

# GAP GRANT PROCESS

From solicitation to award



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# ANTHC WEBINAR TRAINING SERIES

**This 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 your individual IGAP grant may need to be referred to your EPA Project Officer.**

**The following information was developed exclusively by ANTHC staff based on our many years of experience working with IGAP grants both at the local tribal level and with ANTHC. Information and examples provided during this training were compiled from publically available GAP resources.**

# IGAP APPLICATION PROCESS

## 1. Draft Proposal

Narrative Discussion

Work Plan

Detailed Budget

Unmet Needs Proposal

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

## 4. Enter into GAP Online

# THE FUNDING ANNOUNCEMENT

## ➤ **Common names:**

- Solicitation
- Request for Application (RFA)
- Request for Proposal (RFP)

## ➤ **Provides you with detailed instructions for GAP applications.**

- Eligibility
- Important dates
- Requirements
- Application process
- Elements that need to be included
- Etc.

## ➤ **Finding the announcement**

- Mailed to tribes
- EPA Region 10 Infobox - [R10AKInfoBox@epa.gov](mailto:R10AKInfoBox@epa.gov)
- Available from your EPA project officer
- EPA Region 10 Tribal Newsletter

# GAP is listed in the Catalog of Federal Domestic Assistance (CFDA) – 66.926

<https://www.cfda.gov/index?s=program&mode=list&tab=list>



## CATALOG of FEDERAL DOMESTIC ASSISTANCE



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**Note :** Once you have found the Federal assistance program you want, please contact the office that administers the program for application instructions.

Keywords:  [+ More Search Fields](#)

Items 1-3 of 3

		# ▼	Program Title ▼	Agency/Office ▼	Types of Assistance
<input type="checkbox"/>		66.812	Hazardous Waste Management Grant Program for Tribes	Environmental Protection Agency Office of Solid Waste and Emergency Response	B - Cooperative Agreements
<input type="checkbox"/>		66.926	Indian Environmental General Assistance Program (GAP)	Environmental Protection Agency Office of International and Tribal Affairs	B - PROJECT GRANTS
<input type="checkbox"/>		93.581	Improving the Capability of Indian Tribal Governments to Regulate Environmental Quality	Department of Health and Human Services Administration for Children and Families	B - PROJECT GRANTS



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## Indian Environmental General Assistance Program (GAP)

GAP for Tribes

Number: 66.926

Agency: Environmental Protection Agency

Office: Office of International and Tribal Affairs

### Program Information

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#### Authorization (040):

Indian Environmental General Assistance Program Act of 1992, Section 11, Public Law 102-497, 42 U.S.C 4368b; Indian Environmental General Assistance Program Act of 1992, Public Law 103-155.

#### Objectives (050):

To provide general assistance program (GAP) grants to Indian tribal governments and intertribal consortia to build capacity to administer environmental regulatory programs on Indian lands, and provide technical assistance from EPA to Indian tribal governments and intertribal consortia in the development of multimedia programs to address environmental issues on Indian lands.

**Funding Priority - Fiscal Year 2013:** Funding is for the purposes of planning, developing, and establishing the administrative, technical, legal, enforcement, communications, and environmental education and outreach structure of a tribal environmental program. The funding will be used to support vital work performed including locally assessing the status of a tribe's environmental condition, utilizing available federal information, building an environmental program tailored to the tribe's needs, developing environmental education programs, developing solid waste management plans, assisting in the building of tribal environmental capacity, and alerting EPA to serious conditions involving immediate public health and ecological health.

#### CONTACT INFORMATION

Website:

<http://www.epa.gov/indian/grantsandfunding/index.htm>

Regional or Local Office:

See Regional Agency Offices.

<http://www.epa.gov/indian/contactinfo/regcontactb.htm>.

Headquarters Office:

Luke Jones American Indian Environmental Office  
(2000 M) U.S. Environmental Protection Agency, 1200  
Pennsylvania Ave., NW, Washington, District of  
Columbia 20460 Email: [jones.luke@epa.gov](mailto:jones.luke@epa.gov) Phone:  
(202) 584-4013

#### GENERAL INFORMATION

Assistance Types:

B - PROJECT GRANTS

Applicant Eligibility:

22-Federally Recognized Indian Tribal Governments/  
35-Environment (water, air, solid waste, pesticides,  
radiation)

Beneficiary Eligibility:

22 - Federally Recognized Indian Tribal Governments

#### HISTORY

1003 (U): Indian Environmental General Assistance

# REVISION REQUESTS

- This request will come directly from your EPA Project Officer by e-mail and will outline suggested revisions. A deadline will be included with the request.
- The tribe can contact EPA Project Officer to negotiate activities.
- Make necessary revisions and resubmit to EPA for approval.

# FEDERAL FORMS

- SF 424 – Application for Federal Assistance
- SF 424a – Budget Information
- SF 424b – Assurances
- 4700-4 – Pre-award Compliance
- Certification Regarding Lobbying
- Key Contacts Form



The screenshot shows the EPA Grants and Debarment website. The header includes the EPA logo and the text "US EPA Grant Application Forms | Grants and Debarment ...". The main heading is "Grants and Debarment". Below this, there is a search bar and a breadcrumb trail: "You are here: EPA Home » Grants and Debarment » Application Kit for Federal Assistance » Grant Application Forms". The section is titled "Grant Application Forms" and includes a description: "These standard forms can be downloaded in PDF by clicking below. If you don't have Click on the desired format of these forms to begin download. (These forms are main". A table lists the forms available for download:

Form Title	PDF
Certification Regarding Lobbying	<a href="#">Adobe Acrobat</a>
Checklist for Applications - Items to be Submitted Checklist	<a href="#">Adobe Acrobat</a>
SF-424, Application for Federal Assistance	<a href="#">Adobe Acrobat</a>
Budget Information - Non-Construction Programs Standard Form 424A	<a href="#">Adobe Acrobat</a>
Assurances - Non-Construction Programs Standard Form 424B	<a href="#">Adobe Acrobat</a>

<http://www.epa.gov/ogd/AppKit/contents.htm>

# The 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.

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

The screenshot shows the American Indian Environmental Office Tribal Portal website. The page features a blue header with the EPA logo and the text "American Indian Environmental Office Tribal Portal". A search bar is located in the top right. The main content area includes a large image of a person holding a bowl, with the text "Tribal ecoAmbassadors Program" and "EPA Now Accepting Applications for 2013-2014 Tribal ecoAmbassadors Program". Below this, a green banner reads "EPA Releases New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia". The text below the banner states: "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." A red circle highlights the link "New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia (PDF) (86pp, 505kb, About PDF)". Below this, a link for "Summary of responses to comments received 05/01/13" is visible. The page also includes a sidebar with navigation links such as "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 Contact", and "Tribal Programs". A "Tribal Calendar" section on the right lists upcoming events, conferences, seminars, grants, internships, and public meetings.

# Understanding the Federal Fiscal Year

**FY15**

Oct 1, 2014 – Sept. 30, 2015

**Quarter 1**

10/1/14 – 12/31/14

Q1 Report Due: 1/30/15

**Quarter 2**

1/1/15 – 3/31/15

Q2 Report Due: 4/30/15

**Quarter 3**

4/1/15 – 6/30/15

Q3 Report Due: 7/30/15

**Quarter 4**

7/1/15 – 9/30/15

Q4 Report Due: 10/30/15

**FY16**

Oct 1, 2015 – Sept. 30, 2016

**Quarter 1**

10/1/15 – 12/31/15

Q1 Report Due: 1/30/16

**Quarter 2**

1/1/16 – 3/31/16

Q2 Report Due: 4/30/16

**Quarter 3**

4/1/16 – 6/30/16

Q3 Report Due: 7/30/16

**Quarter 4**

7/1/16 – 9/30/16

Q4 Report Due: 10/30/16

# System for Award Management (SAM)

Attachment A

## FACT SHEET

### System for Award Management (SAM) Entity Management Registration (formerly called Central Contractor Registration)

- **Legal Name and Doing Business As (DBA) Name**
  - For federally recognized tribes the name as it appears in the most recent United States Department of the Interior Bureau of Indian Affairs listing of federally recognized tribes <http://www.gpo.gov/fdsys/pkg/FR-2013-05-06/pdf/2013-10649.pdf> must be included in the SAM Entity Management Registration as the legal name.
  - If the name of the governing body is not identical to the name on the BIA listing, the governing body name should be included in the SAM registration as the DBA.
  - Assure your SAM record meets these criteria – initiate change immediately if needed.
- **Maintenance of Active SAM (former CCR) Registration Required for All Federal Grant Application Processing, Award & Payment** [www.sam.gov](http://www.sam.gov)
  - requires update at least yearly – Renewal in February recommended even if not due
  - usually the responsibility of the administration of the organization
  - reminders sent to the email address of the SAM Entity Registration Representative
  - reassign this role in the event of staff turnover and assign a back-up
  - opt for allowing public view of information (no sensitive information will be shown)
  - registration and renewal are free
  - SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)
    - (8am – 8 pm Eastern Time)
    - US Calls: 866-606-8220
    - Site says emailing the service desk gets faster service than calling.
  - Frequently Asked Questions (with answers), User Guides, and Demonstration Videos are available by clicking the Help Tab on the homepage [www.sam.gov](http://www.sam.gov).
- **Universal Identifier – DUNS pre-requisite for SAM Registration**  
<http://fedgov.dnb.com/webform>
  - Application must contain DUNS
  - Legal Name, DBA, Physical Location maintained in the Dunn & Bradstreet Record
  - SAM pulls the above information into the SAM registration or update
  - any change to this information must be made in the DUNS record first
  - D&B record also contains leadership information
  - Assure that responsible staff is authenticated through the <https://update.dnb.com/> in order to be able to access and modify information as needed
  - DUNS Customer Service: 1-866-705-5711
- **Other Free Technical Assistance regarding SAM and DUNS**
  - <http://ptacalaska.org/> (800) 478-7232



## ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Leaders in life care

About ANTHC ANMC Hospital Community Health Environment/Engineering

You are here: [ANTHC](#) > [Community Health Services](#) > [Community Environment and Safety](#) > Healthy Village Environments

### Healthy Village Environment Program

Rural Alaska communities face many unique environmental challenges but solutions are attainable. It is the goal of the Healthy Village Environment Program (HVE) to support local initiatives that help make communities safe, healthy and sustainable.



ANTHC IGAP Program



Community Environmental Demonstration Projects



7 Generations Training



E-News



Local Environmental Observer



Other Resources

### ANTHC IGAP Programs



### 2014 IGAP TRAINING WEBINARS

- [Click here to view schedule](#)

### IGAP RESOURCE

#### IGAP Program Guides:

- [2013 IGAP Guidebook](#): EPA Guidance on the Award & Management
- [IGAP Environmental Staff Guide to the IGAP Program \(Oct 2012\)](#): Developed by EPA Region 10 Tribal Trust & Assistance Unit
- [Tips for New GAP Recipients](#): 1 page quick reference sheet
- [IGAP Desk Manual Powerpoint \(2011\)](#): Developed by Roxana Kashatok (APIA) and Violet Yeaton (Port Graham Village Council)
- [GAP Program Overview](#): IGAP how-to's by YRITWC
- [IGAP Management Powerpoint \(2013\)](#): Planning, Capturing Success Stories, GAP Grant and Program Office Organization. Developed by ANTHC.
- [IGAP Allowable Costs \(2013\)](#): General Overview. Developed by ANTHC.

#### Your GAP Work-Plan:

- [IGAP Program Planning Powerpoint](#): Developed by EPA
- [IGAP Work-plan Template](#): With examples by ANTHC
- [IGAP Work-plan Template](#): Blank template ready for use
- [Outcomes and Outputs](#): EPA Logic Model

#### GAP Online:

- [GAP Online Training Powerpoint](#): June 2012
- [GAP Online Progress Reporting](#): Step by step visual guide
- [GAP Online Adding Commitments](#): Step by step visual guide

#### Creating Your IGAP Success Story:

- [Capturing Your IGAP Success Story Powerpoint](#): Tips and tools
- [IGAP Success Story Template](#): EPA template

#### Closing out Your IGAP Grant:

- [IGAP Close-out Guide](#): 2 page guide to help with IGAP grant close-out
- [Closing Out Your IGAP Grant](#): What's required Q&A
- [IGAP Close-out Checklist](#): Keep track of completed close-out materials

#### Miscellaneous IGAP Forms:

- [IGAP Quarterly Report Template](#): Fillable Word Document
- [Minority or Women Owned Business Form \(MBE-WBE\)](#): SF700-52a
- [Administrative Capability Assessment](#): 40 CFR 31
- [Application for Federal Assistance](#): SF-424
- [Budget Info Form for Non-Construction Programs](#): SF-424A
- [EPA IGAP Budget Form](#): Electronic, fillable, savable
- [Federal Financial Report Form](#): SF-425

#### Other Administrative Information:

- [System for Award Management \(SAM\)](#): Info and links - required for payment
- [SAM Powerpoint](#): Step-by-step guidance for getting started or renewing