

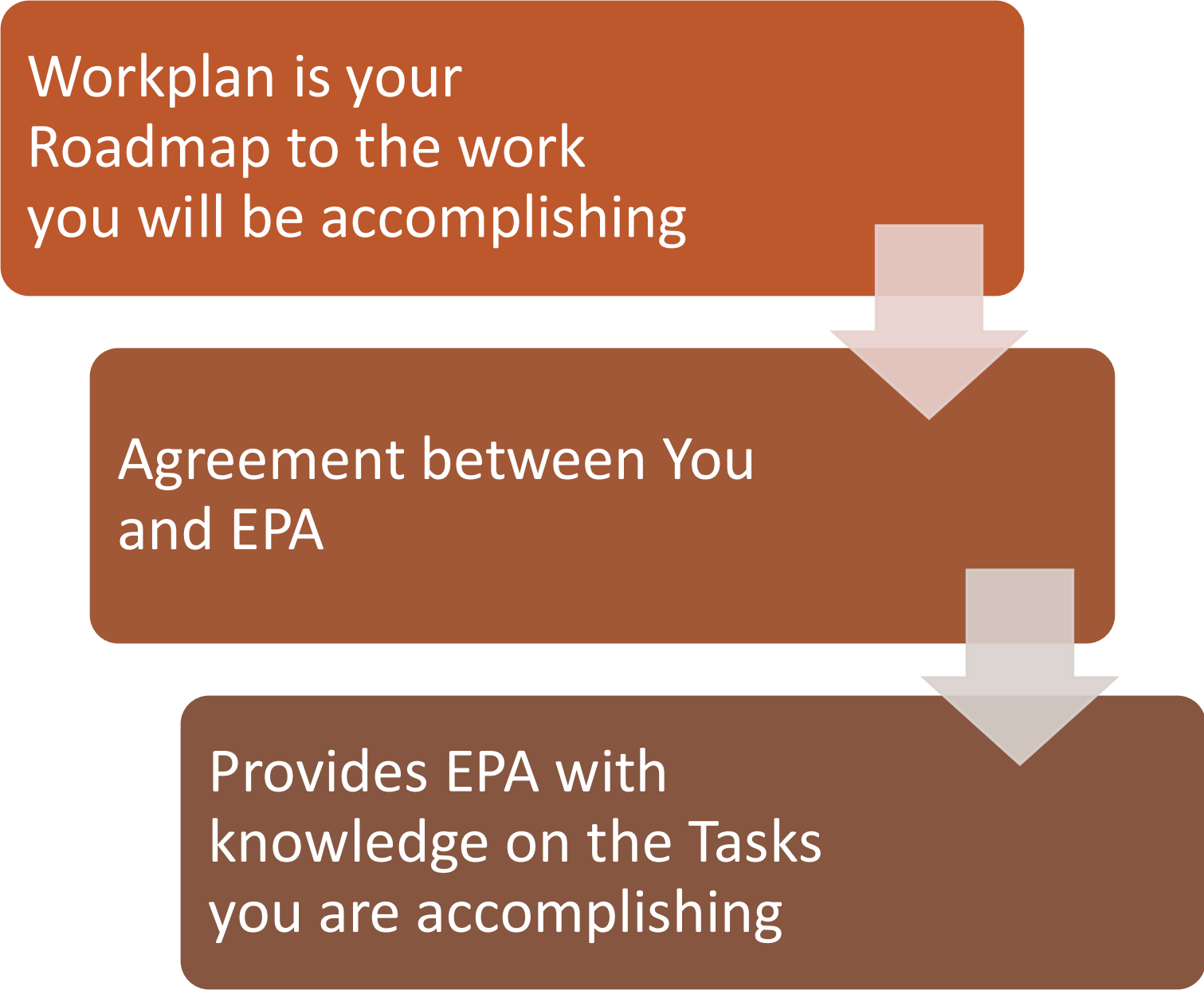


Staying on Track with your WorkPlan

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Workplan is your
Roadmap to the work
you will be accomplishing



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Agreement between You
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What is the
workplan
and why is
this
important?

Anatomy of a Workplan

What is EPA looking for?

1. Clear information about your Tribal Response Program, Contact, Grant #, Project Period
2. Goals and Objectives for the Program the Workplan covers (Why)
3. CERCLA 128(a) Components (what)
4. Tasks and Commitments (what)
5. Schedule (when)
6. Budget (how much \$)

| | | | | |
|------------------|--|---------|----------------|----------|
| Component 1: | Goal (TRP Element 1): Timely survey and inventory of brownfields sites on tribal land. | | | |
| Cost: \$ FTE: | Objective: Identify likely locations and characteristics of brownfields sites (brownfield inventory sites are listed regardless of planned or completed actions). Expected Results and Environmental Outcomes: Updated inventory maintained in Brownfields Inventory Tool (BIT) with additional details updated and utilized GIS mapping when needed. | | | |
| Commitment | | Outputs | Target Date(s) | Progress |
| Commitment 1.1: | | | | |
| Commitment 1.2: | | | | |

Budget

BUDGET DETAIL NARRATIVE FOR PROPOSED WORKPLAN: Please complete the estimated budget to the best of your ability for your Funding Request. Include both dollar amounts and explanation of expenses by cost category.

| Budget Categories | Description of Costs Proposed | A. Work plan budget | B. Expenses during reporting period (grey columns are for Progress Reports only) | C. Cumulative expenses | D. Budget remaining |
|---|-------------------------------|---------------------|---|------------------------|---------------------|
| Personnel (list by FTE) | | | | | |
| Fringe Benefits (include %rate) | | | | | |
| Travel (must be to accomplish workplan, include local & out of state travel) | | | | | |
| Equipment (>\$5k per unit) | | | | | |
| Supplies (<\$5k per unit) | | | | | |
| Contractual (generally for site specific work) | | | | | |
| Other (includes rent, training/workshop fees, utilities, misc operating expenses) | | | | | |
| Total Direct Costs | | | | | |
| Indirect costs (include most | | | | | |

Workplan and its importance

Your Award Letter - Read Your Terms and Conditions Page!

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2023-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Programmatic Conditions

CERCLA SECTION 128(a) STATE AND TRIBAL RESPONSE PROGRAM FY24 INFRASTRUCTURE INVESTMENT AND JOBS ACT (“IIJA”) FUNDING

GRANT-SPECIFIC PROGRAMMATIC

TERMS AND CONDITIONS

Due to the budget accounting, tracking, and reporting requirements for the Infrastructure Investment and Jobs Act (“IIJA”) funding, Section 128(a) cooperative agreements funded with IIJA money must be awarded separately from Section 128(a) cooperative agreements with annual appropriated funds. In the same vein, Section 128(a) IIJA funds are not eligible to be included in Performance Partnership Grants (“PPGs”) under 40 CFR Part 35 Subparts A and B. This restriction is intended to ensure that Section 128 Cooperative Agreement Recipients (“CARs”) can effectively track, account for, and report on the use of IIJA funding.

Workplan – Blueprint for your grant deliverables

- ❑ A workplan ensures you will achieve the tasks you were funded to complete
- ❑ A good workplan gives you the ability to achieve your tasks and the flexibility to change/adapt as the year goes.
 - Don't over commit yourself
 - For 128A grantees, the four elements is a core function of the grant – make sure each quarter that one of your activities is to address one of the elements
 - Site work can often be challenging
- ❑ Your Project Officer is there to help you along!

Workplan – Strategies to stay in compliance

- ☐ Plan accordingly and know what resources you have available
- ☐ Take advantage of the many webinars/events that EPA and other Brownfields Partners have – learn from others!
- ☐ Communicate with your Project Officer early and often about any issues you are encountering
- ☐ Don't let setbacks discourage your gameplan
- ☐ Submit timely reports

Challenges & Obstacles

What keeps you from meeting objectives in your Workplan?

- ☐ Staff Turn Over
- ☐ Multiple Priorities
- ☐ Changing Priorities
- ☐ Many Roles
- ☐ Pulled in different directions



Workplan – Challenges and Obstacles

Tribal Brownfields projects are often a marathon rather than a sprint to the finish

- Tribes can face a variety of issues concerning your project

- Tribal Brownfields programs

- Staff Turnover
- Workload challenge
- Award approval timeline/budget setup
- Administrative support

Best practices/Tips & Tricks

- ❑ Preparation
- ❑ What have others Done?
- ❑ Conversations with EPA:
 - ❑ When Drafting your Plan
 - ❑ Throughout the Year
 - ❑ When potential changes may be needed

Workplan – Best Practices/Tips and Tricks

Design a workplan that aligns with your tribe's goals

- Take a look at what deliverables you can accomplish on a quarterly basis
- Task and funding should be tied together

Technology is your Friend!

- Take advantage of the many tools available (Some Free!)
- Virtual meeting/scheduling tools
- Tools that can spice up your flyers/announcements
- Pictures can be invaluable!

THANK YOU!

Questions?