# 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.

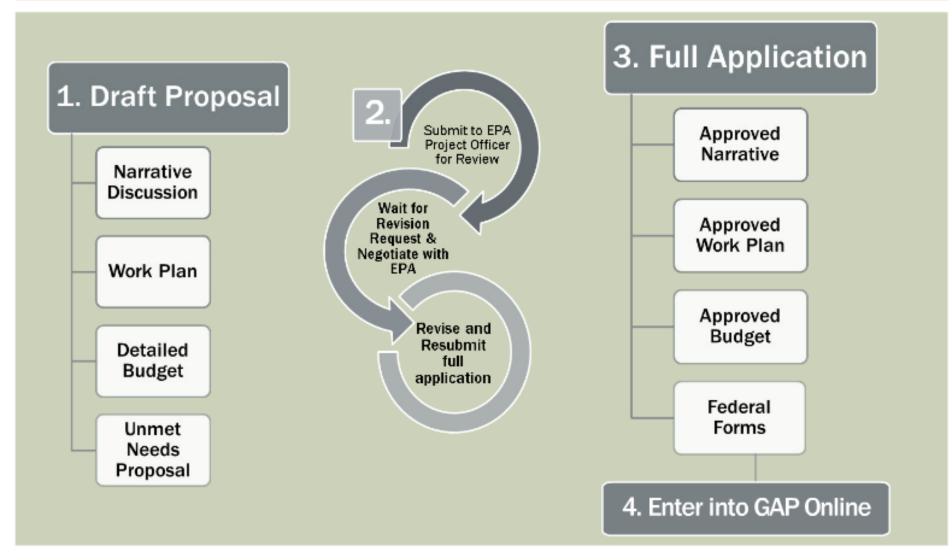


The current training schedule was developed based on unmet training needs expressed by tribal programs during statewide gatherings, training sessions and during one-on-one discussions.

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**



# 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
- 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									
Home	Pi	rograms	Agencies	Regional Agency Offices	General Ir	nfo Privacy				
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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**  $\geq$

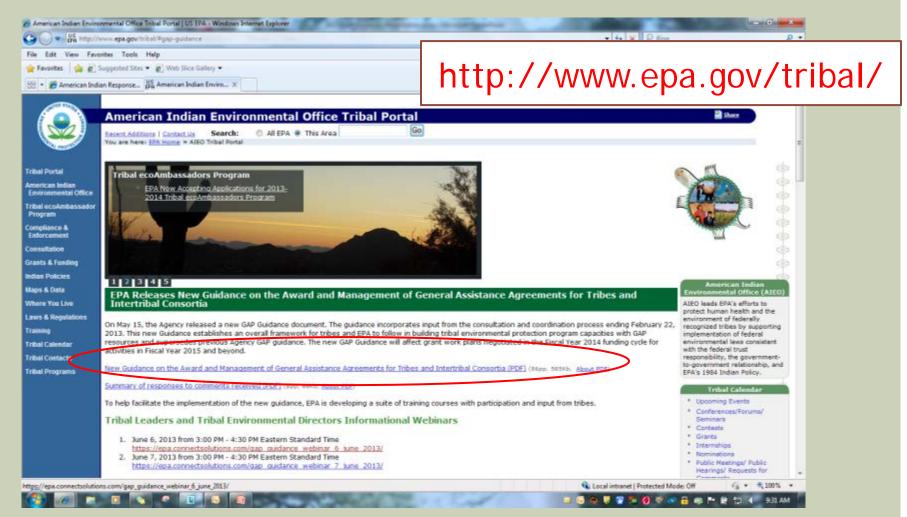
US EPA Grant Applicati	on Forms   Grants and Debarment						
	Grants and Debarment Recent Additions   Contact Lik Search: O All EPA @ This Area You are nere: EPA Home * Grants and Department, * Application ( ) for Federal Assistance	» Grant Application Forms					
Application Kit for Federal Assistance Letter to Applicant	al Assistance These standard forms can be downloaded in PDF by clicking below. If you don't have						
Applicable EPA Regulations and Description	Click on the desired format of these forms to begin download. (These forms are main						
Appendix D: Fact sheet for Applicants Intergovernmental Review Process	Form Title	PDF					
Grant Application Forms	Certification Regarding Lobbying	Adobe Acrobat					
EEO Contacts	Checklist for Applications - Items to be Submitted Checklist	Adobe Acrobat					
Checklist for Applications	SF-424, Application for Federal Assistance	Adobe Acrobat					
Official Mailing Addresses							
Dn-Line Grant Application Kit	Budget Information - Non-Construction Programs Standard Form 424A	Adobe Acrobat					
Return to the Grants and Debarment Home Page	Assurances - Non-Construction Programs Standard Form 424B	Adobe Acrobat					

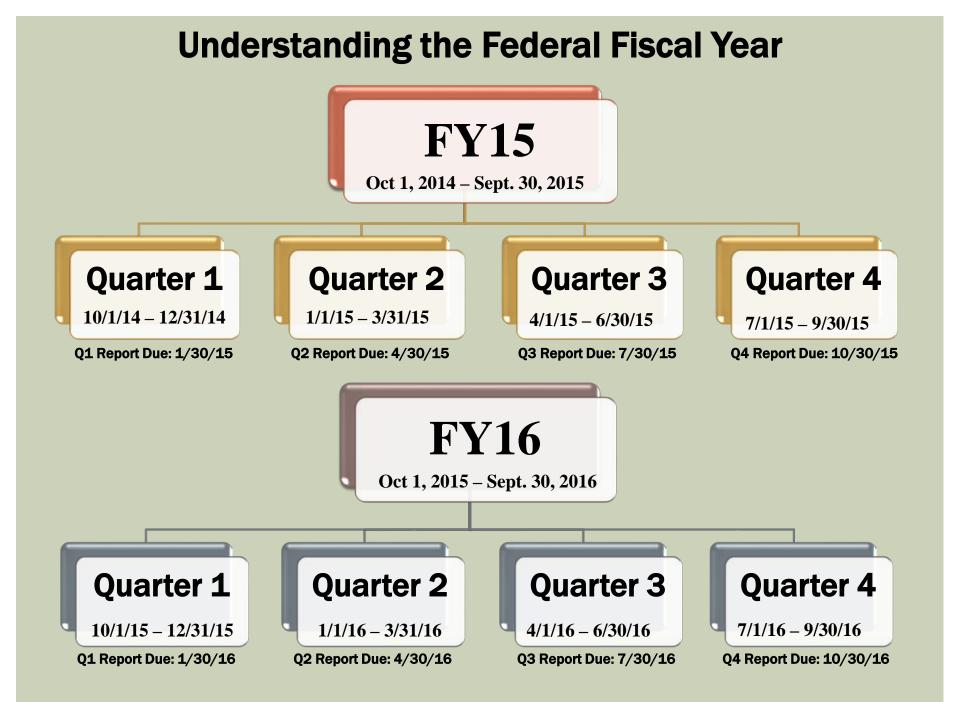
http://www.epa.gov/ogd/AppKit/contents.htm

## **The GAP Guidance**

This Guidance provides a <u>consistent national framework</u> for building tribal environmental program capacity under GAP.

It is designed to strengthen GAP and enhance tribal environmental protection programs.





## **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 <u>http://www.qpo.gov/fdsys/pkg/FR-2013-05-06/pdf/2013-10649.pdf</u> 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 <u>www.sam.gov</u>

- requires update at least yearly—Renewal in February recommended even if not due
- o usually the responsibility of the administration of the organization
- reminders sent to the email address of the SAM Entity Registration Representative
- o reassign this role in the event of staff turnover and assign a back-up
- o opt for allowing public view of information (no sensitive information will be shown)
- o registration and renewal are free
- SAM Help Desk: <u>www.fsd.gov</u>
  - (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 <u>www.sam.gov</u>.

#### Universal Identifier – DUNS pre-requisite for SAMRegistration

http://fedgov.dnb.com/webform

- Application must contain DUNS.
- o Legal Name, DBA, Physical Location maintained in the Dunn & Bradstreet Record
- SAM pulls the above information into the SAM registration or update
- o 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 <u>https://iupdate.dnb.com/</u>in order to be able to access and modify information as needed
- o DUNS Customer Service: 1-866-705-5711
- Other Free Technical Assistance regarding SAM and DUNS
  - o http://ptacalaska.org/ (800) 478-7232



#### 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 Programs



#### 2014 IGAP TRAINING WEBINARS

- Click here to view schedule

#### IGAP RESOURCE

#### IGAP Program Guides:

- 2013 IGAP Guidebook: EPA Guidance on the Award & Management
- <u>IGAP Environmental Staff Guide to the IGAP Program (Oct 2012)</u>: Developed by EPA Region 10 Tribal Trust & Assistance Unit
- Tips for New GAP Recipients: I page quick reference sheet
- <u>IGAP Desk Manual Powerpoint (2011)</u>: Developed by Roxana Kashatok (APIA) and Violet Yeaton (Port Graham Village Council)
- GAP Program Overview: IGAP how-to's by YRITWC
- <u>IGAP Managment Powerpoint (2013)</u>: 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): 5700-52a
- 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: Electonic, 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 guidence for getting started or renewing