

ETEP Online Training Series Service

Prosper Sustainably is offering a 3-month, 12-module online training series with resources and assistance that will guide participating tribes through the processes of developing and implementing 1) an EPA-Tribal Environmental Plan (ETEP), 2) a baseline needs assessment, and 3) a strategic planning and management system for tribal environmental programs. Participants will gain the training, tools, assistance, and other resources needed to develop a high quality, “living” ETEP that has lasting value for their tribes/departments. In addition, participants will be guided on how to develop a simple, yet powerful strategic planning and management system that can produce increased and sustained success for their environmental programs.

Schedule:

The online training series modules are scheduled to begin the first week of February 2016 and to conclude by April 30, 2016. The training modules will be delivered mostly on a weekly basis and will be recorded.

Key Features:

- 12 webinar training modules covering all steps and considerations for developing and implementing an ETEP, baseline needs assessment, and strategic plan environmental programs (see topics below)
- Access to valuable resources (latest examples and templates; catalogue of potential program areas, goals, and objectives; etc.)
- Up to 4 hours of direct consulting assistance on your ETEP project (available through June 2016)
- Connection with other tribes that are part of your ETEP training cohort and who are also developing an ETEP, through group email conversations (to share ideas, challenges, concerns, etc.)
- Ongoing access to video recordings of each webinar module (including access to any updated versions developed during future training series, if produced)

| ETEP Online Training Pricing ^{1, 2, 3, *} | |
|--|---------------------------------------|
| \$4,000 per tribe – (6 to 11 tribes) | \$3,000 per tribe – (18 to 23 tribes) |
| \$3,500 per tribe – (12 to 17 tribes) | \$2,500 per tribe – (24+ tribes) |

*The more tribes that officially register, the lower the cost will be for all tribes that participate.

Registration, Payment, and Deadline:

To pre-register, a person or organization must send an email to jsimmons@prospersustainably.com that includes the name and mailing address of the organization, and the name, title, phone number, and email address of the participant. After receiving a pre-registration email, Prosper Sustainably will respond with an invoice for a non-refundable⁴ training fee deposit of \$1,000⁵. To officially register for the training, the full deposit⁶ must be received by Prosper Sustainably **no later than January 19, 2016**. The balance shall become due upon the start of the training course and must be received by no later than February 19, 2016.

Estimated Pricing for Direct Consulting Services:

*Conducting a Baseline Needs Assessment (with report) - **\$5,600**

*Developing an ETEP Strategic Work Plan - **\$7,000**

*Preparing a Strategic Plan for Environmental Programs (with Strategic Planning Retreat) - **\$4,200**

*Preparing a Strategic Plan for Environmental Programs (without Strategic Planning Retreat) - **\$2,800**

Up to 4 Hours of Direct Consulting Assistance - **\$560**

The above estimated minimum prices for services will apply to most tribes (travel fees and expenses are not included and will be additional).⁷ The costs for larger tribal environmental programs may be higher. Any tribe that executes a contract with Prosper Sustainably for 2 or more of the starred (*) services, **will be granted full or limited access to the online training program at no cost.**⁸

Module Topics:

- Understanding and Conducting a Baseline Needs Assessment
- Preparing a Baseline Needs Assessment Report
- Understanding ETEP Requirements - EPA GAP Guidance (May 2013)
- Identifying Possible Priority Program Areas, Goals, and Objectives
- ETEP Strategic Work Plan Objectives - Recurring, Common, Linked, etc.
- Developing and Drafting an ETEP Strategic Work Plan
- Developing and Drafting a Strategic Plan for Environmental Programs
- Utilizing an ETEP Strategic Work Plan - Sorting, Filtering, Sharing, Prioritizing, Program Management
- Obtaining Input, Feedback, Engagement, and Partnerships
- Refining and Finalizing an Strategic Plan & ETEP Strategic Work Plan
- Reviewing and Updating an ETEP Strategic Work Plan & Strategic Plan
- Utilizing an ETEP Strategic Work Plan to Prepare a GAP Work Plan (and other grant work plans)

Questions:

If you have questions, please contact Josh Simmons at jsimmons@prospersustainably.com or (805) 694-8089. To find Prosper Sustainably designed templates, examples, and other ETEP related resources, please visit: www.Prospersustainably.com/resources/tribal.

¹ Each fee paid includes one seat. Additional seats may be purchased for additional staff within the tribe's organization at a heavily discounted rate depending on the circumstances (to be negotiated). Purchasing additional seats is not an option for consortiums or other collaborative organizations that are made up of multiple tribal organizations.

² The fees above apply to payments by cash or check. An additional 4% convenience fee will be charged for payments made by PayPal. No other payment options are acceptable.

³ The training will only proceed if a minimum number of 6 clients officially register. If this minimum threshold is not reached by the registration deadline, any payments received shall be fully refunded. This does not include "free" clients (see footnote 8).

⁴ Any deposit paid shall be fully refunded if the minimum number of official training program registrations are not received.

⁵ A 4% convenience fee shall be added, if the payment is made via PayPal.

⁶ The full deposit shall include payment of the 4% convenience fee, if applicable.

⁷ The cost of travel for a typical 2-3 day site visit will likely be between \$1,000 and \$3,000 depending on the location.

⁸ If a contract is executed with Prosper Sustainably for qualifying ETEP development services by the start of the online training series, the tribe will be granted full access to the training for free. If a contract is executed at any time after the start of the online training, the tribe will be granted access to all online training video recordings at no additional charge. Clients granted free access do not count toward the minimum client threshold required for proceeding with the online training series.