

# ETEP Webinar

**PRESENTED BY:**

**Josh Simmons**

**Principal Consultant / Attorney / Collaborative Strategist**

**[www.Prospersustainably.com](http://www.Prospersustainably.com)**

**November 17, 2015**



# Disclaimer

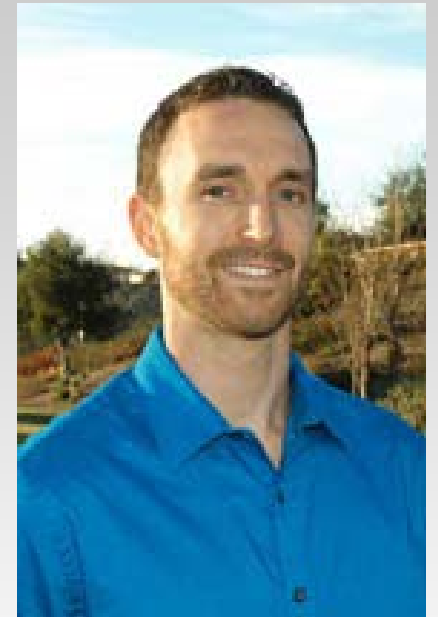
**This workshop is sponsored by Prosper Sustainably, a for-profit business that assists individuals, organizations, and communities develop and implement lasting solutions to meet environmental and sustainability needs.**

**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.**



# Presenter Introduction

## Joshua M. Simmons



### ➤ Founding President of Prosper Sustainably

- Assist individuals, organizations, and tribes develop and implement lasting solutions to meet environmental and sustainability needs
  - ETEP Development, Strategic Planning, Grant Writing, Program Development
  - Project Management, Environmental Codes Drafting, Feasibility Studies, Plans

### ➤ Former SYCEO Director (2007 – 2014)

- Transformed the Santa Ynez Chumash Environmental Office (SYCEO) into a nation leading tribal environmental agency
- Secured 42 grants for \$4.3 million in funding

### ➤ Training Instructor – ETEPs, Grants Writing, Codes

- Instructed on behalf of ITEP, ITCA, OVIWC, etc.



# Tribal Consulting Experience

- **ETEP Consulting Projects**
  - Rincon Band of Luiseño Indians
  - Pala Band of Mission Indians
  - La Jolla Band of Luiseño Indians
  - Buena Vista Rancheria
- **GAP Work Plan Development**
  - Chemehuevi Indian Tribe
- **Drafting Environmental Codes**
  - Cabazon Band of Mission Indians
  - Pala Band of Mission Indians
- **DOE Grant Writing Assistance (funding secured)**
  - Pala Band of Mission Indians

# ETEP Experience

## ➤ ETEP Consulting Projects

- Rincon Band of Luiseño Indians
- Pala Band of Mission Indians
- La Jolla Band of Luiseño Indians
- Buena Vista Rancheria

## ➤ ETEP Trainings

- 2014 Tribal-EPA Annual Conference Session
- OVIWC Full Day Workshop
- ITCA Half Day Workshop
- 2015 Tribal-EPA Annual Conference Session
- (3) ETEP Training Webinars

# Workshop Agenda

- **Overview of ETEP Projects – Requirements & Considerations**
- **Demonstration of Templates**
  - ETEP Strategic Work Plan spreadsheet
  - ETEP Strategic Work Plan document
  - Strategic Plan document
- **ETEP Training Series Service**
  - 3-month, 12-module Guided Online Training Series
  - Baseline Needs Assessment, ETEP Strategic Work Plan, Strategic Plan
- **ETEPs and GAP Work Plans**
  - Understanding Requirements and Managing Commitments
- **Additional Services**
  - Strategic Planning, Grant Writing, Drafting Codes, etc.
- **Post-Webinar Survey**

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# What is an ETEP?

## 2013 GAP Guidance

- **EPA-Tribal Environmental Plan (ETEP)**
- **ETEP Purpose and Goals**
  - **Define mutual roles and responsibilities for program implementation**
  - **Establish a joint EPA-tribal planning process to address tribal environmental priorities and ensure federal programs are fully implemented**
  - **Identify tribal plans to manage authorized environmental programs**
  - **Identify need for environmental programs assistance and resources**
  - **Establish intermediate and long-term goals**
  - **Track GAP progress against long-term goals**



# What is an ETEP?

## 2013 GAP Guidance

### ➤ ETEP Purpose and Goals continued...

- Ensure linkage of GAP work plan tasks to long-term goals
- Improve alignment of GAP work plan activities with long-term goals and priorities
- Better position tribes and EPA to effectively build environmental program capacity through GAP
- **Streamlined approach for a long-term planning tool that can be modified as needed\*\*\*\***
- **Intended to be living, usable documents for both tribes and EPA as environmental partners to use in planning and guiding work\*\*\*\***
- ETEP = Strategic Planning Document

# Living, Usable Management Tool

- “ETEPs are intended to be living, usable documents for both tribes and EPA as environmental partners to use in planning and guiding our work”
- “The ETEP should be a living document that is actively used as a management tool by both EPA and the tribe to ensure work is being done in support of agreed upon priorities and that progress is being made over time”
- “EPA has developed this streamlined approach for a long-term planning tool that can be modified as needed”
- “Capacity development indicators and completion dates should be revised as appropriate when a tribe’s needs and priorities change”
- “a tribe and region may decide to develop a streamlined document that succinctly addresses the four components of an ETEP”

# ETEP Requirements / Format

## 2013 GAP Guidance

### ➤ Four (4) Required Components:

1. Identification of tribal environmental program priorities, including capacity building and program implementation goals
  - Short description of priority
  - Tribe's long-term environmental program goals
  - GAP Work Plans must be aligned with ETEP-long-term goals
  - Intermediate program development milestones / objectives
  - Tribe's plans to manage authorized environmental programs
  - Needed Assistance to achieve goals and milestones/objectives
2. Identification of EPA program priorities and management requirements **(determined by EPA)**
3. Inventory of regulated entities **(initially provided by EPA)**
4. Identification of mutual roles and responsibilities

# Complete ETEP Project

1. **Conduct a Baseline Needs Assessment**
  - Prepare a Baseline Needs Assessment Report
2. **Prepare an EPA-Tribal Environmental Plan**
  - Identify and Select Priority Program Areas (PPA) and Long-Term Goals
  - Identify and Select Intermediate Objectives/Milestones
  - Prepare Initial Draft of ETEP Strategic Work Plan
  - Add EPA Priorities, Mutual Roles, Inventory of Regulated Entities
  - Obtain Support of Senior Tribal & EPA Officials
3. **Develop a Strategic Plan (for Environmental Programs)**
  - Conduct a Strategic Planning Retreat / Meetings
4. **Implement, Utilize, and Update ETEP Strategic Work Plan**
  - Prepare GAP Work Plans; Annual Updates
  - Program & Staff Management; Collaborating



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# ETEP Templates

- ETEP development and format options are flexible
  - Length, level of detail, and format will vary
  - Must address four (4) required components
- Maximum flexibility provided in how the ETEPs are developed
- Prosper's templates are an option, but not the only way
  - Templates are completely customizable
  - Templates are constantly improved (based on tribal & EPA feedback)
- Template #1 – ETEP Spreadsheet (preferred)
- Template #2 – ETEP Document

# ETEP Requirements / Format

## 2013 GAP Guidance

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# Guided ETEP Development Training

- **3 Month, 12-Module Guided Online Training Series**
  - **Baseline Needs Assessment, ETEP Work Plan, Strategic Plan**
  - **Schedule – February 2016 – April 2016**
- **Access to Resources – templates, catalogue, questionnaires, etc.**
- **Up to 4 hours of consulting assistance (through June 2016)**
- **Connection with Cohort Members – Group Email Conversation**
- **Additional Periodic Q&A Webinars**
- **Ongoing Access to Video Recordings of each webinar module**

# Summary of Training Module Topics

- **Understanding ETEP Requirements**
- **Baseline Needs Assessment**
- **ETEP Scoping – Priority Program Areas**
- **Preparing an ETEP Strategic Work Plan**
  - **Identifying and Selecting Goals and Objectives**
- **Preparing a Strategic Plan for Environmental Programs**
- **Obtaining Input, Feedback, Engagement, and Partnerships**
- **Utilizing a Strategic Plan & ETEP Strategic Work Plan**

# ETEP Development Needs

- **Clear and Guided Process**
- **Ongoing ETEP Development Support**
- **Usable Template that is a Living, Management Tool**
- **Ideas for Environmental and Program Needs**
- **Ideas for Program Areas, Goals, and Objectives**
- **Segmented, Extended, Digestible ETEP Hand-On Training**
- **Training for Multiple Staff Members and Stakeholders**
- **Leverage to Effectively Address Concerns and Challenges**

# Cost and Registration

- \$4,000 per tribe – (6 to 11 tribes)
- \$3,500 per tribe – (12 to 17 tribes)
- \$3,000 per tribe – (18 to 23 tribes)
- \$2,500 per tribe – (24+ tribes)
  
- To Pre-Register email [jsimmons@prospersustainably.com](mailto:jsimmons@prospersustainably.com)
  - Submit organization, address, name, title, phone number, email address
- To Officially Register – submit \$1,000 deposit
  - MUST BE **RECEIVED** BY JANUARY 19, 2016

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# GAP Work Plan Considerations

## Developing an ETEP

- ETEP development and format options are flexible

# GAP Work Plan Considerations

## Developing an ETEP

- “The specific format and approach to developing ETEPs may vary from tribe to tribe and region to region”
- “Maximum flexibility is provided as to how the ETEPs are developed”
- “FOR EXAMPLE,”
  - a tribe and region may decide to develop a streamlined document that succinctly addresses the four components of an ETEP
  - TEAs may be developed, or modified if necessary, to ensure the four components are addressed
  - “tribes and regions may update existing documents...to ensure they address the four ETEP components, and memorialize in a written memo or through specific correspondence, the shared understanding of how those documents comprise the ETEP”
    - (examples of some existing documents include Tribal Environmental Plans, Tribal Environmental Agreements (TEAs), Tribal Strategic Environmental Plans, etc.)”

# GAP Work Plan Considerations

## Developing an ETEP

- ETEP development and format options are flexible
  - A narrative document is not required by the GAP Guidance
  - Focus on producing a living, usable management tool
- Requires the support of senior tribal official(s)
  - A tribal council resolution is not required by the GAP Guidance
  - A signature is not explicitly required by the GAP Guidance
  - A letter signed by the Chairperson should meet this requirement
  - **Obtain support for joint planning process (instead of a static plan)**
- Requires the support of senior tribal official(s)
  - Officials will vary from tribe to tribe – need to identify
    - Typically someone with authority to sign an agreement regarding a matter
- Include training/consultant costs (if applicable)
  - See ETEP Training Series Flyer for estimates





# GAP Work Plan Considerations

## Updating and Utilizing an ETEP

- ETEPs must be reviewed and revised at least annually
  - If not updating at least annually → NOT A LIVING PLAN
  - Recommendation: Update right before preparing GAP work plan
- Utilizing an ETEP
  - Guiding Capacity Building Efforts
  - Seeking Buy-In, Input, and Partnerships
  - Preparing GAP Work Plan
  - Preparing Other Grant Work Plans
- Include ETEP Commitment(s) in Work Plan **EVERY YEAR**

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# Prosper Sustainably's Services

- **Planning & Strategy Development**
  - Developing a Strategic Plan (for an Organization/Dept.)
  - Preparing Program and Resource Management Plans
- **Environmental Codes Drafting**
- **Grant Writing & Management**
- **Project Management: Planning & Coordination**
- **Feasibility Studies & Assessments**
- **New Ventures / Business Planning**



<http://www.prospersustainably.com/services/>

# Thank You! Questions?

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(805) 694-8089 (office) / (805) 617-5685 (cell)

**Please complete survey to help me improve**

