

# **CASE STUDIES: How the Pala Tribe and Yavapai Apache Nation Developed and Use an ETEP**

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**Consultant / Attorney  
Prosper Sustainably**

**Shasta Gaughen**

**Environmental Director  
Pala Band of Mission  
Indians**

**David Lewis**

**Environmental Manager  
Yavapai Apache Nation**



# Webinar Agenda

- **Presenter Introductions**
- **Prosper Sustainably's Perspective on ETEPs**
- **Process of Developing the PED's and YANEPD's ETEPs**
- **Process of Implementing the PED's and YANEPD's ETEPs**
- **ETEP Feedback from Shasta Gaughen (Pala Tribe)**
- **ETEP Feedback from David Lewis (Yavapai Apache Nation)**
- **Available ETEP Services and Trainings**
  - **Benefits of Working with Prosper Sustainably on ETEPs**
- **Conclusion and Participant Questions**
- **Post-Webinar Survey**

# Introduction of Presenters

**Shasta Gaughen, Pala Band of Mission Indians**

- **Pala Environmental Department (PED)**
- **Director / THPO (6.5 years)**

**David Lewis, Yavapai Apache Nation (YAN)**

- **Environmental Protection Department (EPD)**
- **Environmental Manager (3 out of 7 years)**

# Introduction of Presenters

## Joshua M. Simmons, Prosper Sustainably

- **Principal Consultant/Attorney, Founding President**
- **Former SYCEO Director (2007 – 2014)**
  - **Santa Ynez Chumash Environmental Office**
    - Developed strategic planning and management systems
- **Relevant Experience**
  - **Completed ETEPs (5); Additional ETEPs in Progress**
  - **In-Person ETEP Trainings**
    - OVIWC Workshop, ITCA Workshop, TLEF, EPA R9 Annual Conferences
  - **Comprehensive Online ETEP Training Course**
  - **Working with EPA AIEO on GAP Guidance Project**



# Disclaimer

**This workshop is being hosted by Prosper Sustainably, a for-profit business that offers a wide range of consulting, legal, and collaborative strategy services to individuals, governments, businesses, nonprofits, tribes, and other communities/organization.**

**This workshop is NOT sponsored or endorsed by the U.S. Environmental Protection Agency (EPA) and should not be considered a representation of the EPA's opinions in any way.**



# ETEP Goals and Benefits

## Prosper Sustainably's Perspective

- Tribal Environmental Plan (TEP)
- TEP = Invaluable Strategic Planning and Management System
  - Helps achieve goals in most efficient and effective manner possible
  - Living and adaptable tool to be used on an ongoing basis
- I am 100% successful if:
  - A client would want to use Prosper designed ETEP Strategic Work Plan / TEP to guide departmental operations even if not an EPA requirement

# Process of Developing ETEPs

- **Gathered and reviewed relevant information (ongoing)**
- **Determined (priority) program areas**
- **Prepared ETEP Strategic Work Plan (SWP) spreadsheet**
  - **Covering the next 4 years (perpetually)**
- **Drafted intermediate objectives / milestones per program area**
  - **Extracted from past, current, and future work plans**
  - **Extracted from other documents (e.g. resource management plans)**
  - **Extracted from GAP Guidebook (GAP Guidance Appendix I)**
  - **Extracted from Prosper Sustainably's knowledge base**
  - **Extrapolated (fleshed out) for remaining years**
  - **Added Repeating and Common Objectives**

# Process of Developing ETEPs

- **Drafted long-term goals per program area**
  - Extracted from past, current, and future work plans
  - Extracted from other documents (e.g. resource management plans)
  - Extracted from GAP Guidebook (GAP Guidance Appendix I)
  - Extracted from Prosper Sustainably's knowledge base
- **Conducted strategic planning process**
  - Mission, Vision, Values, S.W.O.T., Program Areas, Goals, Objectives
  - Staff completed strategic planning questionnaire
  - Held one-day strategic planning retreat
  - Obtained staff input and feedback on all elements



# Process of Developing ETEPs

- **Drafted or revised Mission, Vision, Values, S.W.O.T., Program Areas, Long-Term Goals, Intermediate Objectives**
- **Added Plans to Manage Authorized Environmental Programs**
- **Circulated draft strategic plan and ETEP strategic work plan**
  - **Obtained and incorporated staff final feedback**
- **Reviewed EPA documents**
  - **Inventory of Regulated Facilities**
  - **EPA Area of Involvement**
- **Submitted ETEP documents to EPA (minus cover letter)**
- **Finalized cover letter (pending for YANEPD)**

# Process of Implementing ETEPs

- **Conducted ETEP strategic work plan review and update retreat**
  - Using feedback to update ETEP strategic work plan
  - Archiving previous year and adding an additional year to ETEP SWP
- **Used to prepare GAP and other grant proposal work plans**
- **Added staff member and external responsibilities per objective**
- **Commencing regular individual staff member strategy meetings**
- **Customized and upgraded ETEP SWP template**
  - Annual training, E&O, and funding plans; Current funding sources
  - Inventory or important information/documents
  - Budget and expense tracking (YANEPD)

**E/TEP SWP User Perspectives**  
**Shasta Gaughen, PED Director**  
**David Lewis, YANEPD Manager**

# ETEP Services and Trainings

- Free webinars, templates, and other resources
- ETEP Online Training Course
  - Core Course (8 modules)
  - Supplemental Trainings
- **In-Person ETEP Trainings and Workshops**
  - Tribal EPA Annual Conference (R9), Tribal Lands & Environment Forum
  - Intertribal Council of Arizona, Owens Valley Indian Water Commissions
- **ETEP Development and Implementation Consulting**
  - Clients receive access to online trainings at no additional charge\*
    - \*Subject to minimum contract amount requirement

# Benefits of Working With Prosper

- Strategic planning and management expertise
- Streamlined process to quickly and easily develop TEP
  - Tribal Environmental Plan that optimizes operations
- Extensive experience and knowledge database
- Streamlined and effective TEP implementation system
- Available to assist with updates and implementation as needed
- Complementary trainings, resources, and other services
  - Resource Management Plans\*, Environmental Code Development, Grant Writing, Feasibilities Studies, Program Development, etc.
    - \*Designed with 4+ year actions plans that integrate with TEP

# Questions?

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**\*Please complete post webinar survey (keep app open)**

**\*\*If interested, contact me about trainings and services**



# Thank You!

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