

**GENERAL ASSISTANCE PROGRAM (GAP) WORK PLAN INFORMATION
AND QUARTERLY PROGRESS REPORTING**

An approvable work plan must contain:

- a) The work plan **components** to be funded under the grant. A work plan component is a set of negotiated work plan commitments. Work plans are often organized under major themes (e.g., Solid Waste Activities). A work plan component can be thought of as a major theme.
- b) The estimated **work years** and **funding amount** needed to complete activities under each work plan component. A work year is equivalent to 2,080 hours. Work year estimates are usually expressed as percentages (e.g., .1 or 10%) of a work year that each staff person is expected to devote to the grant component (or individual tasks). A summation of work years for each work plan component should match the total personnel work years shown on GAP budget pages.
- c) The **work plan commitments** for each work plan component, and a **time frame for completion**. Commitments are the outputs and outcomes associated with each workplan component.
- d) **A work plan output** is the **environmental activity** or effort **and the associated work products** related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during a grant funding period. Outputs reflect the products and services provided by the recipient, but do not, by themselves, measure the programmatic or environmental results or outcomes in an assistance agreement.
- e) **A work plan outcome** is the environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.
- f) The **roles and responsibilities** of the recipient and EPA in carrying out work plan commitments. Recipient roles and responsibilities have always been identified in GAP grants. Recipients are now required to identify their need of an EPA role in order to carry out the work plan commitments.
- g) **A progress reporting schedule** and **joint evaluation process** (40 CFR Part 35.115). A quarterly progress reporting schedule is a standard R9 GAP requirement (and work plan task). Work plans must describe a joint (tribal/EPA) evaluation process. Quarterly reports must contain actual accomplishments for each work plan commitment. It is strongly suggested that quarterly reports be submitted in GAP Online at http://iaspub.epa.gov/GAP_Online/

Please see appropriate references in 40 CFR (Parts 35.102, 35.507, 35.502, 35.115, and 31.40) and (or) call your Project Officer if you would like more information while completing your work plan.