

Work plan

The work plan is a part of the application and is negotiated between the grant applicant and the EPA project officer and managers. It reflects consideration of such factors as national program guidance; goals, objectives, and priorities proposed by the applicant; other jointly identified needs or priorities; and the planning target. It may identify priority activities from the Nonpoint Source Management Program for funding in the next fiscal year and is the basis for management and evaluation of performance under the grant. The work plan must specify the following, consistent with **40 CFR 35.107**, **35.115**, and **35.268**:

- Work plan components to be funded under the grant. A work plan component is a negotiated set of work plan commitments established in the grant agreement. A work plan may have one or more work plan components.
- The estimated work years and estimated funding amounts for each work plan component.
- The work plan commitments for each work plan component and a time frame for their accomplishment. Work plan commitments are the outputs and outcomes associated with each work plan component, as established in the grant agreement. The work plan must be consistent with applicable federal statutes, regulations, circulars, and executive orders and with EPA delegations, approvals, or authorizations **40 CFR 35.107 (b)(3)**. It must also be consistent with EPA's grant guidelines.
- A performance evaluation process and reporting schedule in accordance with **40 CFR 35.115**. The joint evaluation process must provide for:
 1. A discussion of accomplishments as measured against work plan commitments.
 2. A discussion of the cumulative effectiveness of the work performed under all work plan components.
 3. A discussion of existing and potential problem areas.
 4. Suggestions for improvement, including, where feasible, schedules for making improvements.
- EPA will ensure that the required evaluations are performed according to a negotiated schedule and that copies of evaluation reports are placed in official files and provided to the recipient **40 CFR 35.115 (d)**.
- The roles and responsibilities of the state and EPA in carrying out the work plan commitments.
- In work plans that include significant watershed projects (where costs exceed \$50,000), a brief synopsis (two to three pages) of the watershed implementation plan outlining the problem(s) to be addressed, the project goals and objectives, and environmental indicators or performance measures to be used to evaluate the success of the project **40 CFR 35.268**.