

Proposal Narrative and Work Plan Template

NAME of TRIBE (as listed in the Federal Register)

ADDRESS

Telephone NUMBERS

System Award Management REGISTRATION EXPIRATION DATE: _____

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 a long term outcome?
- Remember that outcomes can be accomplished after the grant's project period is completed.

Table 1: General Assistance Program

Standardized Work Plan Format

Tribe:

Region: Region 10

Work Plan Period Begin: **End:**

Work Plan Component __:

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
X.1				
X.2				

X.3				
X.4				
X.5				
X.6				
X.7				
X.8				
X.9				
X.10				
X.11				
X.12				
X.13				
X.14				
X.15				
X.16				
X.17				

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.

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.