Thriving Communities Grantmaking Program
EPA Region 10

How to Create a Workplan
January 9, 2025

PHILANTHROPY NORTHWEST

Housekeeping

- **Use the Q&A for Questions**: Please post any questions in the Q&A. We will do our best to address these during the Q&A section.
- **Closed Captioning:** To use the closed captioning feature, please click "Live Transcript" and then click "Show Subtitles" in the pop-up window.
- **Recording Notice**: This webinar is being recorded and will be shared with participants after the event.
- **Presentation Materials**: Presentation slides will be shared after the webinar.
- **Portal Technical Issues**: Please send an email to us at FluxxTA@philanthropynw.org.
- **Contact Information**: If you have follow-up questions after the webinar, please email us at thrivingcommunities@philanthropynw.org.

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Agenda

What we'll cover today

Accessing and Uploading the Workplan Template

Locating the Workplan in Fluxx

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7. Project Workplan and Measurement

Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline. *

OPTIONAL TEMPLATE

Please click the **(+)** sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom of the application in Section 10. Documents.
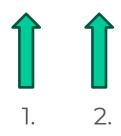
Project Work Plan   ⊕

Uploading Your Workplan

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Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline.

OPTIONAL TEMPLATE

Please click the (+) sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom

Project Work Plan

For each goal, include description of associated tasks, as well will be tracked by the project.

Upload files   X
Select or drag files then start upload

Filename	Size	Status

Drag files here.

Add files   Start upload

1.   2.

Uploading Your Workplan

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Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline.

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Project Work Plan

For each goal, include description of associated tasks, as well will be tracked by the project.

Outputs are an (environmental) activity, effort, and/or associated work product related to an (environmental) goal or

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Upload files
Select or drag files then start upload

Filename		Size	Status
Test Academy Workplan.docx	Project Work Plan ⌄	4 MB	100% ✓

Upload Complete!   4 MB   100%

Your Uploaded Workplan

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▼ **10. Documents**

Grant Documents

📄 **PartnershipMOU.pdf**   ⊕ 🔍 ⊖

Partnership Documentation
Added by Danielle Crystal at 8:32 PM on October 6, 2024

📄 **TestAudit2024.pdf**   ⊕ 🔍 ⊖

Previous TWO Years Financial Statements (Audited or Unaudited)
Added by Danielle Crystal at 8:32 PM on October 6, 2024

📄 **Test Academy Workplan.docx**   ⊕ 🔍 ⊖

Project Work Plan
Added by Danielle Crystal at 6:06 PM on October 6, 2024

Developing your Workplan

Workplan Template

EPA Region 10 Thriving Communities Work Plan					
Applicant Name:					
Project Name:					
Project Period:					
Instructions					
1 .Enter name of applicant organization in cell B2.					
2. Enter project tasks/activities in column B beginning in cell B14.					
3. For each task/activity, enter the person(s) responsible (column C), and estimated start and end dates (columns D and E)					
4. For each task/activity, enter the associated Outputs and Indicators in Column F					
Goal/Intended Outcome	Description of Task/Activity	Person(s) Responsible	Start	End	Outputs/Indicators
What?	How?	Who?	When?		

Example Workplan : Ocean Shores

EPA Region 10 Thriving Communities Work Plan

Applicant Name: Beachfront of Ocean Shores Supporters (BOSSes)
Project Name: Ocean Shores Beachfront Redevelopment
Project Period: 01/01/2025-12/31/2026

Instructions

1. Enter name of applicant organization in cell B2.

2. Enter project tasks/activities in column B beginning in cell B14.

3. For each task/activity, enter the person(s) responsible (column C), and estimated start and end dates (columns D and E)

4. For each task/activity, enter the associated Outputs and Indicators in Column F

Goal/Intended Outcome	Description of Task/Activity	Person(s) Responsible	Start	End	Outputs/Indicators
Excavation and Remedation of Contaminated Site	Issue RFP for site remediation	Beatrice	2/1/2025	3/1/2025	Request for Proposal Packet
	Selection of contractor	Beatrice	3/1/2025	3/30/2025	Finalized Contract with Vendor
	Excavation and remediation of site	Contractor TBD	6/1/2025	8/30/2025	1/2 Acre of land excavated and filled
Site Plan Developed and Approved by Town Council	Initial design developed	Stan (CBS)	4/1/2025	4/30/2025	Design Package
	Community engagement for initial design	Stan (CBS), Beatrice, BOSSes	5/1/2025	9/30/2025	10 various stakeholder engagement opportunites (online form, in person meetings, tabling events etc)
	Retooling of Design based on Community Input	Stan (CBS)	10/1/2025	10/30/2025	Design Package
	Community Engagement for Revised Design	Stan (CBS), Beatrice, BOSSes	11/1/2025	2/15/2026	5 various stakeholder engagement opportunites (online form, in person meetings, tabling events etc)
	Final Design adopted and approved by town council	Beatrice, BOSSes	3/1/2026		Final Design
Lay the Groundwork for a Farmer and Makers Marke	Recruitment of Advisory Council Members and Formation of Advisory Council	Gina, Marcus	10/1/2025	12/31/2025	Advisory Council List
	Development of Farmer and Maker's Market Three Year Plan	Lianna & Advisory Council	1/1/2026	3/15/2026	Three Year Plan

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Identifying Outputs and Outcomes

For each goal, include description of associated tasks, as well as list up to five measurable outputs and/or indicators that will be tracked by the project.

Outputs are an (environmental) activity, effort, and/or associated work product related to an (environmental) goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the funding period.

Outcomes are results, effects, or consequences that occurred from carrying out the activities (outputs). Example outcomes include: Community members identified as equipped with tools to engage in advocacy processes, data collected to advance an identified environmental justice project, or lots remediated for lead contamination.

Additional Resources

Contact Us!

Program Officer Contacts

To schedule an appointment, **click here.**

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Time Zone: Mountain

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EPA Thriving Communities Technical Assistance Centers

Types of Technical Assistance

- Grant Proposal Writing and Preparation Assistance
- Managing Federal Grants (e.g. accounting policies, controls)
- Identify Funding Sources to Apply for
- Navigate SAM.gov and Grants.gov and other portals related to grants
- Developing partnerships and coalitions to conduct outreach

Application Announcements and Support

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Philanthropy Northwest's Thriving Community Website:

❑ Sign up for updates/newsletter
❑ Frequently asked questions
❑ Upcoming webinars
❑ Available Office Hours (post webinars) and 1:1 with Program
   Officers
❑ Send any questions to FluxxTA@philanthropynw.org

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Thank you!