

**SAMPLE WORKPLAN – FUNDAMENTAL PROGRAM
WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results		Dates Start End		Deliverables	Responsible Staff & Work Years		Estimated Cost*	Suggested Year to Start	Status
1	<p>GOAL: Hire staff to assist with developing & implementing a water quality program</p> <p>Task 1(a): Conduct request for proposal (RFP) or hiring action</p> <p>Task 1(b): Finalize contract/hiring action</p> <p>ENVIRONMENTAL OUCOME: To carry out the goals of the workplan & to establish future water quality goals.</p>	10/01	11/30	<ul style="list-style-type: none"> • Include status of hire in quarterly report • Submit resume with quarterly report 	WQS AA	0.01 0.01	\$450	Year 1 of fundamental level	
2	<p>GOAL: Assess quality of surface & groundwater to develop initial baseline status, water quality monitoring program, & water quality indicators (WQIs)</p> <p>Task 2: Gather & evaluate existing water quality data for water bodies (surface & ground water) on Tribal land (at least pH, turbidity, temperature, dissolved oxygen; & if available total phosphorus, total nitrogen, macroinvertebrates, <i>E. coli</i> or enterococci, basic habitat info., and others as needed)</p> <p>ENVIRONMENTAL OUTCOME: To describe the current quality of surface & ground waters so that future water quality trends can be identified & measured in order to ensure that water quality can be maintained and improved, as necessary.</p>	12/01	4/30	<ul style="list-style-type: none"> • Submit to EPA Preliminary Water Quality Data Assessment Report 	WQS E/H	0.2	\$10,000	Year 1 of fundamental level	

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		Start	End						
3	<p>GOAL: Develop a water quality monitoring program and water quality indicators for water bodies (surface and/or ground water) on Tribal land per EPA's Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the CWA (EPA's Tribal CWA 106 Guidance)</p> <p>Task 3(a): Understand EPA's water quality monitoring and reporting requirements per EPA's Tribal 106 Guidance</p> <p>Task 3(b): Develop monitoring goals and monitoring strategy(s) per EPA's Tribal CWA §106 Guidance and its Appendix A</p> <p>Task 3(c): Establish a baseline monitoring program, including development of a monitoring design and water quality indicators</p> <p>Task 3(d): Select monitoring sites</p> <p>Task 3(e): Determine how monitoring data will be used, displayed, and reported</p> <p>Task 3(f): Develop and maintain a water quality monitoring database management system</p> <p>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them against water quality indicators (WQIs).</p>	10/01	9/30	<p>Prepare the following and submit to EPA; also prepare for inclusion in QAPP (per Goal 4):</p> <ul style="list-style-type: none"> • monitoring strategy(s) • monitoring design • monitoring sites • water quality indicators • description of how monitoring data will be used, displayed, and reported • description of monitoring database management system 	WQS E/H	0.2	\$14,200	Year 1 or 2 of fundamental level	
4	<p>GOAL: Ensure integrity & accuracy in Tribal water quality monitoring efforts</p> <p>Task 4(a): Obtain and become familiar with EPA's water monitoring quality assurance requirements and guidance: http://www.epa.gov/Region9/qa/tribes.html</p> <p>Task 4(b): Draft a Quality Assurance Program Plan (QAPP) in accordance with current EPA requirements & guidance</p> <p>Task 4(c): Finalize QAPP per EPA review & guidance</p> <p>ENVIRONMENTAL OUTCOME: To ensure scientifically valid results that meet acceptable EPA standards.</p>	12/1	2/28	<ul style="list-style-type: none"> • Submit draft QAPP to EPA for review • Submit final QAPP to EPA for review & approval 	WQS E/H	0.1	\$14,200	Year 2 of fundamental level	

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		Start	End						
5	<p>GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP</p> <p>Task 5(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs)</p> <p>Task 5(b): Maintain the water quality monitoring data base</p> <p>Task 5(c): Prepare final annual Assessment Report for Surface Water per Appendix A of EPA’s CWA §106 Tribal Guidance</p> <p>Task 5(d): Prepare annual assessment report for groundwater</p> <p>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them WQIs so that water quality trends can be identified & measured in order to ensure that water quality can be maintained and improved, as necessary.</p>	10/1	9/30	<p>Include in quarterly reports:</p> <ul style="list-style-type: none"> description of monitoring activities conducted during the reporting period EPA-approved equipment purchases Submit to EPA a final annual Assessment Report for Surface Water Submit to EPA an annual assessment for ground water 	WQS E/H	0.2	\$14,250	Year 2 or 3 of fundamental level	
6	<p>GOAL: Increase Tribal water quality staff’s knowledge & skills regarding water quality & watersheds; become familiar with and attend:</p> <p>Task 6(a): <i>EPA’s Final Guidance on Awards to Grants to Indian Tribes under Section 106 of the CWA</i></p> <p>Task 6(b): EPA Tribal CWA §106 workshop</p> <p>Task 6(c): Tribal/EPA Conference</p> <p>Task 6(d): EPA Tribal Nonpoint Source Pollution Workshop</p> <p>Task 6(e): introductory water quality monitoring workshop</p> <p>Task 6(f): introductory water quality database management class</p> <p>ENVIRONMENTAL OUTCOME: To increase staff knowledge, as demonstrated by staff preparation of “training results” report and “on-the-job” implementation.</p>	10/1 May October April June August	9/30	<ul style="list-style-type: none"> Include in quarterly reports, list of documents reviewed, trainings, meetings, & workshops attended with dates, cost, & who attended 	WQS	0.1	\$3,750	Year 1 of fundamental level	

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7	<p>GOAL: Educate Tribal Community on the importance of water quality & provide information on the quality of Tribe's surface & ground water</p> <p>Task 7(a): develop water quality education/outreach program Task 7(b): hold public outreach meetings Task 7(c): quarterly newsletter</p> <p>ENVIRONMENTAL OUTCOME: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote & implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., & results of clean-up efforts.</p>	10/01 12/31 semi-annually quarterly	<ul style="list-style-type: none"> Submit to EPA education & outreach program description Include in quarterly reports a summary of public meetings, newsletter, & other activities 	WQS AA E/H	0.12 0.04	\$7,500	Year 1 or 2 of fundamental level	
8	<p>GOAL: Quarterly Reporting to self-evaluate & joint-evaluate annual performance under the grant, including:</p> <ul style="list-style-type: none"> Status of each work plan goal, task, deliverable Status of expenditures for reporting period Summary of accomplishments including the reporting of environmental results & discussion of problems impacting or expected to impact performance Tasks not on schedule & proposed dates of completion <p>ENVIRONMENTAL OUTCOPME: To evaluate and report on performance under the grant.</p>	1/30 4/30 7/30 10/30	<ul style="list-style-type: none"> Quarterly Reports submitted to EPA 	WQS	0.04	\$750	Year 1 of fundamental level (required)	
(AA) Administrative Assistant \$10/hr (WQT) Water Quality Technician \$13/hr (WQS) Water Quality Specialist \$15/hr (E/H) Engineer/Hydrologist \$100/hr				TOTAL COST (for 1-year workplan)		EPA \$40,000	MATCH \$2,105	

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Workplans may be prepared in either a chart or narrative format as long as the goals, tasks, and the related environmental outcomes/outputs, deliverables, target dates, estimated cost, & responsible staff are clearly identified.

***This reflects the totals of all Costs for each task, including salary, fringe, equipment, contractual, supplies, travel, indirect, etc.**

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM
WATER POLLUTION CONTROL PROGRAM (CWA §106)**

	Work Plan Goals with Tasks and Environmental Results	Dates		Deliverables	Responsible Staff & Work Years		Estimated Cost *	Suggested Year to Start Task	Status
		Start	End						
1	<p>GOAL: Determine & correct effects of NPS pollution on Tribal water quality</p> <p>Task 1(a): prepare NPS Assessment & Management Plan in accordance w/EPA's Tribal Nonpoint Source Planning Handbook</p> <p>Task 1(b): prepare a watershed-based plan in accordance with EPA's Guidelines on Awarding Tribal NPS Funding and using EPA's Handbook for Developing Watershed Plans to Restore and Protect our Waters</p> <p>ENVIRONMENTAL OUTCOME: To assess the nature, cause, & effect of NPS pollution on Tribal water quality and to plan for its mitigation.</p>	7/01	9/01	<p>Submit to EPA for review & approval:</p> <ul style="list-style-type: none"> • NPS Assessment Report • NPS Management Plan • Watershed-based plan 	WQS E/H	0.12	\$7,250	Year 1 of intermediate level	
2	<p>GOAL: Become eligible to receive NPS grant funding to address NPS pollution</p> <p>Task 2: Apply for CWA §319 Financial Assistance Eligibility (FAE)</p> <p>ENVIRONMENTAL OUTCOME: To assess the nature, cause, & effect of NPS pollution on Tribal water quality and to plan for its mitigation.</p>	7/01	9/15	<ul style="list-style-type: none"> • Submit FAE application to EPA for review & approval 	WQS ATTY	0.02	\$1,500	Year 1 of intermediate level	

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	Work Plan Goals with Tasks and Environmental Results	Dates		Deliverables	Responsible Staff & Work Years		Estimated Cost *	Suggested Year to Start Task	Status
		Start	End						
3	<p>GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP</p> <p>Task 5(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs)</p> <p>Task 5(b): Maintain the water quality monitoring data base</p> <p>Task 5(c): Prepare final annual Assessment Report for Surface Water per Appendix A of EPA's CWA §106 Tribal Guidance</p> <p>Task 5(d): Prepare annual assessment report for ground water</p> <p>Task 5(e): Conduct annual assessment of monitoring program, QAPP, and database to ensure water quality goals are being met; revise as necessary, and submit to EPA for approval</p> <p>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them WQIs so that water quality trends can be identified & measured in order to ensure that water quality can be maintained and improved, as necessary.</p>	10/01	9/30	<p>Include in quarterly reports:</p> <ul style="list-style-type: none"> • description of monitoring activities conducted during the reporting period • EPA-approved equipment purchases • findings from assessment of QAPP, monitoring program, & database • Submit to EPA a final annual Assessment Report for Surface Water • Submit to EPA an annual assessment report for ground water • Submit revised QAPP to EPA for review & approval (if necessary) 	WQS E/H	0.15	\$14,250	Year 1 of intermediate level	
4	<p>GOAL: Identify threats to ground water quality & corrective actions</p> <p>Task 6(a): develop groundwater & wellhead protection plan</p> <p>ENVIRONMENTAL OUTCOME: To describe the current and potential threats to groundwater quality, so that corrective actions can be identified & developed in order to ensure that groundwater quality can be protected, maintained, and improved, as necessary.</p>	2/01 08/01	5/30 9/30	<ul style="list-style-type: none"> • submit draft plan to EPA • submit final plan to EPA 	WQS E/H	0.12	\$8,000	Year 2 or 3 of intermediate level	

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Work Plan Goals with Tasks and Environmental Results	Dates		Deliverables	Responsible Staff & Work Years		Estimated Cost *	Suggested Year to Start Task	Status
	Start	End						
<p>5 GOAL: Expand enforcement control measures & develop guidelines to protect water quality, as identified from water quality monitoring & assessment, NPS & watershed assessments, & groundwater/well head protection assessment & plan</p> <p>Task 4(a): Evaluate effectiveness of current codes & ordinances</p> <p>Task 4(b): Develop new ordinances/codes or revise existing ones</p> <p>Task 4(c): Present ordinances/codes to Tribal Council for adoption</p> <p>Task 4(d): Draft guidelines for dry well maintenance/closure</p> <p>Task 4(e): Finalize guidelines for dry well maintenance/closure</p> <p>ENVIRONMENTAL OUTCOME: To develop, revise, & adopt enforcement tools and guidelines to ensure water quality is improved, protected, and maintained when implemented.</p>	10/01	9/30	<p>Include in quarterly reports to EPA:</p> <ul style="list-style-type: none"> • ordinance/code evaluation results • ordinance/code adoption <p>Submit to EPA:</p> <ul style="list-style-type: none"> • new/revised ordinances/codes • draft dry well guidelines • final dry well guidelines 	WQS TP AA E/H ATTY	0.12 0.08 0.06	\$19,000	Year 2 or 3 of intermediate level	
<p>6 GOAL: Continue Tribal water quality staff's training (internet, self-paced, or classroom) re: watersheds, source water protection, and water quality monitoring</p> <p>Task 5(a): Source Water Protection (www.epa.gov/watertrain)</p> <p>Task 5(b): Principles of Watershed Management (www.epa.gov/watertrain)</p> <p>Task 5(c): Stream Corridor Restoration Tools (www.epa.gov/watertrain)</p> <p>Task 5(d): Attend intermediate level water quality monitoring workshop</p> <p>Task 5(e): Attend intermediate level water quality data base management class</p> <p>ENVIRONMENTAL OUTCOME & OUTPUT: To increase staff knowledge, as demonstrated by staff preparation of "training results" report and "on-the-job" implementation.</p>	1/01	1/31	<ul style="list-style-type: none"> • Provide status & summary of training results in quarterly reports, along with dates, cost, & who participated 	WQS	0.04	\$2,250	Year 1 of intermediate level	

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM
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7	Work Plan Goals with Tasks and Environmental Results	Dates		Deliverables	Responsible Staff & Work Years		Estimated Cost *	Suggested Year to Start Task	Status
		Start	End						
7	<p>GOAL: Continue implementation of the water quality education & outreach program for the Tribal Community</p> <p>Task 7(a): hold student workshops Task 7(b): hold public outreach meetings Task 7(c): quarterly newsletter</p> <p>ENVIRONMENTAL OUTCOME & OUTPUT: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote & implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., & results of clean-up efforts.</p>			<ul style="list-style-type: none"> Include in quarterly reports a summary of public meetings, newsletter, workshops & other activities 	WQS AA	0.12 0.04	\$7,500	Year 1 of intermediate level	
8	<p>GOAL: Quarterly Reporting that evaluates performance under the grant, including:</p> <ul style="list-style-type: none"> Status of each work plan goal, task, deliverable Status of expenditures for reporting period Summary of accomplishments including the reporting of environmental results & discussion of problems impacting or expected to impact performance Tasks not on schedule & proposed dates of completion <p>ENVIRONMENTAL OUTCOME: To evaluate and report on performance under the grant.</p>	1/30 4/30 7/30 10/30		<ul style="list-style-type: none"> Quarterly Reports submitted to EPA 	WQS	0.02	\$750	Year 1 of intermediate level (required)	
(AA) Administrative Assistant \$10/hr (TP) Environmental Planner \$20/hr (WQS) Water Quality Specialist \$15/hr (ATTY) (ATTY) Attorney \$100/hr (WQT) Water Quality Technician \$13/hr (E/H) Engineer/Hydrologist \$100/hr					TOTAL COST (for 1-year workplan)		EPA \$50,000	MATCH \$2,632	
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SAMPLE WORKPLAN – MATURE PROGRAM
WATER POLLUTION CONTROL PROGRAM (CWA §106)

Work Plan Goals with Tasks and Environmental Results	Dates Start End	Deliverables	Responsible Staff & Work Years	Estimated Cost *	Suggested Year to Start Task	Status
<p>1 GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP Task 5(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs) Task 5(b): Maintain the water quality monitoring data base Task 5(c): Prepare final annual Assessment Report for Surface Water in accordance with EPA’s CWA §106 Tribal Guidance, Appendix A) Task 5(d): Prepare annual assessment report for ground water Task 5(e): Conduct annual assessment of monitoring program, QAPP, and database to ensure water quality goals are being met; revise as necessary, and submit to EPA for approval ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them WQIs so that water quality trends can be identified & measured in order to ensure that water quality can be maintained and improved, as necessary.</p>	10/01 9/30	Include in quarterly reports: <ul style="list-style-type: none"> • description of monitoring activities conducted during the reporting period • EPA-approved equipment purchases • findings from assessment of QAPP, monitoring program, & database • Submit to EPA a final annual Assessment Report for Surface Water • Submit to EPA an annual assessment report for ground water • Submit revised QAPP to EPA for review & approval (if necessary) 	WQS E/H	0.15 \$15,250	Year 1 of mature level	
<p>2 GOAL: Protect ground water and source water. Task 2: Implement ground water/wellhead protection plan ENVIRONMENTAL OUTCOME: To maintain or improve the quality of ground water and source water to ensure that its uses are protected.</p>	10/01 9/30	<ul style="list-style-type: none"> • Include in quarterly reports description of ground water and source water protection activities conducted during the reporting period 	WQS E/H	0.12 \$9,000	Year 1 of mature level	

SAMPLE WORKPLAN – MATURE PROGRAM
WATER POLLUTION CONTROL PROGRAM (CWA §106)

3	Work Plan Goals with Tasks and Environmental Results	Dates		Deliverables	Responsible Staff & Work Years	Estimated Cost *	Suggested Year to Start Task	Status
		Start	End					
3	<p>GOAL: Implement and continue to expand enforcement control measures and guidelines to protect water quality, as identified from water quality monitoring & assessments, NPS and watershed assessments, & groundwater/wellhead protection assessment & plan</p> <p>Task 3(a): Implement current codes, ordinances, & guidelines</p> <p>Task 3(b): Evaluate effectiveness of control measures</p> <p>Task 3(c): Develop new ordinances, codes, & guidelines or revise existing ones</p> <p>Task 3(d): Present ordinances/codes to Tribal Council for adoption</p> <p>Task 3(e): Draft guidelines for decentralized wastewater treatment facilities</p> <p>Task 3(f): Finalize guidelines for decentralized wastewater treatment facilities</p> <p>ENVIRONMENTAL OUTCOME & OUTPUT: To develop, revise, & adopt enforcement tools and guidelines to ensure water quality is improved, protected, and maintained when implemented.</p>	10/01	9/30	<p>Include in quarterly reports to EPA:</p> <ul style="list-style-type: none"> • description of ordinance implementation activities • ordinance/code evaluation results • ordinance/code adoption <p>Submit to EPA:</p> <ul style="list-style-type: none"> • new/revised ordinances/codes • draft decentralized wastewater treatment facilities guidelines • final decentralized wastewater treatment facilities guidelines 	WQS TP AA E/H ATTY	\$19,000	Year 1 or 2 of mature level	
4	<p>GOAL: Continue Tribal water quality staff's training (internet, self-paced, or classroom) re: watersheds, source water protection, and water quality monitoring</p> <p>Task 4(a): Intro to Water Quality (www.nedc.nrcs.usda.gov)</p> <p>Task 4(b): Intro to Watershed Planning Process (www.epa.gov/watertrain)</p> <p>Task 4(c): Hydrology Training Series (www.nedc.nrcs.usda.gov)</p> <p>Task 4(d): Attend advanced water quality monitoring workshop</p> <p>Task 4(e): Attend advanced water quality database management class</p> <p>Task 4(f): Attend EPA Water Quality Standards Academy</p> <p>ENVIRONMENTAL OUTCOME & OUTPUT: To increase staff knowledge, as demonstrated by staff preparation of "training results" report and "on-the-job" implementation.</p>	10/01	1/31	<ul style="list-style-type: none"> • Provide status & summary of training results in quarterly reports, along with dates, cost, & who participated 	WQS	\$4,000	Year 1 of mature level	
		2/1	3/31					
		4/1	5/30					
		6/30						
		8/30						
		9/30						

SAMPLE WORKPLAN – MATURE PROGRAM
WATER POLLUTION CONTROL PROGRAM (CWA §106)

Work Plan Goals with Tasks and Environmental Results	Dates Start End	Deliverables	Responsible Staff & Work Years	Estimated Cost *	Suggested Year to Start Task	Status
5 GOAL: Continue implementation of the water quality education & outreach program for the Tribal Community Task 5(a): hold student workshops Task 5(b): hold public outreach meetings Task 5(c): sponsor community river clean-up day Task 5(d): quarterly newsletter ENVIRONMENTAL OUTCOME & OUTPUT: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote & implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., & results of clean-up efforts.	semi-annually semi-annually annually quarterly	<ul style="list-style-type: none"> Include in quarterly reports a summary of public meetings, newsletter, workshops & other activities 	WQS AA	0.12 0.04	\$8,000	Year 1 of mature level
6 GOAL: Quarterly Reporting to self-evaluate & to joint-evaluate annual performance under the grant, including: <ul style="list-style-type: none"> Status of each work plan goal, task, deliverable Status of expenditures for reporting period Summary of accomplishments including the reporting of environmental results & discussion of problems impacting or expected to impact performance Tasks not on schedule & proposed dates of completion ENVIRONMENTAL OUTCOME: To evaluate and report on performance under the grant.	1/30 4/30 7/30 10/30	<ul style="list-style-type: none"> Quarterly Reports submitted to EPA 	WQS	0.04	\$750	Year 1 of mature level
(AA) Administrative Assistant \$10/hr	(TP) Environmental Planner \$20/hr	(ATTY) Attorney \$100/hr	TOTAL COST (for 1-year workplan)	EPA \$60,000	MATCH \$3,158	
(WQS) Water Quality Specialist \$15/hr	(ATTY) Attorney \$100/hr	(ATTY) Attorney \$100/hr				
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