# COMMUNITY AIR GRANTS SAMPLE WORK PLAN

**INSTRUCTIONS FOR COMPLETING THE WORK PLAN:** The Work Plan will be one document with the Work Plan narrative (e.g., objectives and project timeline) and Work Plan Table to align with the project’s grant term. The Work Plan must list all activities to be conducted in the project.

This Work Plan Table is editable and must include the same level of detail included in this Sample Work Plan.

1. In the first column: number the major tasks for your project.
2. In the second column: describe the proposed activities to be undertaken to accomplish the task.
3. In the third column: state the lead staff (by title, organization/California Native American Tribe) who will lead the work for that activity task.
4. In the fourth column: include the beginning and end dates for each activity task.
5. In the fifth and last column: include project milestones and/or deliverables.

**Be sure to submit resumes for at least 3 key lead staff listed in the Work Plan Table who will be involved with implementing the project.**

| **Task Number** | **Description of Activity to Accomplish Task** | **Key Lead Staff** | **Start and**  **End Dates (**Months) | **Milestone or Deliverable** |
| --- | --- | --- | --- | --- |
| **Task 1** | **Develop 100 effective youth leaders and activists who will help educate the X community about the nature of lead poisoning, the need for testing and home screening, as well as preventative measures and resources for dealing with the problem.** | **Project Team** | **March – June 2024** | **Teach 100 youth leaders about environmental protection & how to make public comments** |
| Task 1.1 | Conduct meeting with organization youth who are interested in educating community | Facilitator, ABD Organization  (Project Manager)  Community Organizer, Great Organization | April – October 2024 | Outreach to youth and increase environmental knowledge. |
| Task 1.2 | Train organization of protocol of talking with community residents | Facilitator/Trainer, Great Organization | April – October 2024 | Effective and improved communication methods |
| Task 1.3 | Conduct meeting with interested community residents and informed youth educators | Community Organizer, ABD organization | January – September 2025 | Robust engagement on local environmental issues and potential solutions |
| **Task 2** | **Conduct meetings with Tribal leaders regarding environmental justice, and identification of Tribal environmental issues and discussion about potential solutions to water quality issues in Blue Fish Lake.** | **Project Team** | **February – October 2025** | **Tribal-specific engagement & consideration of Tribal environmental concerns and options to improve environment.** |
| Task 2.1 | Conduct meeting with Tribal Leaders regarding environmental justice issues they have and brainstorm solutions | Facilitator, ABD Organization  (Project Manager)  President, ABD Organization | January 2026 | Capacity-building with Tribal Leaders and Tribal-led solutions to environmental issues. |