



GAP Finance Tracking & Reporting

ANTHC Webinar
July 12, 2016

Presentation by: Desirae Roehl,
Tribal Environmental Program Manager



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

This webinar training series is made possible through an Indian General Assistance Program (IGAP) grant from the U.S. EPA.

The current training schedule was developed based on unmet training needs expressed by tribal programs during statewide gatherings, training sessions and during one-on-one discussions.

We are not EPA employees. Specific questions relating to your individual IGAP grant may need to be referred to your EPA Project Officer.

The following presentation was compiled by ANTHC staff based on our many years of experience working with IGAP grants both at the local tribal level and with ANTHC.

Information provided during this training were compiled from publically available resources with examples developed by EPA, ANTHC and others.

- ❑ Narrative
- ❑ Work Plan
- ❑ Budget

IGAP finance begins with the Application

- ❑ Federal Forms

- ~ SF424 - Application for Federal Domestic Assistance
- ~ SF424a – Budget Information form
- ~ SF424b – Assurances – Non-construction programs
- ~ Certification regarding Lobbying
- ~ EPA form 4700-4 – Pre-award Compliance Review
- ~ Key Contacts form

A detailed budget must be submitted for each year in a multi-year work plan.

Budget Line Items:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Consultants
- Other – *Building Lease, Internet fees, phone line, etc.*
- Indirect Costs



Questions to consider before making purchases:

- ☐ Has EPA approved the current work plan and budget?
- ☐ Does the purchase directly relate to your current work plan components and commitments?
- ☐ Does the purchase fit within your approved budget category?
- ☐ Is the purchase allowed under 2 CFR Part 200 and 1500 (previously 2 CFR Part 225) “Cost Principles for State, Local and Indian Tribal governments”

More information can be found here:

EPA General Terms and Conditions Effective December 26, 2014

http://www.epa.gov/ogd/tc/general_tc_applicable_aa_recipients_dec_26_2014.pdf

2 CFR Part 200:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR Part 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=9dad727f830d7c452669df30fc406fee&node=pt2.1.1500&rgn=div5>

GAP Guidance

- ❑ This Guidance provides a consistent national framework for building tribal environmental program capacity under GAP.
- ❑ It is designed to strengthen GAP and enhance tribal environmental protection programs.
- ❑ Outlines allowable and unallowable activities

<http://www.epa.gov/tribal/>

American Indian Environmental Office Tribal Portal | US EPA - Windows Internet Explorer

US EPA <http://www.epa.gov/tribal/#gap-guidance>

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

American Indian Response... US EPA American Indian Enviro... X

American Indian Environmental Office Tribal Portal

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You are here: [EPA home](#) > [AIEO Tribal Portal](#)

Tribal Portal

- American Indian Environmental Office
- Tribal ecoAmbassador Program
- Compliance & Enforcement
- Consultation
- Grants & Funding
- Indian Policies
- Maps & Data
- Where You Live
- Laws & Regulations
- Training
- Tribal Calendar
- Tribal Contacts
- Tribal Programs

Tribal ecoAmbassadors Program

EPA Now Accepting Applications for 2013-2014 Tribal ecoAmbassadors Program

EPA Releases New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia

On May 15, the Agency released a new GAP Guidance document. The guidance incorporates input from the consultation and coordination process ending February 22, 2013. This new Guidance establishes an overall framework for tribes and EPA to follow in building tribal environmental protection program capacities with GAP resources and supersedes previous agency GAP guidance. The new GAP Guidance will affect grant work plans negotiated in the Fiscal Year 2014 funding cycle for activities in Fiscal Year 2015 and beyond.

[New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia \(PDF\)](#) (86pp, 385Kb, [About PDF](#))

[Summary of responses to comments received 2/22/13 - 2/28/13 about GAG](#)

To help facilitate the implementation of the new guidance, EPA is developing a suite of training courses with participation and input from tribes.

Tribal Leaders and Tribal Environmental Directors Informational Webinars

1. June 6, 2013 from 3:00 PM - 4:30 PM Eastern Standard Time
https://epa.connectsolutions.com/gap_guidance_webinar_6_june_2013/
2. June 7, 2013 from 3:00 PM - 4:30 PM Eastern Standard Time
https://epa.connectsolutions.com/gap_guidance_webinar_7_june_2013/

American Indian Environmental Office (AIEO)

AIEO leads EPA's efforts to protect human health and the environment of Federally recognized tribes by supporting implementation of federal environmental laws consistent with the federal trust responsibility, the government-to-government relationship, and EPA's 1984 Indian Policy.

Tribal Calendar

- Upcoming Events
- Conferences/Forums/Seminars
- Courtsets
- Grants
- Internships
- Nominations
- Public Hearings/ Public Hearings/ Requests for

https://epa.connectsolutions.com/gap_guidance_webinar_6_june_2013/

Local intranet | Protected Mode: Off 100% 9:31 AM

IGAP Budget FY__

*** SAMPLE BUDGET - SAMPLE BUDGET - SAMPLE BUDGET ***

Topic	Item	Component	Description	Rate	Units	Total
Salary						\$0.00
						\$0.00
						\$0.00
						\$0.00
	Fringe Benefits	Estimated at 33% (See fringe explanation below)				\$0.00
						\$0.00
Travel Per Diem						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Supplies						\$0.00
						\$0.00
						\$0.00
Equipment						\$0.00
						\$0.00
						\$0.00
Contractual						\$0.00
						\$0.00
						\$0.00
Other						\$0.00
						\$0.00
						\$0.00
Indirect		TOTAL DIRECT				\$0.00
		TOTAL INDIRECT				\$0.00
		GRAND TOTAL				\$0.00

L18									
A	B	C	D	E	F	G	H	I	J
1	Sample developed by ANTHC July 2013								
2									
3					IGAP Budget FY17				
4					Reviewed (add date) by (Name of person doing the review)				
5									
6	Topic	Item	Component	Description	Rate	Units	Total		
7	Salary								
8		Env. Coordinator		40 hrs/wk @ \$20/hr (100% effort)	800.00	52	\$41,600.00		
9		Env. Assistant		20 hrs/wk @ \$15/hr (.50% effort)	300.00	52	\$15,600.00		
10		Administration		10 hrs/wk @ \$20/hr (.25% effort)	200.00	52	\$10,400.00		
11									
12		Fringe Benefits		Estimated at 33% (See fringe explanation below)			\$22,308.00		
13							\$89,908.00		
14									
15	Travel								
16	Per Diem			1RT for regional training	600.00	1	\$600.00		
17				4 days @ \$180/day x 1 traveler	180.00	4	\$720.00		
18				1RT to ATCEM Conference	1,000.00	1	\$1,000.00		
19				6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00		
20				1RT to Anchorage for Quickbooks Training	1,000.00	1	\$1,000.00		
21				6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00		
22							\$5,480.00		
23									
24	Supplies	Office Supplies		Folders, tablets, thumb-drives, highlighters, etc. @ \$120 per month	1,196.00	1	\$1,196.00		
25				Computer, printer and software for Coordinator and Assistant	1,000.00	2	\$2,000.00		
26				Shelving for office + shipping	1,200.00	1	\$1,200.00		
27				Recycling containers	20.00	100	\$2,000.00		
28				Water quality supplies	800.00	1	\$800.00		
29							\$7,196.00		
30									
31	Equipment	ATV		ATV for water quality data collection	8,000.00	1	\$8,000.00		
32				Trailer for ATV	600.00	1	\$600.00		
33							\$8,600.00		
34									
35	Contractual						\$0.00		
36							\$0.00		
37									
38	Other			Training registration x 1	200.00	1	\$200.00		
39				Computer training software: Quickbooks, webinar, etc.	400.00	1	\$400.00		
40				ATV Shipping	1,000.00	1	\$1,000.00		
41				Office Rent	600.00	12	\$7,200.00		
42				Office Utility	318.00	12	\$3,816.00		
43				Gas for ATV	100.00	12	\$1,200.00		
44							\$13,816.00		
45									
46					TOTAL DIRECT		\$125,000.00		
47	Indirect				TOTAL INDIRECT				
48					GRAND TOTAL		\$125,000.00		
49									
50									
51									
52									
53									



<http://www.epa.gov/tribalportal>

**Indian General Assistance Program
Detailed Budget Worksheet
& Cost Review Form**

Revised 11.04.2013

ATTACHMENT F

Print Form

Budget Year

Name of Grant Recipient:

Date Submitted/Revised:

PERSONNEL - List all staff positions for the project by title. Give hourly salary rate, number of hours allotted to the project, and total cost for the project period. *The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.*

Position/Title	Hourly Rate	No. of Hours	Work Years	Subtotal	* Total Work Years
			0		0
			0		
			0		
			0		
			0		
			0		

* Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work year of 2080 hours. Total work years are calculated by adding the annual hours for each staff position together then dividing this total by 2080 hours. Total work years should then be divided among work plan components (as Estimated Component Work Years) to add up to this amount.

PERSONNEL TOTAL:

FRINGE BENEFITS - Identify the percentage used for your calculation and what benefits are included. *This amount will be entered on Standard Form 424A, Section B, Line 6.b.*

1. Please provide the benefits that are included in your fringe rate. For example, Retirement, Health Care, Annual and Sick Leave, Life Insurance, etc.

2. Please provide fringe rate percentage in decimal format. For example, .25, .40, etc.

NOTE: To convert a percentage to a decimal, move the decimal point two spaces to the left. For example, 17.5% would convert to .175

3. If applicable, provide any additional lump sum benefits.

FRINGE TOTAL:

1. Draft Proposal

Narrative

Work Plan

Detailed
Budget

Unmet
Needs
Proposal

Submit to EPA
Project Officer

Register GRANTS.GOV

2.

Submit to
EPA Project
Officer for
Review

Wait for
Revision
Request &
Negotiate with
EPA

Revise and
Resubmit
full
application

3. Full Application

Approved
Narrative

Approved
Work Plan

Approved
Budget



Federal
Forms

Update GAP Online

Submit Application
GRANTS.GOV

Your IGAP Award

GA - 00J75101 - 0 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		GRANT NUMBER (FAIN): 00J75101 MODIFICATION NUMBER: 0  PROGRAM CODE: GA	DATE OF AWARD 09/05/2013
			TYPE OF ACTION New	MAILING DATE 09/12/2013
			PAYMENT METHOD:	ACH# X0092
RECIPIENT TYPE: Indian Tribe			Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423	
RECIPIENT: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 EIN: 92-0162721			PAYEE: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508	
PROJECT MANAGER Desirae Roehl 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 E-Mail: droehl@anthc.org Phone: 907-729-3496		EPA PROJECT OFFICER Santina Gay 222 W 7th Ave., #19, AOO/A Anchorage, AK 99513 E-Mail: Gay.Santina@epamail.epa.gov Phone: 907-271-3413		EPA GRANT SPECIALIST Aimee Munzi 1200 Sixth Avenue, Suite 900, OMP-145 Seattle, WA 98101 E-Mail: Munzi.Aimee@epa.gov Phone: 206-553-6063 <i>Bob Phillips Phillips • bob@epa.gov</i>
PROJECT TITLE AND DESCRIPTION Indian General Assistance Program Provide service to Alaska Tribes statewide in building their environmental capacity through: conducting 7 Generations training, providing one-on-one assistance for the development of long range environmental plans, and continue the Local Environmental Observe (LEO) program.				
BUDGET PERIOD 10/01/2013 - 09/30/2014		PROJECT PERIOD 10/01/2013 - 09/30/2014		TOTAL BUDGET PERIOD COST \$125,000.00
				TOTAL PROJECT PERIOD COST \$125,000.00
NOTICE OF AWARD				
Based on your Application dated 05/07/2013 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$125,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$125,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.				
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS EPA Region 10 Mail Code: OMP-145 1200 Sixth Avenue, Suite 900 Seattle, WA 98101			ORGANIZATION / ADDRESS U.S. EPA, Region 10 Office of Ecosystems Tribal and Public Affairs 1200 Sixth Avenue, Suite 900 Seattle, WA 98101	

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Bob Phillips
Phillips • bob@epa.gov

206-553-6367

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Bob Phillips
phillips.bob@epa.gov

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		GRANT NUMBER (FAIN): 00J75101	DATE OF AWARD 09/26/2013
			MODIFICATION NUMBER: 1 ←	
			PROGRAM CODE: GA	MAILING DATE 10/03/2013
			TYPE OF ACTION Revision: Scope & Increase	ACH# X0092
RECIPIENT TYPE: Indian Tribe		Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423		
RECIPIENT:		PAYEE:		
Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 EIN: 92-0162721		Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508		
PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST		
Desirae Roehl 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 E-Mail: Droehl@antrc.org Phone: 907-729-3496	Santina Gay 222 W. 7th Ave., #19, AOO/A Anchorage, AK 99513 E-Mail: Gay.Santina@epa.gov Phone: 907-271-3413	Aaron Simril 1200 Sixth Avenue, Suite 900, OMP-145 Seattle, WA 98103 E-Mail: Simril.Aaron@epa.gov Phone: 206-553-0459		
PROJECT TITLE AND EXPLANATION OF CHANGES Indian General Assistance Program Accomplish special project by building relationships with resource providers and guide IGAP staff to specific sources for specific technical assistance needs . Conduct webinars and maintain website resources. This additional component will provide service to Alaska Tribes statewide by building their environmental capacity through: conducting Seven Generations training, providing one-on-one assistance for the development of long range environmental plans, and continue the Local Environmental Observe (LEO) program. This amendment increases Federal funding by \$75,000 and updates the Administrative and Programmatic Terms and Conditions .				
BUDGET PERIOD 10/01/2013 - 09/30/2014	PROJECT PERIOD 10/01/2013 - 09/30/2014	TOTAL BUDGET PERIOD COST \$200,000.00	TOTAL PROJECT PERIOD COST \$200,000.00	
NOTICE OF AWARD Based on your Application dated 09/03/2013 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$75,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$200,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.				
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	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		GRANT NUMBER (FAIN): 00J75101	DATE OF AWARD 03/05/2014
			MODIFICATION NUMBER: 2 ←	
			PROGRAM CODE: GA	MAILING DATE 03/12/2014
			TYPE OF ACTION Revision: Scope & Increase	PAYMENT METHOD: ASAP
RECIPIENT TYPE: Indian Tribe		Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423		
RECIPIENT: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 EIN: 92-0162721		PAYEE: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508		
PROJECT MANAGER Desirae Roehl 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 E-Mail: Droehl@anthc.org Phone: 907-729-3496	EPA PROJECT OFFICER Santina Gay 222 West 7th Ave #19, AOO/A Anchorage, AK 99513 E-Mail: Gay.Santina@epamail.epa.gov Phone: 907-271-3413	EPA GRANT SPECIALIST Bob Phillips 1200 Sixth Avenue, Suite 900 Seattle, WA 98103, OMP-145 E-Mail: Phillips.Bob@epa.gov Phone: 206-553-6367		
PROJECT TITLE AND EXPLANATION OF CHANGES ANTHC IGAP This amendment modifies this cooperative agreement by approving the work plan and providing funding for the enhancement of the Local Environmental Observers Network (LEO). The recipient will use the funding to develop a user friendly smart phone application. This amendment also extends the project and budget periods for this agreement. Programmatic term and condition #6 has been added. Please note a significant change to Administrative term and condition #19.				
BUDGET PERIOD 10/01/2013 - 09/30/2015	PROJECT PERIOD 10/01/2013 - 09/30/2015	TOTAL BUDGET PERIOD COST \$260,000.00	TOTAL PROJECT PERIOD COST \$260,000.00	
NOTICE OF AWARD Based on your Application dated 09/03/2013 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$60,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$260,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.				
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE		
ORGANIZATION/ ADDRESS EPA Region 10 Mail Code: OMP-145		ORGANIZATION/ ADDRESS U.S. EPA, Region 10 Office of Ecosystems Tribal and Public Affairs		

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement	GRANT NUMBER (FAIN): 00J75101 MODIFICATION NUMBER: 0 PROGRAM CODE: GA		DATE OF AWARD 09/05/2013
		TYPE OF ACTION New		MAILING DATE 09/12/2013
		PAYMENT METHOD:		ACH# X0092
		RECIPIENT TYPE: Indian Tribe		
RECIPIENT: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 EIN: 92-0162721		PAYEE: Alaska Native Tribal Health Consortium 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508		
PROJECT MANAGER Desirae Roehl 4000 Ambassador Drive, C-DCHS Anchorage, AK 99508 E-Mail: droehl@anthc.org Phone: 907-729-3496		EPA PROJECT OFFICER Santina Gay 222 W 7th Ave., #19, AOO/A Anchorage, AK 99513 E-Mail: Gay.Santina@epamail.epa.gov Phone: 907-271-3413		EPA GRANT SPECIALIST Aimee Munzi 1200 Sixth Avenue, Suite 900, OMP-145 Seattle, WA 98101 E-Mail: Munzi.Aimee@epa.gov Phone: 206-553-6063 <i>Bob Phillips</i> <i>Phillips - bob@epa.gov</i>
PROJECT TITLE AND DESCRIPTION Indian General Assistance Program Provide service to Alaska Tribes statewide in building their environmental capacity through: conducting 7 Generations training, providing one-on-one assistance for the development of long range environmental plans, and continue the Local Environmental Observe (LEO) program.				
BUDGET PERIOD 10/01/2013 - 09/30/2014		PROJECT PERIOD 10/01/2013 - 09/30/2014		TOTAL BUDGET PERIOD COST \$125,000.00
				TOTAL PROJECT PERIOD COST \$125,000.00
NOTICE OF AWARD				
Based on your Application dated 05/07/2013 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$125,000. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$125,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.				
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS EPA Region 10 Mail Code: OMP-145 1200 Sixth Avenue, Suite 900 Seattle, WA 98101		ORGANIZATION / ADDRESS U.S. EPA, Region 10 Office of Ecosystems Tribal and Public Affairs 1200 Sixth Avenue, Suite 900 Seattle, WA 98101		
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY				
Digital signature applied by EPA Award Official for Armina K. Nolan - Manager - Grants and Interagency Agreements Unit Bob Phillips - Award Official delegate				DATE 09/05/2013

EPA Funding Information

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FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 125,000	\$ 125,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 125,000	\$ 125,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.926 - Indian Environmental General Assistance Program	Indian Envir General Asst Prog Act 1992	40 CFR PTS 31 & 35 SUBPT B

[illegible]

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$69,615
2. Fringe Benefits	\$22,973
3. Travel	\$13,150
4. Equipment	\$0
5. Supplies	\$2,120
6. Contractual	\$0
7. Construction	\$0
8. Other	\$3,749
9. Total Direct Charges	\$111,607
10. Indirect Costs: % Base	\$13,393
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$125,000
12. Total Approved Assistance Amount	\$125,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$125,000
15. Total EPA Amount Awarded To Date	\$125,000

Administrative Conditions

1. Payment Methods

a. The Debt Collection Improvement Act of 1996 requires that Federal payments be made by electronic funds transfer. In order to comply with the Act, a recipient must receive payments via one of two electronic methods available to them:

Automated Standard Application for Payments (ASAP)

The ASAP system is the preferred method of payment for EPA grantees. ASAP enrollment is highly encouraged for organizations that have multiple grants/cooperative agreements and for those with a frequent need to request funds. If your organization uses multiple bank accounts for EPA grants/cooperative agreements, you must enroll in ASAP. If you are interested in receiving funds electronically via ASAP, please complete the ASAP Initiate Enrollment form located at <http://www.epa.gov/ocfo/financeservices/forms.htm> and email it to LVFC-grants@epa.gov or fax it to LVFC at 702-798-2423

Under this payment mechanism, the Recipient initiates, via ASAP, an electronic payment request which is approved or rejected based on the amount of available funds authorized by EPA in the Recipient's account. Approved funds are credited to the recipient organization at the financial institution identified on the recipient's ASAP enrollment application. Additional information concerning ASAP and enrollment can be obtained by contacting the EPA Las Vegas Finance Center, at (702) 798-2485, or by visiting www.fms.treas.gov/asap.

Electronic Funds Transfer (EFT)

Under this payment mechanism, the EPA Las Vegas Finance Center will obtain your organization's banking information from your System for Award Management (SAM) registration. Upon completion of required Regional training, a Las Vegas Finance Center Representative will send you an email message with your EFT Control Number and payment information. Additional information concerning EFT can be obtained by contacting the EPA Las Vegas Finance Center at (702) 798-2485, or by visiting <http://www.epa.gov/ocfo/financeservices/payinfo.htm>

NOTE: If your banking information is not correct or changes at any time prior to the end of your agreement, please update your SAM registration and notify the EPA Las Vegas Finance Center as soon as possible so the new banking information can be retrieved. This is vital to ensure proper and timely deposit of funds.

b. In accepting this assistance agreement, the recipient agrees to draw cash only as needed for its disbursement. Failure on the part of the recipient to comply with this condition may cause the undisbursed portions of the assistance agreement to be revoked and financing method changed to a reimbursable basis.

2. Cost Principles/Indirect Costs for Indian Tribal Governments

The cost principles of 2 CFR Part 225 are applicable, as appropriate, to this award.

If the recipient does not have a previously established indirect cost rate, the recipient must submit their indirect cost rate proposals to:

National Business Center
Indirect Cost Services
U.S. Department of the Interior
2180 Harvard Street, Suite 430

Sacramento, CA 95815-3317

For proposal preparation, the recipient may use the Native American Government checklists located at: <http://www.aqd.nbc.gov/indirect/indirect.asp>.

Recipients are entitled to reimbursement of indirect costs, subject to any statutory or regulatory administrative cost limitations, if they have a current rate agreement or have submitted an indirect cost rate proposal to their cognizant federal agency for review and approval. Recipients are responsible for maintaining an approved indirect cost rate throughout the life of the award.

Recipients with differences between provisional and final rates are not entitled to more than the award amount, without EPA approval.

Pursuant to 40 CFR 31.26, a recipient agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," including Subpart C Section 305(b) which addresses the restriction on auditors preparing indirect cost proposals.

3. Federal Financial Report (FFR)

Recipients shall submit final Federal Financial Reports (FFR), Standard Form 425 (SF-425), to EPA no later than 90 calendar days after the end of the project period. The form is available on the internet at <http://www.epa.gov/ocfo/finservices/forms.htm>. All FFRs must be submitted to the Las Vegas Finance Center: **US EPA, LVFC, 4220 S. Maryland Pkwy Bldg C, Rm 503, Las Vegas, NV 89119, or by FAX to: 702-798-2423.**

The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

EPA may take enforcement actions in accordance with 40 CFR 30.62 and 40 CFR 31.43 if the recipient does not comply with this term and condition.

4. Audit Requirements

In accordance with OMB Circular A-133, which implements the Single Audit Act, the recipient hereby agrees to obtain a single audit from an independent auditor, if it expends \$500,000 or more in total Federal funds in any fiscal year. Within nine months after the end of a recipient's fiscal year or 30 days after receiving the report from the auditor, the recipient shall submit the SF-SAC and a Single Audit Report Package. **The recipient MUST** submit the SF-SAC and a Single Audit Report Package, using the Federal Audit Clearinghouse's Internet Data Entry System. Complete information on how to accomplish the single audit submissions, you will need to visit the Federal Audit Clearinghouse Web site: <http://harvester.census.gov/fac/>.

5. Hotel-Motel Fire Safety Act

Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

6. Recycled Paper

INSTITUTIONS OF HIGHER EDUCATION HOSPITALS AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

STATE AGENCIES AND POLITICAL SUBDIVISIONS:

In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

STATE AND LOCAL INSTITUTIONS OF HIGHER EDUCATION AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, State and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to EPA's guidelines.

STATE TRIBAL AND LOCAL GOVERNMENT RECIPIENTS:

In accordance with the policies set forth in EPA Order 1000.25 and Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007), the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

7. Lobbying

ALL RECIPIENTS:

The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

PART 30 RECIPIENTS:

All contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix at Title 40 CFR Part 30.

Pursuant to Section 18 of the Lobbying Disclosure Act, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act.

8. Lobbying and Litigation

ALL RECIPIENTS:

The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The recipient shall abide by its respective OMB Circular (A-21, A-87, or A-122), which prohibits the use of Federal grant funds for litigation against the United States or for lobbying or other political activities.

9. Suspension and Debarment

Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at www.epls.gov. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

10. Drug-Free Workplace Certification for all EPA Recipients

The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in Title 2 CFR Part 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E. Recipients can access the Code of Federal Regulations (CFR) Title 2 Part 1536 at <http://ecfr.gpoaccess.gov>.

11. Management Fees

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

12. Reimbursement Limitation

If the recipient expends more than the amount of federal funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

13. Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

- A. Associated with performance under this award; or
- B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our Agency at 2 CFR 1532.

b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR 1532

c. *Provisions applicable to any recipient.*

- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

- 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

14. Trafficking Victim Protection Act of 2000 (TVPA) as Amended.

To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000, as amended, the following provisions apply to this award:

a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the

subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.

b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.

c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.

Prohibition Statement - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

15. DUNS and CCR Requirements (Updated 8/1/12)

A. Requirement for Central Contractor Registration (CCR)/System for Award Management (SAM).

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions. For purposes of this award term:

1. Central Contractor Registration (CCR)/System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the System for Award Management (SAM) Internet site <http://www.sam.gov>.
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

16. **CIVIL RIGHTS OBLIGATIONS**

GENERAL

This term and condition incorporates by reference the signed assurance provided by the recipient's authorized representative on: 1) EPA Form 4700-4, "Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance"; and 2) Standard Form 424B or Standard Form 424D, as applicable. These assurances and this term and condition obligate the recipient to comply fully with applicable civil rights statutes and implementing EPA regulations.

STATUTORY REQUIREMENTS

In carrying out this agreement, the recipient must comply with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, including limited English proficiency (LEP), by entities receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance; and
- The Age Discrimination Act of 1975, which prohibits age discrimination by entities receiving Federal financial assistance.

If the recipient is conducting an education program under this agreement, it must also comply with:

- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by entities receiving Federal financial assistance.

If this agreement is funded with financial assistance under the Clean Water Act (CWA), the recipient must also comply with:

- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, which prohibits discrimination on the basis of sex in CWA-funded programs or activities.

REGULATORY REQUIREMENTS

The recipient agrees to comply with all applicable EPA civil rights regulations, including:

- For Title IX obligations, 40 C.F.R. Part 5; and
- For Title VI, Section 504, Age Discrimination Act, and Section 13 obligations, 40 C.F.R. Part 7.
- As noted on the EPA Form 4700-4 signed by the recipient's authorized representative, these regulations establish specific requirements including maintaining compliance information, establishing grievance procedures, designating a Civil Rights Coordinator, and providing notices of non-discrimination.

TITLE VI – LEP, Public Participation and Affirmative Compliance Obligation

- As a recipient of EPA financial assistance, you are required by Title VI of the Civil Rights Act to provide meaningful access to LEP individuals. In implementing that requirement, the recipient agrees to use as a guide the Office of Civil Rights (OCR) document entitled "*Guidance to Environmental Protection Agency Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.*" The guidance can be found at http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2004_register&docid=fr25jn04-79.pd
- If the recipient is administering permitting programs under this agreement, the recipient agrees to use as a guide OCR's Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs. The Guidance can be found at <http://edocket.access.gpo.gov/2006/pdf/06-2691.pdf>.
- In accepting this assistance agreement, the recipient acknowledges it has an affirmative obligation to implement effective Title VI compliance programs and ensure that its actions do not involve discriminatory treatment and do not have discriminatory effects even when facially neutral. The recipient must be prepared to demonstrate to EPA that such compliance programs exist and are being implemented or to otherwise demonstrate how it is meeting its Title VI obligations.

Programmatic Conditions

1. Sufficient Progress

EPA may terminate the assistance agreement for failure of the recipient to make sufficient progress so as to reasonably ensure completion of the project within the project period, including any extensions. EPA will measure sufficient progress by examining the performance required under the workplan in conjunction with the milestone schedule, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.

2. Electronic and Information Technology Accessibility

Recipients and subrecipients are subject to the program accessibility provisions of Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7, which includes an obligation to provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology ("EIT"). In compliance with Section 504, EIT systems or products funded by this award must be designed to meet the diverse needs of users (e.g., U.S. public, recipient personnel) without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology. At this time, the EPA will consider a recipient's websites, interactive tools, and other EIT as being in compliance with Section 504 if such technologies meet standards established under Section 508 of the Rehabilitation Act, codified at 36 CFR Part 1194. While Section 508 does not apply directly to grant recipients, we encourage recipients to follow either the 508 guidelines or other comparable guidelines that concern accessibility to EIT for individuals with disabilities. Recipients may wish to consult the latest Section 508 guidelines issued by

the US Access Board or W3C's Web Content Accessibility Guidelines (WCAG) 2.0 (see <http://www.access-board.gov/sec508/guide/index.htm>).

3. Quarterly Performance Reports

The recipient shall submit quarterly performance reports, which are due 30 calendar days after the end of each Federal fiscal quarter. (Federal fiscal quarters end the last day of March, June, September, and December.) Reports shall be submitted to the EPA Project Officer and may be provided electronically.

In accordance with 40 CFR Part 30.51(d) and 40 CFR Part 31.40, as appropriate, the recipient agrees to submit performance reports that include brief information on each of the following areas:

- (a) a comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
- (b) the reasons for slippages if established outputs/outcomes were not met;
- (c) additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

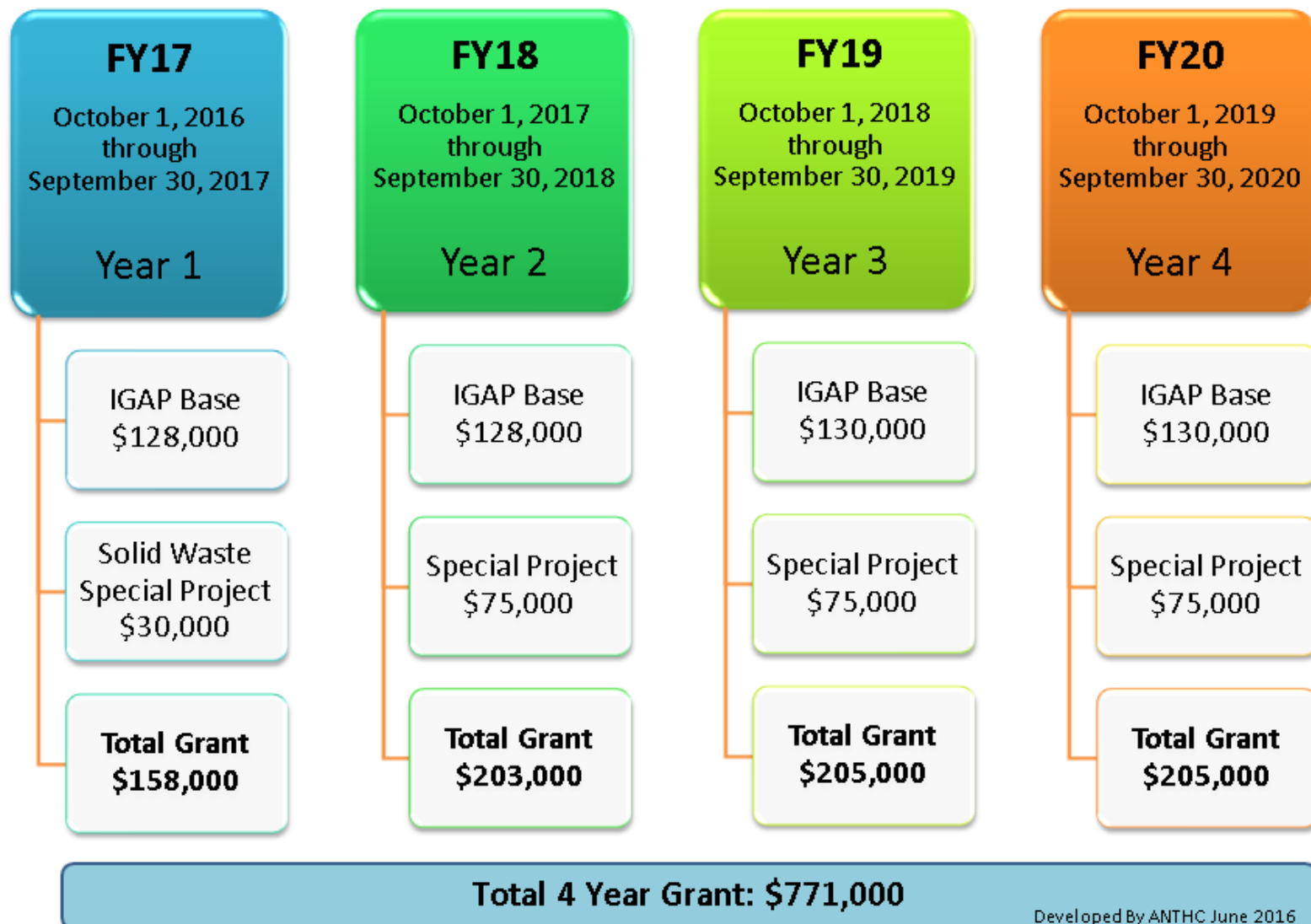
In addition to the quarterly performance reports, the recipient shall immediately notify the EPA Project Officer of developments that have a significant impact on the award-supported activities. In accordance with 40 CFR Part 30.51(f) and 40 CFR Part 31.40(d), as appropriate, the recipient agrees to inform the EPA Project Officer as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

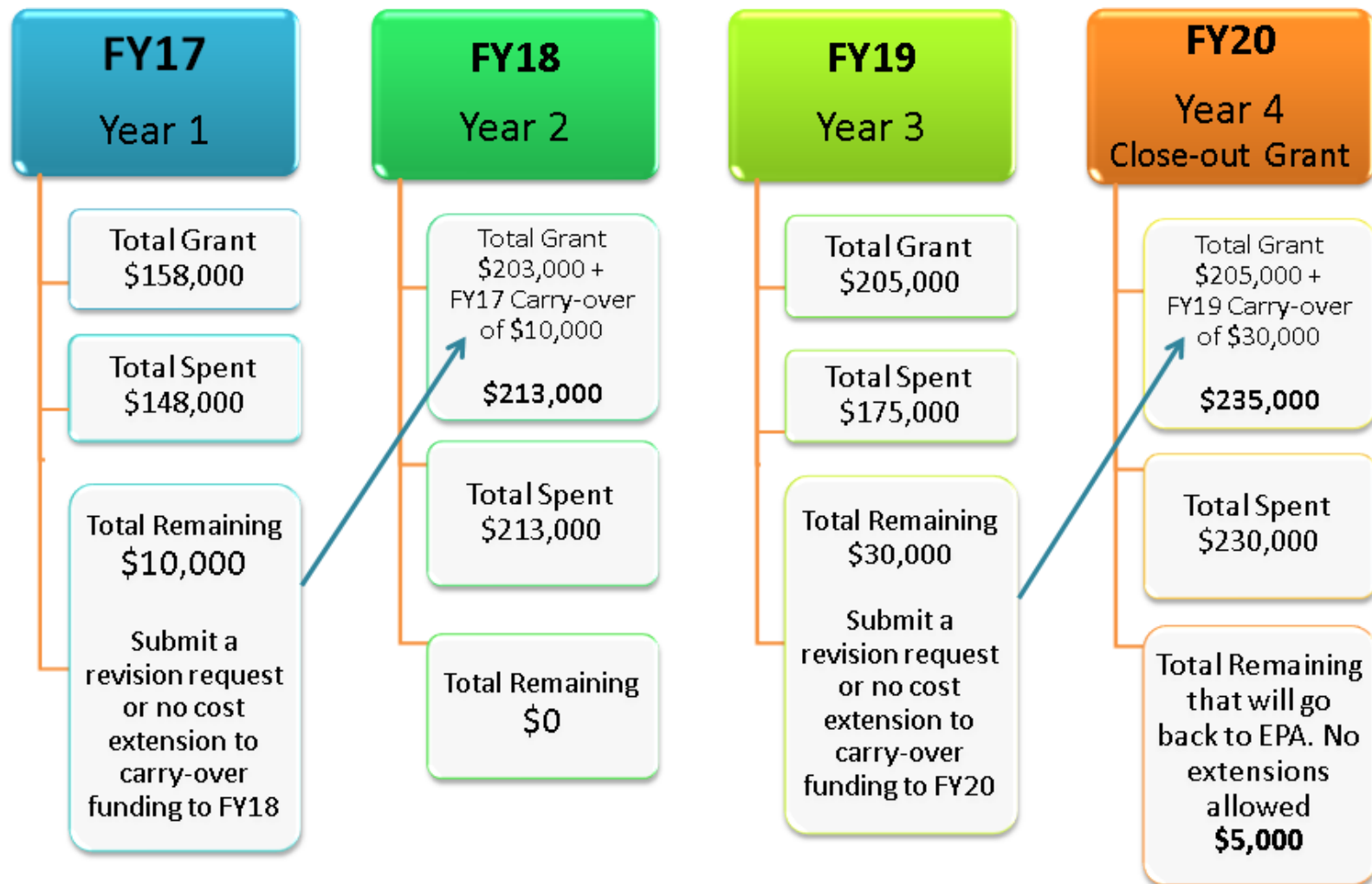
4. Final Performance Report

In addition to the periodic performance reports, the recipient shall submit a final performance report, which is due 90 calendar days after the expiration or termination of the award. The report shall be submitted to the EPA Project Officer and may be provided electronically. The report shall generally contain the same information as in the periodic reports, but should cover the entire project period. After completion of the project, the EPA Project Officer may waive the requirement for a final performance report if the EPA Project Officer deems such a report is inappropriate or unnecessary.

END OF DOCUMENT

Understanding the IGAP 4 Year Grant Cycle





Grantees with large unexpended funds with no reasonable expectation of spending the funds by the end of the budget period, may receive reduced awards or no additional funding in the following fiscal year.

No cost extensions allow grantees to continue working on approved projects for up to a year beyond the original project period. These must be requested. They do not reflect poorly on grantees' chances of receiving future funding and do not limit the amount of funds a grantee may request in the future.

Tracking your Funds



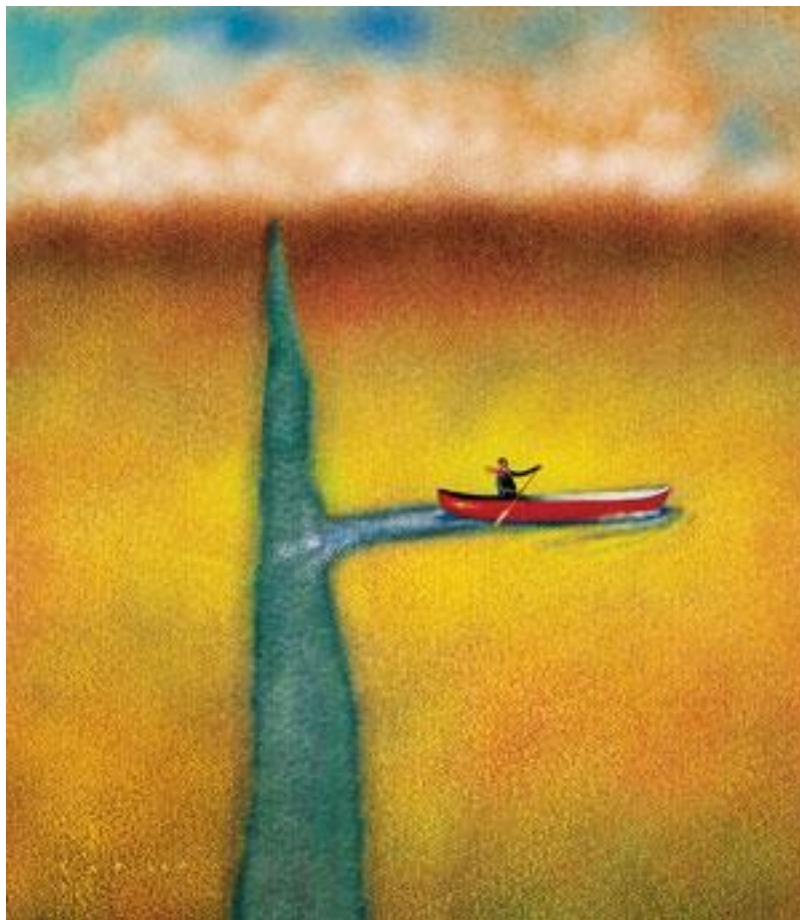
\$ Remaining

\$ Spent

Good financial tracking is necessary for the success and growth of your IGAP Program!

L18									
A	B	C	D	E	F	G	H	I	J
1	Sample developed by ANTHC July 2013								
2									
3					IGAP Budget FY17				
4					Reviewed (add date) by (Name of person doing the review)				
5									
6	Topic	Item	Component	Description	Rate	Units	Total		
7	Salary								
8		Env. Coordinator		40 hrs/wk @ \$20/hr (100% effort)	800.00	52	\$41,600.00		
9		Env. Assistant		20 hrs/wk @ \$15/hr (.50% effort)	300.00	52	\$15,600.00		
10		Administration		10 hrs/wk @ \$20/hr (.25% effort)	200.00	52	\$10,400.00		
11									
12		Fringe Benefits		Estimated at 33% (See fringe explanation below)			\$22,308.00		
13							\$89,908.00		
14									
15	Travel								
16	Per Diem			1RT for regional training	600.00	1	\$600.00		
17				4 days @ \$180/day x 1 traveler	180.00	4	\$720.00		
18				1RT to ATCEM Conference	1,000.00	1	\$1,000.00		
19				6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00		
20				1RT to Anchorage for Quickbooks Training	1,000.00	1	\$1,000.00		
21				6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00		
22							\$5,480.00		
23									
24	Supplies	Office Supplies		Folders, tablets, thumb-drives, highlighters, etc. @ \$120 per month	1,196.00	1	\$1,196.00		
25				Computer, printer and software for Coordinator and Assistant	1,000.00	2	\$2,000.00		
26				Shelving for office + shipping	1,200.00	1	\$1,200.00		
27				Recycling containers	20.00	100	\$2,000.00		
28				Water quality supplies	800.00	1	\$800.00		
29							\$7,196.00		
30									
31	Equipment	ATV		ATV for water quality data collection	8,000.00	1	\$8,000.00		
32				Trailer for ATV	600.00	1	\$600.00		
33							\$8,600.00		
34									
35	Contractual						\$0.00		
36							\$0.00		
37									
38	Other			Training registration x 1	200.00	1	\$200.00		
39				Computer training software: Quickbooks, webinar, etc.	400.00	1	\$400.00		
40				ATV Shipping	1,000.00	1	\$1,000.00		
41				Office Rent	600.00	12	\$7,200.00		
42				Office Utility	316.00	12	\$3,816.00		
43				Gas for ATV	100.00	12	\$1,200.00		
44							\$13,816.00		
45									
46					TOTAL DIRECT		\$125,000.00		
47	Indirect				TOTAL INDIRECT				
48					GRAND TOTAL		\$125,000.00		
49									
50									
51									
52									
53									

Change Happens – Budgets can be Revised



Consult with your EPA Project Officer before making purchased that are not in your approved budget. Budget and work-plan revisions may be necessary.

Depending on the change, it may or may not need to go through the formal EPA approval process.

Expenses

- ❑ Track electronically with a simple spreadsheet.
- ❑ Keep copies of all receipts.
- ❑ Review at least monthly with your bookkeeper.

FY13 IGAP Purchases			
Date	Description	Vendor	Total
10/15/2012	Outreach supplies	AC Store	\$ 23.00
10/15/2012	Salary	Jane Doe	\$ 850.00
10/15/2012	Benefits	Jane Doe	\$ 255.00
11/12/2012	Computer	Dell	\$ 965.00
12/31/2012	Office Rent	Tribe	\$ 500.00
12/31/2012	Utilities - Electric	Electric	\$ 215.00
2/4/2013	Airfare - AFE - Jane	AK Air	\$ 659.00
TOTAL			\$ 3,467.00

FY13 IGAP Expense Tracking				
Topic	Date	Description	Vendor	Total
Salary	10/15/2012	Payperiod 1 - Env. Coordinator	Jane Doe	\$850.00
	10/15/2012	Payperiod 1 - Env. Assistant	John Doe	\$750.00
	10/31/2012	Payperiod 1 - Env. Coordinator	Jane Doe	\$850.00
				\$2,450.00
Travel	2/4/2013	Alaska Forum on Env. - RT BIG to ANCH - Jane Doe	AK Air	\$830.00
	2/4/2013	Per Diem - AFE \$150 x 5/days	Jane Doe	\$750.00
				\$1,580.00
Supplies	10/5/2012	General office supplies	Office Max	\$58.00
	11/30/2012	Education supplies	AC Store	\$113.00
				\$171.00
Other	12/31/2012	Quarter 1 office rent	Big Tribe	\$1,200.00
				\$1,200.00
		TOTAL DIRECT		\$5,401.00
Indirect	Rate of 10%	TOTAL INDIRECT		\$540.10
		TOTAL		\$5,941.10



IGAP Budget FY17
Reviewed (add date) by (Name of person doing the review)

Topic	Item	Description	Rate	Units	Total	Spent	Description & Date	Remaining
Salary	Env. Coordinator	40 hrs/wk @ \$20/hr (100% effort)	800.00	52	\$41,600.00			
	Env. Assistant	20 hrs/wk @ \$15/hr (.50% effort)	300.00	52	\$15,600.00			
	Administration	10 hrs/wk @ \$20/hr (.25% effort)	200.00	52	\$10,400.00			
	Fringe Benefits	Estimated at 33% (See fringe explanation below)			\$22,308.00			
					\$89,908.00	\$0.00		\$89,908.00
Travel Per Diem		1RT for regional training	600.00	1	\$600.00			
		4 days @ \$180/day x 1 traveler	180.00	4	\$720.00			
		1RT to ATCEM Conference	1,000.00	1	\$1,000.00			
		6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00			
		1RT to Anchorage for Quickbooks Training	1,000.00	1	\$1,000.00			
		6 days @ \$180/day x 1 traveler	180.00	6	\$1,080.00			
					\$5,480.00	\$0.00		\$5,480.00
Supplies	Office Supplies	Folders, tablets, thumb-drives, highlighters, etc. @ \$120 per month	1,196.00	1	\$1,196.00			
		Computer, printer and software for Coordinator and Assistant	1,000.00	2	\$2,000.00			
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		Recycling containers	20.00	100	\$2,000.00			
		Water quality supplies	800.00	1	\$800.00			
					\$7,196.00	\$0.00		\$7,196.00
Equipment	ATV	ATV for water quality data collection	8,000.00	1	\$8,000.00			
		Trailer for ATV	600.00	1	\$600.00			
					\$8,600.00	\$0.00		\$8,600.00
Contractual					\$0.00			
					\$0.00	\$0.00		
Other		Training registration x 1	200.00	1	\$200.00			
		Computer training software: Quickbooks, webinar, etc.	400.00	1	\$400.00			
		ATV Shipping	1,000.00	1	\$1,000.00			
		Office Rent	600.00	12	\$7,200.00			
		Office Utility	318.00	12	\$3,816.00			
		Gas for ATV	100.00	12	\$1,200.00			
					\$13,816.00	\$0.00		
TOTAL DIRECT					\$125,000.00	\$0.00		\$125,000.00
Indirect		TOTAL INDIRECT						
GRAND TOTAL					\$125,000.00	\$0.00		\$125,000.00

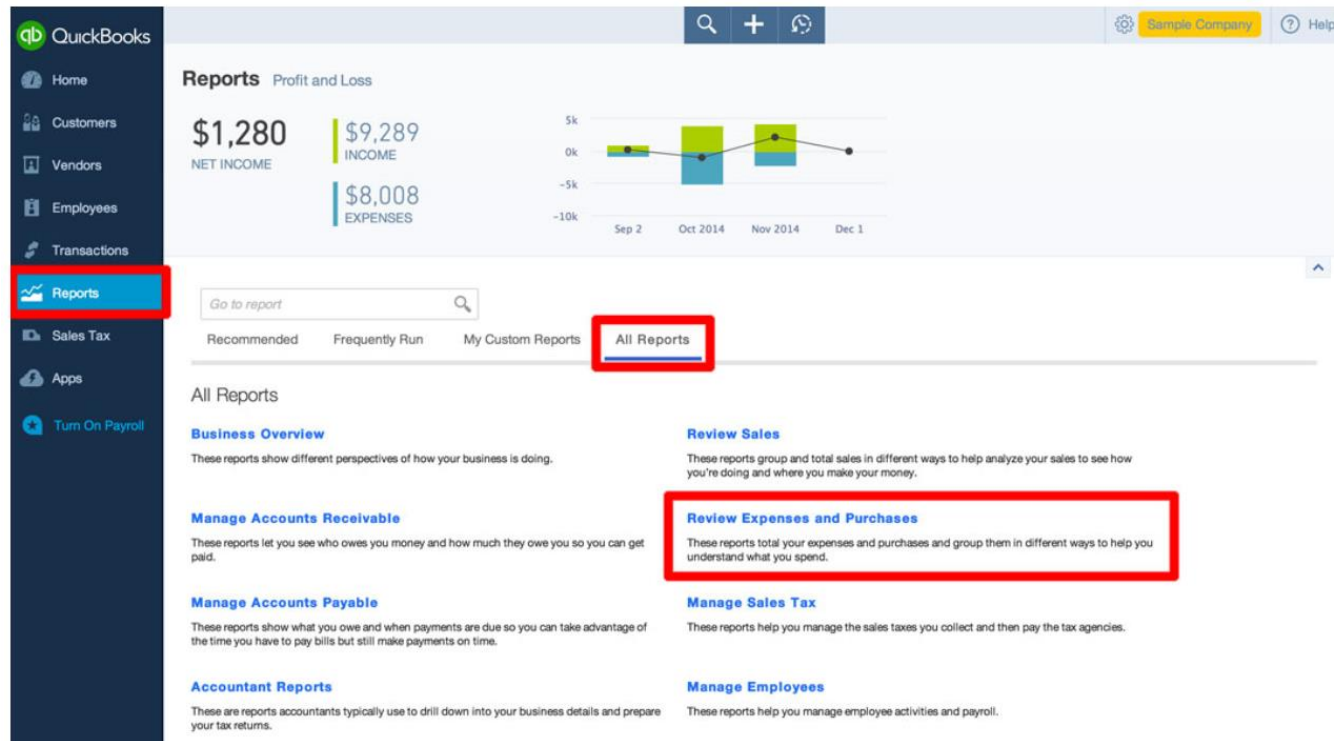
- ❑ The GAP Coordinator and Bookkeeper should communicate regularly. Meet monthly to review budget and expenses.



- ❑ Make sure the IGAP expense tracking matches the accounting expense reports.
- ❑ Contact your EPA Project Officer if budget modifications are needed.
- ❑ Spend as much of the budget on approved purchases before the end of each grant year.

Common reports used for budget management

- ☐ Expense Report
- ☐ Job Activity Detail
- ☐ Profit and Loss Statement



WE PASSED THE AUDIT!



Requesting Payments

The screenshot shows the EPA website with a blue header. The EPA logo is on the left, and navigation links for 'Español', '中文: 繁體版', '中文: 简体版', 'Tiếng Việt', and '한국어' are on the right. Below the header is a dark blue navigation bar with links for 'Learn the Issues', 'Science & Technology', 'Laws & Regulations', and 'About EPA'. A search bar is on the right of this bar. Below the navigation bar is a white section with the heading 'Related Topics: EPA Grants' and links for 'Contact Us' and 'Share'. The main content area has a large heading 'Assistance Agreement Payment Process'. Under this heading is a sub-heading 'Assistance agreement payment process' followed by a bulleted list of four steps: 'Award signed by EPA award official', 'Recipient signs acceptance of agreement', 'Finance office notified that award is accepted', and 'Funds are made available to recipients'. Below this is another sub-heading 'Payment Methods – EPA EFT via ACH' followed by a bulleted list of three items: 'Electronic Funds Transfer (EFT) via EPA's accounting system' (with sub-points for banking information and ACH request), and 'Payments electronically deposited within 2-3 working days'. The final sub-heading is 'EPA payment request Payment methods – ASAP' followed by a bulleted list of nine items, including 'Electronic system thru Federal Reserve Bank of Richmond', 'Utilizes ACH and FEDWIRE', 'Federal agencies establish accounts and spending authorizations', 'Recipient initiates payments', 'System approves or rejects payments', 'Approved payments made same or next day', 'Funds are credited to recipient account', 'Enrollment Process' (with sub-points for EPA contact, Treasury contact, software, and reconciliation), and 'Benefits of ASAP' (with sub-points for one-time enrollment, no software costs, minimal hardware costs, fewer systems, and greater flexibility).

EPA US Environmental Protection Agency

Español | 中文: 繁體版 | 中文: 简体版 | Tiếng Việt | 한국어

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Related Topics: [EPA Grants](#) [Contact Us](#) [Share](#)

Assistance Agreement Payment Process

Assistance agreement payment process

- Award signed by EPA award official
- Recipient signs acceptance of agreement
- Finance office notified that award is accepted
- Funds are made available to recipients

Payment Methods – EPA EFT via ACH

- Electronic Funds Transfer (EFT) via EPA's accounting system
 - Recipient provides banking information to receive funds electronically
 - Submits ACH payment request
 - Payments electronically deposited within 2-3 working days

EPA payment request Payment methods – ASAP

- Electronic system thru Federal Reserve Bank of Richmond
- Utilizes ACH and FEDWIRE
- Federal agencies establish accounts and spending authorizations
- Recipient initiates payments
- System approves or rejects payments
- Approved payments made same or next day
- Funds are credited to recipient account
- Enrollment Process
 - Recipient contacts EPA to request enrollment
 - Agency contacts Treasury and provides recipient enrollment data
 - Treasury provides recipient with software, instructions, user IDs, and training
 - EPA reconciles grant balances with recipient and establishes accounts in ASAP
- Benefits of ASAP
 - One time enrollment
 - No communication software costs
 - Minimal hardware costs
 - Fewer systems
 - Greater flexibility

Electronic Funds Transfer (EFT)

The screenshot shows the EPA website's 'Forms and Reports' page. The browser address bar displays 'https://www.epa.gov/financial/forms'. The page features a blue header with the EPA logo and navigation links. Below the header, there's a 'Related Topics: Financial Services' section. The main content area is titled 'Forms and Reports' and includes a note about Adobe Reader. The page lists various forms and reports under different categories: Contracts, Fellowships, Grants, and Outlay Report. A red oval highlights the 'Payment Request for Grants/Cooperative Agreements EPA Form 190-F-04-001' section, which states it is used by non-ASAP participants to request payment via electronic funds transfer (EFT). Below this, there is a link to 'Instructions on how to complete the Payment Request for Grants/Cooperative Agreements'.

<https://www.epa.gov/financial/forms>

EPA US Environmental Protection Agency

Learn the Issues | Science & Technology | Laws & Regulations | About EPA

Related Topics: **Financial Services** | [Contact Us](#) | [Share](#)

Forms and Reports

You will need Adobe Reader to view some of the files on this page. See [EPA's About PDF page](#) to learn more.

Contracts

[Agreement for Email Submission of Contract Invoices](#) - Used by contractors to acknowledge the acceptance of established requirements and the liabilities of using email to transmit invoices.

Fellowships

[Completion of Studies EPA Form 5570-9](#) - Required form for fellowship recipients to financially close fellowship agreements.

[Fellowship Stipend Payment Enrollment EPA Form 190-F-05-001](#) - Used for setting up fellowship direct deposit to receive funds via electronic funds transfer (EFT).

Grants

[ASAP Initiate Enrollment Form \(Word\)](#) (1 pg, 25 K) - Used to obtain information to initiate enrollment in the US Treasury's Automated Standard Application for Payment (ASAP) system.

[Electronic Payment Designation Form](#) - Used for international grant recipients to convey banking information.

[Federal Financial Report SF 425 \(Excel\)](#) (1 pg, 23 K) - Used to close out a grant/cooperative agreement.

- [Instructions on how to complete the Federal Financial Report \(PDF\)](#) (5 pp, 61 K)

[Minority/Women's Business Enterprise Utilization Report \(MBE/WBE\) EPA Form 5700-52A \(PDF\)](#) (5 pp, 299 K) - Required if any funds were expended for supplies, equipment or contractual services during the life of the assistance agreement. This form is submitted to your regional grants office.

[Outlay Report and Reimbursement Request for Construction Programs SF 271 \(PDF\)](#) (2 pp, 164 K) - Used by unique EPA programs or those recipients permitted by EPA's Las Vegas Finance Center (by exception only) to request grant payments.

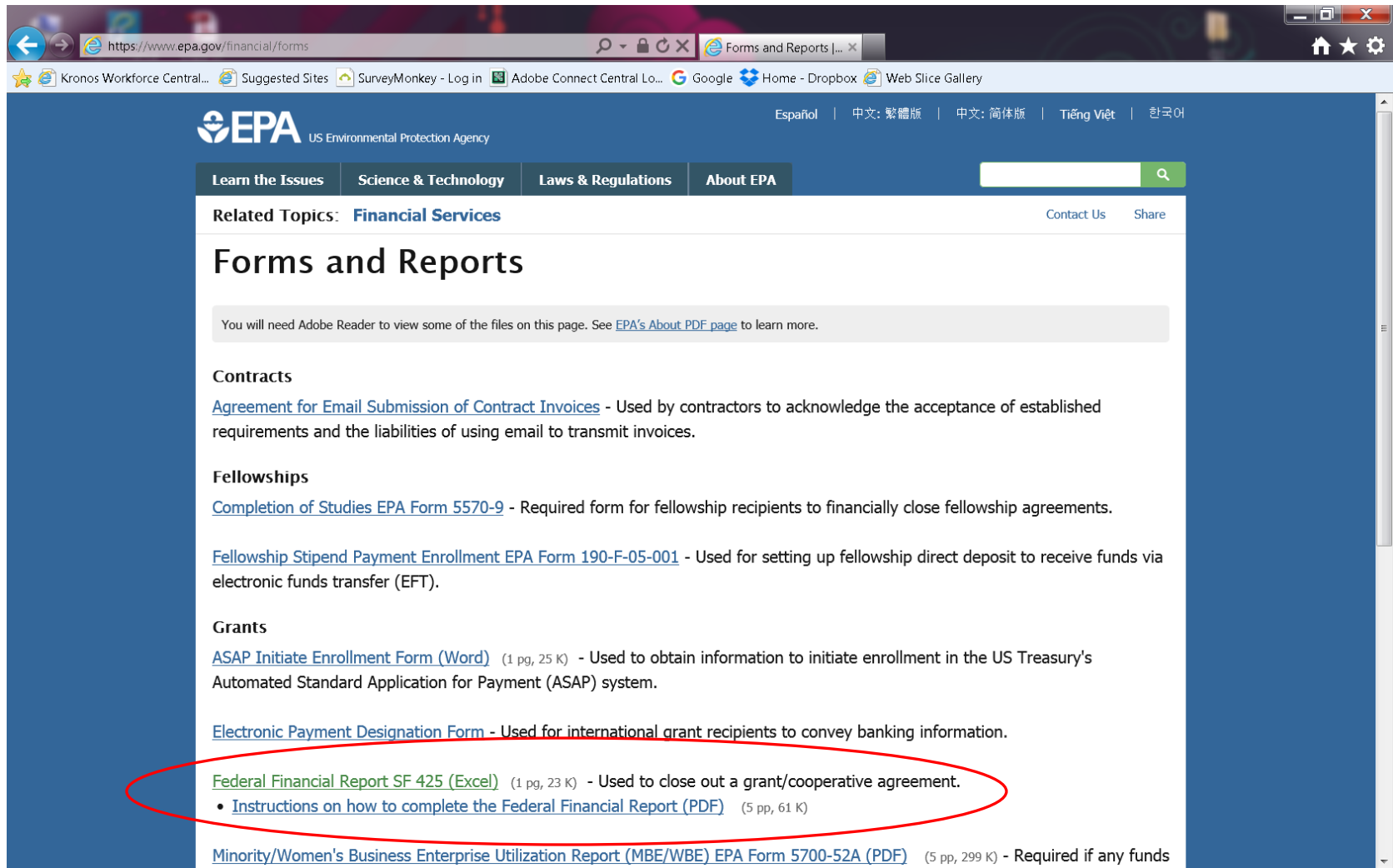
[Payment Request for Grants/Cooperative Agreements EPA Form 190-F-04-001](#) - Used by non-ASAP participants to request payment via electronic funds transfer (EFT).

- [Instructions on how to complete the Payment Request for Grants/Cooperative Agreements](#)

[Request for Advance or Reimbursement SF 270 \(PDF\)](#) (2 pp, 165 K) - Used by unique EPA programs or those recipients permitted by EPA's Las Vegas Finance Center (by exception only) to request grant payments.

[Contact Us](#) to ask a question, provide feedback, or report a problem.

Financial Reporting



The screenshot shows a web browser window with the URL <https://www.epa.gov/financial/forms>. The browser's address bar and tabs are visible at the top. The EPA logo and navigation menu are at the top of the page. The main content area is titled "Forms and Reports" and lists various financial reporting forms and their purposes. A red oval highlights the "Federal Financial Report SF 425 (Excel)" link and its description.

EPA US Environmental Protection Agency

Learn the Issues | Science & Technology | Laws & Regulations | About EPA

Related Topics: **Financial Services** [Contact Us](#) [Share](#)

Forms and Reports

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[Minority/Women's Business Enterprise Utilization Report \(MBE/WBE\) EPA Form 5700-52A \(PDF\)](#) (5 pp, 299 K) - Required if any funds

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)				Page 1 of 1 pages	
3. Recipient Organization (Name and complete address including Zip code)								
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period (Month, Day, Year) From: _____ To: _____					9. Reporting Period End Date (Month, Day, Year)			
10. Transactions <i>(Use lines a-c for single or combined multiple grant reporting)</i> Federal Cash (To report multiple grants separately, also use FFR Attachment):						Cumulative		
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on Hand (line a minus b)								
<i>(Use lines d-o for single grant reporting)</i> Federal Expenditures and Unobligated Balance:								
d. Total Federal funds authorized								
e. Federal share of expenditures								
f. Federal share of unliquidated obligations								
g. Total Federal share (sum of lines e and f)								
h. Unobligated balance of Federal funds (line d minus g)								
Recipient Share:								
i. Total recipient share required								
j. Recipient share of expenditures								
k. Remaining recipient share to be provided (line i minus j)								
Program Income:								
l. Total Federal share of program income earned								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative								
o. Unexpended program income (line l minus line m or line n)								
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
					g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number, and extension)		
						d. Email Address		
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)		
						14. Agency use only:		

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Need help with payment requests or Final Financial Report?

Contact the EPA Las Vegas Finance Center

Marge Pumphrey,
Region 10 Contact
702-798-2492
Pumphrey.Margaret@EPA.Gov



Questions?

Desirae Roehl

Alaska Native Tribal Health Consortium

Ph. 907-729-3496

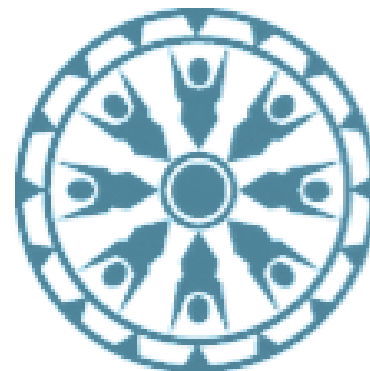
droehl@anthc.org

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