GAP: QUARTERLY REPORTING – INTRODUCING NEW REPORTING TEMPLATES

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Workplan Components

- Work Plan **Components** - describe broad areas of work
- **Outcomes** - result of completing the commitment activities
- **Amount of staff time (FTE)** and **total cost** of completing all of a component's commitments
- **GAP Capacity Indicators** – written out to show the target you would like to achieve? Use ETEP!
- **Commitments** – describe the actual work to be completed which supports achieving the target capacity indicator
- **Outputs** and **deliverables** with a **schedule** for completion
- **Roles and responsibilities** of the recipient and EPA in carrying out workplan commitments
- **Performance evaluation process** and reporting schedule

Outcomes/Outputs/Deliverables

What is an Outcome?*

The **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 (ETEP/capacity indicators).

- **Outcomes must be quantitative,** and they may not necessarily be achievable during a grant funding period.

What is an Output?*

An environmental activity or effort (commitment) and associated work products (deliverables) related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date.

- May be quantitative or qualitative but must be measurable during a grant funding period.
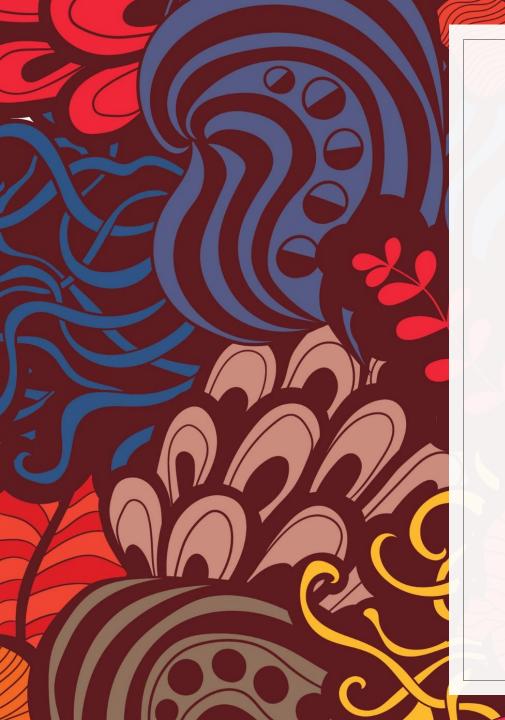
What is a Deliverable?

- A tangible work product resulting from a commitment that will be produced by a specified date and submitted to EPA. (A copy of the recycling policy, or recycling ordinance)

*40 CFR Part 35.502 Definitions

Progress Reporting Tips

•Tell your story. Have you completed your workplan commitments?

•Be concise and relevant. Provide the tangible deliverables from the work.

•Don't submit items unrelated to commitment-unless you are requesting a workplan renegotiation

•Are you on the path to achieving you environmental program goals?

•If there is a problem – Tell Us!! ▫ Renegotiate commitment activities or due dates.

•Don't wait until the workplan year is over!

•Don't say "Complete" if it wasn't completed!

Make your deliverables:

TANGIBLE

CONCISE

RELEVANT

Quarterly Report Due Dates

QUARTER	MONTHS	FINAL QUARTER DAY	QUARTERLY REPORT DUE
QUARTER 1	October, November, December	December 31st	January 30th
QUARTER 2	January, February, March	March 31th	April 30th
QUARTER 3	April, May, June	June 30th	July 30th
QUARTER 4	July, August, September	September 30th	October 30th

QUARTERLY REPORT TEMPLATES

*Note: These are template/tools developed by the U.S. EPA, Region 9, Tribal Branch at the request of tribes in Region 9. These templates are not required or mandated to be used by any tribe. Please reach out to your GAP Project Officer if you are interested in learning more about these templates.

Follow this link to access the Quarterly Report Templates:

https://www.epa.gov/tribal-pacific-sw/region-9-tribal-environmental-gap-funding#reporting