priority NPS problem to address from your approved NPS Assessment Report.
- Identify the selected BMPs from the approved NPS Management Plan to address the priority NPS problem



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Work Plan Development

- Step #2:
 - Develop a work plan and estimated budget based on the identified NPS problem to be addressed and selected BMPs to use.



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Work Plan Development

- All work plans funded with federal funds (ie., Clean Water Act) must include, at a minimum, the required information according to 40 CFR Part 35.507.



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Work Plan Development

- Work with your Regional Section 319 Grant Project Officer/ Tribal Coordinator or Grants Management Specialist (for grant/budget) regarding any additional information they may require.



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Work Plan Development

40 CFR Part 35.507 Work Plan Requirements:

1. Work plan components to be funded under the grant;
2. Work plan commitments for each work plan component, and a time frame for their accomplishment;
3. Estimated work years and estimated funding amounts for each work plan component;
4. Reporting schedule and a description of the performance evaluation process; and
5. Roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

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Work Plan Requirement #1

- Identify the work plan components to be funded under the grant.
- What are your major goals to be carried out in the work plan to address the NPS problem?
- A typical NPS work plan would have about 3-5 components depending on activities to be carried out with available resources.



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Work Plan Requirement #2

- Identify the work plan commitments for each work plan component, and a time frame for their accomplishment:
- What are the tasks to be carried out to meet the goals of your work plan?
- Identify anticipated environmental outputs and outcomes and the plan for tracking and measuring its progress towards achieving the expected outputs and outcomes.
- How will you measure progress in carrying out the commitments?
- What are the start and end dates for each component?

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Work Plan Requirement #3

- Identify the estimated work years and funding amounts for each work plan component.
- How much FTE for each staff person is estimated to carry out each component?
- What is the estimated funding amount to carry out the component (include salary, fringe, travel, equipment, supplies, contractual, and other expenses)?



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Work Plan Requirement #4

- Identify the reporting schedule and a description of the performance evaluation process that will be used to account for:
- A discussion of accomplishments as measured against the work plan;
- A discussion of the cumulative effectiveness of the work performed under all work plan components;
- A discussion of existing and potential problem areas; and
- Suggestions for improvement, including, where feasible, schedules for making improvements.

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Work Plan Requirement #5

- Identify the roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.
- Who will carry out which components?
- Who has lead to carry out each component?



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CWA Section 319 Work Plans

- Must follow 40 CFR 35.507 work plan requirements and must include supplemental information for base and competitive work plans as identified in the CWA Section 319 Guidelines and/or Request for Proposals.



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CWA Section 319 Base Work Plans

- Base work plan requirements found in “Guidelines for Awarding Clean Water Act Section 319 Base Grants to Indian Tribes Tribes...” ...” posted in the Federal Register Notice on October 25, 2006.
- In addition to 40 CFR 35.507 work plan requirements, must include “Description of each significant category of NPS activity to be addressed. addressed.”

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SAMPLE WORK PLAN BASE PROGRAM –

NONPOINT SOURCE POLLUTION CONTROL PROGRAM (CWA 319) § NPS CATEGORY TO BE
ADDRESSED: Bank Erosion Problems at XYZ River. Livestock has unrestricted access to XYZ River
causing the banks to erode due to trampling and lack of native vegetation to keep the river banks
stabilized.

Work Plan Components with Commitments and Environmental Results	Dates Start-end	Deliverables	Responsible Staff & Work Years	Estimated Cost*	Status
COMPONENT: Decrease livestock access to riverbanks of Smith River. Commitment 1(a): Purchase fencing supplies Commitment 1(b): Fence (X) # of yards of riverbank ENVIRONMENTAL RESULT: Improve water quality through a decline in sediments in the river by preventing livestock access to the river.	10/01 -- 10/30 11/01 -- 12/30	Submit Before and After photos with quarterly report.	WQS .20 Crew	\$15,000	

COMPONENT: Revegetate project area with native vegetation. Commitment 2(a): Purchase trees, shrubs, and grasses Commitment 2(b): Plant trees, shrubs, and grasses Commitment 2(c): Install watering system for vegetation ENVIRONMENTAL RESULT: The growth of native vegetation at the project site will stabilize the riverbank and reduce the amount of sedimentation from going into the river.	2/1 --2/28 3/1 --4/30 4/01 --5/30	Submit Before and After photos with quarterly report.	WQS .20 Crew	\$10,000	
COMPONENT: Provide alternate water sources for livestock. Commitment 3(a): Purchase solar panels and troughs. Commitment 3(b): Install solar --powered water system solar ENVIRONMENTAL RESULT: Providing alternate water resources for livestock will prevent them from going into the river thus leading to a decline in sedimentation and pathogen introduction.	11/01 --12/30 1/01 --2/30	Submit Before and After photos with quarterly report	WQS .16 Crew	\$8,000	
COMPONENT: Educate Tribal Community on the importance of water quality protection and nonpoint source pollution control program. Commitment 4(a): Develop water quality education/outreach program. Commitment 4(b): Hold public outreach meetings and site visits to project area. Commitment 4(c): Contribute articles to the Environmental Department's monthly newsletter.	10/01 --12/31/2/31 Semi— Annually Monthly	Submit to EPA an education and outreach program descriptions Include in quarterly reports a summary of public meetings and site visits-	WQS .10	\$3,000	6

<p>ENVIRONMENTAL RESULT: Changes in awareness and understanding of the status of water quality and the affects of nonpoint source pollution problems as source demonstrated by direct participation in workshops, meetings, and site visits.</p>					
<p>COMPONENT: Develop draft Watershed-based Plan for Smith-Anderson Watershed Commitment 5(a): Review guidelines and checklists for development of a watershed watershed-based plan Commitment 5(b): Meet with stakeholders in watershed Commitment 5(c): Develop draft watershed plan</p> <p>ENVIRONMENTAL RESULT: watershed-based plan will allow for nonpoint problems and pollutants of source concern to be addressed and reduced at a watershed</p>	<p>6/01 -6/15 6/01 -7/3 08/1- 9/-30</p>	<p>Document activities in quarterly reports – Document meetings in quarterly – Submit draft WBP for EPA Review</p>	<p>WQS .14</p>	<p>\$7,000</p>	
<p>COMPONENT: Training for NPS Staff Commitment 6(a): Attend the annual NPS Workshop Commitment 6(b): Attend workshops on BMPs and other and NPS issues as they become available.</p> <p>ENVIRONMENTAL RESULT: To increase staff knowledge, as demonstrated by staff through “on-on--the--job” implementation to best ultimately improve water quality</p>	<p>10/01-9/30 10/01-9/30</p>	<p>Provide status and summary of training in the quarterly reports along with copy of training certificate if available.</p>	<p>WQS .10</p>	<p>\$5,000</p>	

<p>COMPONENT: Quarterly Reporting to self-evaluate and joint-evaluate annual performance under the grant, including: Status of each work plan goal, task, deliverable Status of expenditures for reporting period Summary of accomplishments including the reporting of environmental results and discussion of problems impacting or expected to impact performance Tasks not on schedule and proposed dates of completion Environmental Results: To evaluate and report on Environmental performance under the grant.</p>	<p>Quarterly 1/30 4/30 7/30 10/30</p>	<p>Quarterly Reports submitted to EPA</p>	<p>WQS .10</p>	<p>\$2,000</p>	
<p>WQS: Water Quality Specialist at 1.00 FTE. Lead for all work plan components Crew: NPS Crew —Contractual to carry out on the ground work for components #1 —3. EPA will have no role in carrying out the work plan commitments except to review quarterly reports submitted.</p>				<p>TOTAL: \$50,000 EPA: \$30,000 MATCH: 20,000</p>	
<p>*This reflects the totals of all COSTS for each component, including: salary, fringe, equipment, contractual, supplies, travel, ding: IDC, etc. Refer to budget breakdown for more detailed information.</p>					

I. General-Guidelines for Awarding CWA Section 319 Base Grants to Indian Tribes

- Each eligible Tribe will receive base funding in accordance with the following land area scale:
- Base Square miles (acres) amount Less than 1,000 sq. mi. (less than 640,000 acres)- \$30,000
- Over 1,000 sq. mi. (over 640,000 acres)- \$ 50,000



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Match Requirements

- Funds require a 40 percent non-federal match.
- This amount can be reduced to 10 percent in cases of undue financial hardship.
- Inclusion in a PPG requires 5% match.



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EPA Region 8 Format for CWA Section 319 Base Grant Work Plans

- The work plan should begin with a brief introduction describing the Tribe's NPS program.
- Describe the goal(s) for the NPS program.
- List and provide a narrative description of each objective and component
- *Outputs* are the specific results generated by completing the component. Outputs are also called products or deliverables.
- *Environmental outcomes* are the environmental effects or changes that occur as a result of the output.

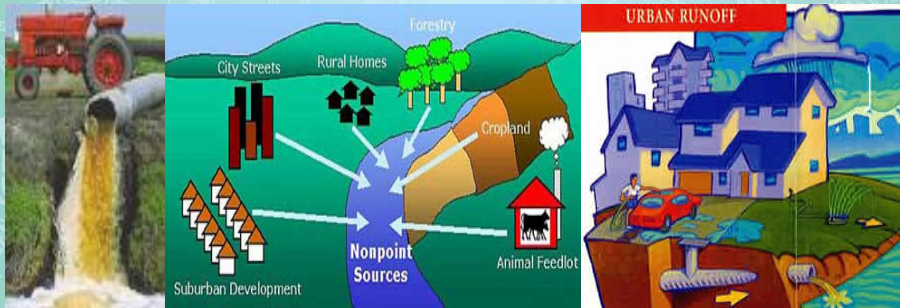
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Work plan Sections

- The following work plan sections are mandatory:
 - 1.0 Description of each significant category of NPS activity to be addressed
 - 2.0 Work plan components and commitments including anticipated outputs and environmental outcomes
 - 3.0 Budget Table
 - 4.0 Component Schedule
 - 5.0 Milestone Table
 - 6.0 Roles and Responsibilities of Tribal NPS Coordinator
 - 7.0 Performance Evaluation Process

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Description of each significant category of NPS activity to be addressed



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Provide Description about Work plan components and commitments including anticipated outputs and environmental outcomes

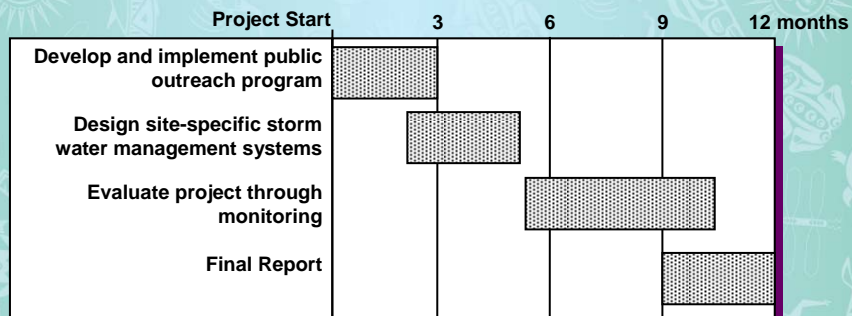


Budget - Example

<i>DESCRIPTION</i>	<i>319 FUNDING</i>	<i>TRIBAL IN-KIND</i>	<i>OTHER FUNDS</i>
Personnel	\$\$	\$\$	\$\$
Travel/Training	\$\$	\$\$	\$\$
Lab Equipment	\$\$	\$\$	\$\$
Supplies/Materials	\$\$	\$\$	\$\$
Indirect costs	\$\$	\$\$	\$\$
TOTAL	\$\$	\$\$	\$\$

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Example Schedule



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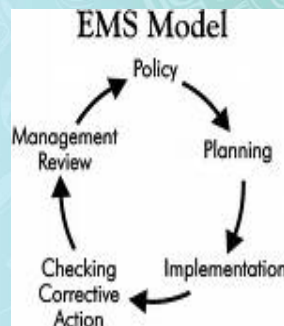
Milestones

- Identify for project implementation
 - Start date
 - Completion date
 - Reporting dates



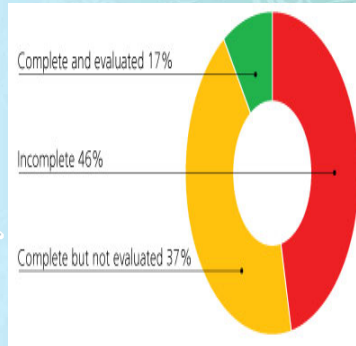
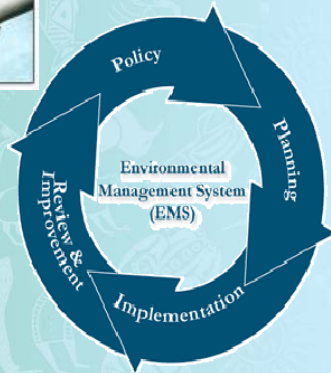
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Roles and Responsibilities of Tribal NPS Coordinator



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Performance Evaluation Process



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Submit Your Work plan To EPA Region 8

- Once you developed your work plan following the requirements according to 40 CFR 35.507 and the Guidelines and/or Request for Proposals, you are ready to submit your work plan to EPA for review.



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IV. Submission Dates and Times for Initial Applications for Base Funding

Date for Tribes to be eligible for 319 grants	October 10, 2008
Deadline for work plan proposals	December 5, 2008 (anticipated)
Region provides comments on proposed work plan	January 14, 2009 (anticipated)
Tribes submit final work plans to Region	February 13, 2009 (anticipated)
Tribes submit final grant application to Region	April 1, 2009 (anticipated)

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NPS 319 Base grants/staff funding Process

- Submit draft proposed work plan to the Region -either a hard copy or electronic copy of your work plan (no faxes accepted)
- Region reviews work plan and requests revisions or clarifications if needed
- Tribe submits final work plan for approval
- Regions again revise and approve work plan
- Decision made by the Regions regarding base grants
- If your application is approved, a complete application package will need to be submitted by April 1, 2009 (anticipated).

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Questions?