## GAP Guidance

Overview of the 2013 GAP Guidance



## **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.

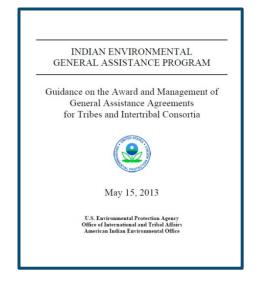
ANTHC created this PowerPoint directly from the EPA GAP Guidance.

## What is IGAP?

- EPA Indian Environmental General Assistance Program
- Grants or cooperative agreements to tribes and tribal consortia. Ranging between \$75K \$128K per year for up to four years.
- Provided to help <u>build tribal capacity</u> to plan, develop and administer tribal environmental protection programs consistent with the federal laws that the EPA is charged with implementing.
- Intended to assist tribes with opportunities for meaningful participation in policy making and standard setting.

## The GAP Guidance

- Consistent National Framework for program capacity
- Designed to strengthen GAP and Tribal Environmental Programs
- Provides criteria for the award and administration of GAP Grants





## Program Priorities

- Developing and maintaining environmental program capacities
  - ETEPs that reflect intermediate and long-term goals
    - Linking Work Plans and ETEPs



- Developing capacities for media-specific programs
  - Implementing waste management programs

## EPA Program Roles and Responsibilities

#### American Indian Environmental Office (AIEO)

- National Program Manager
- Establish guidance for GAP program
- Evaluate GAP Program
- Distribute annual funding to Regional Offices
- Technical Assistance to Regional Offices

#### EPA Regional & Alaska Tribal Operations Offices

- Implementing partnerships with tribes
- Processing GAP Applications / Award decisions
- Collecting outputs / outcomes
- Post-Award Management
- Direct Contact for Tribes



- General Guidelines regarding eligible activities
- General Guideline regarding ineligible activities
- The funding announcement table of sample allowable activities

#### GAP Eligible and Ineligible Activities

The following list of allowable activities and general restrictions is not comprehensive but illustrates the most common scenarios that arise under the GAP.

#### Sample of GAP Allowable Activities Funding is provided under GAP for the purposes of planning, developing, and establishing tribal

planning, developing, and establishing tribal environmental protection programs consistent with programs and authorities administered by the EPA. GAP Program Priorities:

- Developing and maintaining core environmental program capacities (administrative, financial management, information management, environmental baseline needs assessment, public education/communication, legal, and technical/analytical)
- Engaging with the EPA to negotiate joint EPA-Tribal Environmental Plans (ETEPs, discussed in Section 4 of the 2013 Guidance) that reflect intermediate and long-term goals for developing, establishing, and implementing environmental protection programs;
- Linking GAP-funded assistance agreement work plans to the ETEPs;
- Developing baseline capacities for media-specific environmental protection programs that are related to the needs of the recipient and to EPA statutory programs (e.g., ambient and indoor air quality; water quality; managing wastes; managing asbestos, lead-based paint, pesticides, toxics, and pollution prevention programs); and
- Implementing waste management programs (see Appendix I, "Guidebook for Building Tribal Environmental Program Capacity," Section E).

#### Allowable Activities:

- Planning, developing and establishing tribal capacities for implementing environmental protection programs administered by the FPA, including the administrative, technical, legal, communications, outreach, compliance assurance, and enforcement commonents of a program.
- Activities to establish baseline environmental conditions, including assessing environmental conditions for land a tribe is planning to acquire.
- Establishing an environmental protection program may include performing a "test drive" of the program to determine whether the tribe is ready to move into the program implementation phase.
- Tribes with limited jurisdiction to implement environmental regulatory programs may develop program capacities for purposes consistent with the extent of their authorities, such as: evaluating environmental conditions; developing voluntary or partial environmental protection programs; participating in environmental policy making;

#### SAMPLE OF GAP Ineligible ACTIVITIES:

GAP funds cannot be used to fund activities not closely related to planning, developing, and establishing tribal environmental protection program capacity consistent with programs administered by EPA. Examples include:

- Animal husbandry, community gardens, the repatriation of Native American cultural items, and feral animal control.
- Implementing environmental protection programs once established, except for solid and hazardous waste programs as discussed in Appendix I, \*Section E.
- Conducting Natural Resource Damage Assessments are deemed to be part of program implementation under Agency policy and should not be funded under GAP.
- Planning, developing, or establishing programs that primarily support ongoing litigation, for profit enterprises, or any commercial purposes (e.g., utility company, gas station, gaming enterprise).
- Planning, developing, or establishing natural resource management programs that are generally not administered by EPA. Examples of these types of unallowable activities include: silviculture projects (e.g., tree farming), beaver dam control programs; programs to manage invasive species; and fishery operations.
- Repairing, upgrading, and/or replacing facilities and
  equipment are typically deemed to be
  implementation costs and are generally unallowable
  under the GAP, except for source separation
  facilities and equipment as discussed in Appendix I
  Section E. Regional offices are to evaluate requests
  for GAP funds to repair, upgrade, or replace
  facilities and equipment on a case-by-case basis to
  determine whether they are restricted costs
  (implementation) or are allowable because they are
  necessary to plan, develop, or establish a tribal
  environmental protection program. These requests
  must meet the requirements of 2 C.F.R. §225,
  Appendix B (15).
- Corrective actions or other actions responding to an enforcement order – at regulated entities are implementation and are therefore unallowable under the GAP.
- Activities that are the inherent responsibility of a state or local government, or that primarily benefit

## Allowable Activities

#### Allowable Activities

- Activities related to planning, developing and establishing tribal capacities
- Develop program capacities for purposes consistent with tribal authorities
- Education, outreach, public participation, compliance assistance and coordination programs
- Supplies and initial purses of equipment necessary to administer environmental protection programs



## Restrictions

#### Restrictions

- Activities NOT closely related to planning, developing and establishing environmental programs
- Salaries and expenses for a Tribe's chief executive, council or judiciary branch
- General cost of government services
- Goods or services for personal use
- Planning, designing, constructing and operating specific facility
- Solid Waste Activity and the 2020 extension



## **Award Information**

The Catalog of Federal Domestic Assistance number for the Indian Environmental General Assistance Program is 66.926

- General Information
- Types of Assistance
- Eligibility Information
- Other
- ~ 2 C.F.R. Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- ~ 2 C.F.R. Part 1500 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- ~ 40 C.F.R. Part 31 "Uniform Administrative Requirements for Gants and Cooperative Agreements to State and Local Governments"
- ~ 40 C.F.R. Part 35, Subpart B "Environmental Program Grants for Tribes"
- ~ OMB Circular A-133 "Compliance Supplement"
- ~ 2 C.F.R. Part 1536 "Requirements for Drug-Free Workplace (Financial Assistance)"
- ~ 40 C.F.R. Part 33 "Participation by Disadvantaged Business Enterprises in United States Environmental Protection Agency Programs."

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## Performance Reporting

#### Indicators of Tribal Environmental Program Capacity

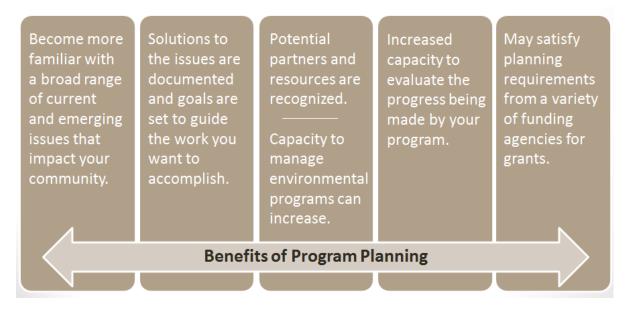
- Capacity Indicators are designed to help identify and measure tribal environmental program capacity
- The Capacity Indicators offer a non-exclusive menu of choices, organized by category of environmental program development
- Work Plans should incorporate Capacity Indicators from Appendix 1

IGAP Work Plan for FY17
Tribe:
Region: Region 10
Work Plan Period Begin: October 1, 20 End: September 30, 20
Work Plan Component 1: ** "EXAMPLE*** Conduct a community environmental assessment to prioritize environmental issues.
Capacity Indicator Developed (see GAP Guidebook to select one or more that apply):
Personnel:

## EPA-Tribal Environmental Plans (ETEPs)

#### **ETEP Goals**

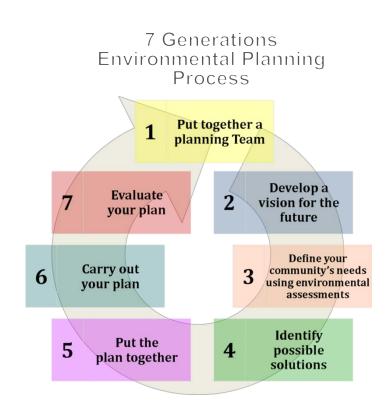
- ~ EPA and the Tribe develop plans that reflect the intermediate and long-term goals of the tribe for building environmental program capacities
- GAP Work plans will contain capacity indicators that are related to accomplishing the goals identified in the ETEP
- EPA and the Tribe will measure progress



## EPA-Tribal Environmental Plans (ETEPs)

#### Components of an ETEP

- 1. Tribal Programs and Priorities
- 2. EPA Programs and Priorities
- 3. Inventories of Regulated Entities
- 4. Mutual Roles and Responsibilities for Tribal Program Development Milestones and Environmental Program Implementation



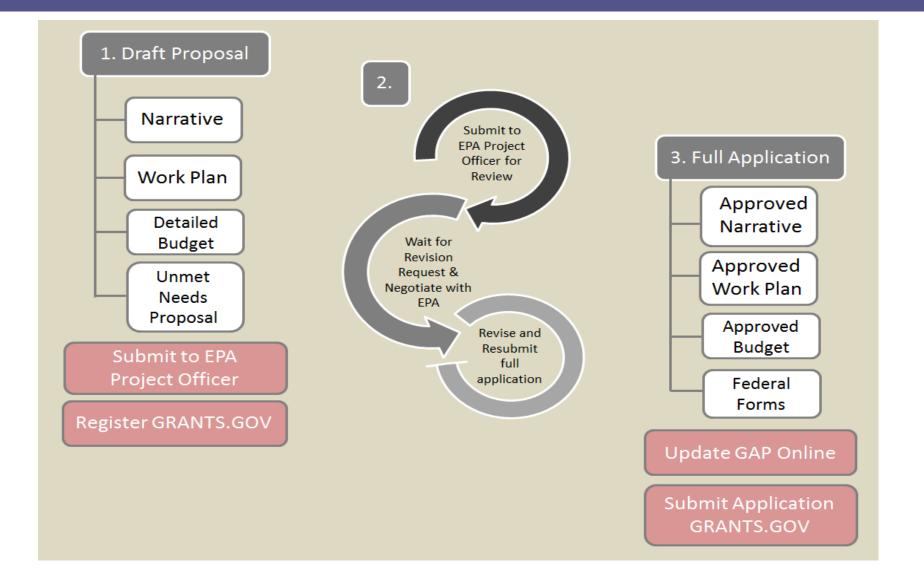
# Assistance Agreement Work Plan and Reporting

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PROJECT MANAGER		EPA PROJECT OFFICE		RANT SPECI	ALIST	1						
415 Tuttle Place		Santina Gay 1200 Sixth Avenue, Suiti Seattle, WA, 98101	e 900, AOO/A 1200 Seat	Six								
Raven, AK 99550 E-Mail: jdraven@raven.o Phone: 907-565-0000 PROJECT TITLE AND DI Indian General Assistance	ESCRIPTION	E-Mail: Gay Santna@e Phone: 907-271-3413	pamail.epa.gov E-Ma Phos	Trib Regi	e: ion: Region 10 rk Plan Period Begin: Octo	ber 1, 20 <b>End</b> : September 30, 20	IGAP Work Plan	for FY17				
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Based on your application	on dated 02/19/2013, includ				g-Term Outcome (s) (Chan	ges in the Environment, Public Health, Beh	navior or Knowledg	e):				
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receipt, or any extension provisions are 40 CFR C	of time, as may be granted chapter 1, Subchapter B, an	by EPA. This agreement d all terms and conditions	is subject to applicable EPA str of this agreement and any attac	ut: Inte	rmediate Outcome (s) (thi	s work plan period):						
ORGANIZATION / ADD	ICE (GRANTS MANAGEM IRESS	ENT OFFICE)	ORGANIZATION / ADDRES	ND N	•							
EPA Region 10 Mail Code: OMP-145 1200 Sixth Avenue, St.	ite 900		U.S. EPA, Region 10 Office of Ecosystems, Tribal 1200 Sixth Avenue, Suite 900	nd Estin	mated Cost				Estimated Work Years		]	
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# Application Submission, Review and Award Process

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### **Award Administration**

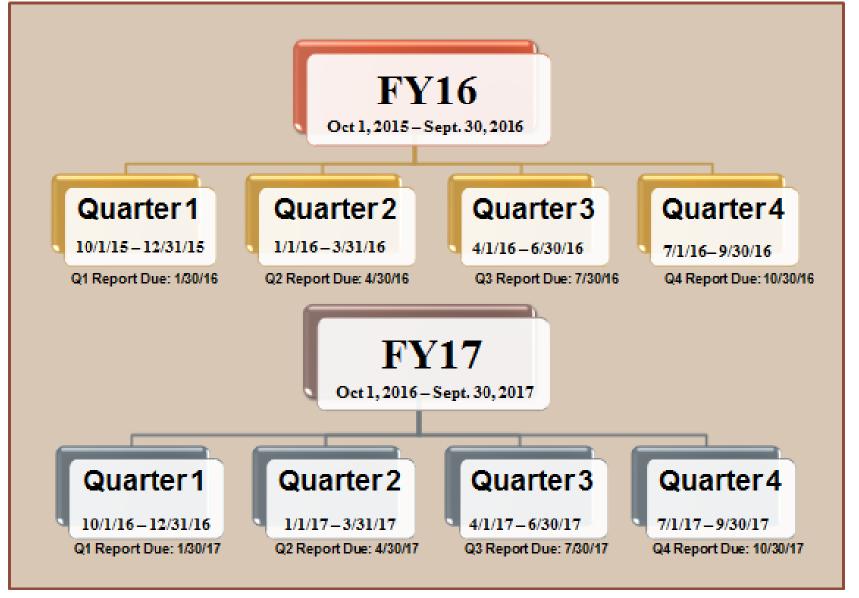
Read and understand your agreement!!!

The initial award will be about 10 pages.
It includes administrative and programmatic conditions.

It can be amended for up to four years with new GAP funds, including special projects.

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The state of the s	Grant A	greement	PAYMENT METHOD	:	$\dashv$	ACH#
MAL PHOTECT	Orant A	greement				X0092
RECIPIENT TYPE:			Send Payment Requ			
Indian Tribe			Las Vegas Finance C FAX # 702-798-24			
RECIPIENT:			PAYEE:			
Native Village of Raven			Native Village of Rav	en		
415 Tuttle Place Raven, AK 99500			415 Tuttle Place			
EIN: 92-0162785			Raven, AK 99500			
PROJECT MANAGER		EPA PROJECT OFFICE	R	EPA GRANT	SPECIA	LIST
Jane Raven		Santina Gay		Aimee Munzi		
415 Tuttle Place		1200 Sixth Avenue, Suite	e 900, AOO/A			000, OMP-145
Raven, AK 99550		Seattle, WA 98101 E-Mail: Gay.Santina@e	namail ana gov	Seattle, WA 9		Mana gov
E-Mail: jdraven@raven.org Phone: 907-555-0000	9	Phone: 907-271-3413	pamaii.epa.gov		il: Munzi.Aimee@epa.gov e: 206-553-6063	
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## Reporting Requirements



## Example Work Plan

			IGAP Work Plan	for FY17			
	n: Region 10 Plan Period Begin: October 1, 20 End: September 30, 2	20					
Work	Plan Component 1: ***EXAMPLE*** Conduct a community of	environ	mental assessment	to prioritiz	e env	ironmental issues.	
Capac	ity Indicator Developed (see GAP Guidebook to select one c	or more	e that apply):			Capacity Indicators are located in	
	Term Outcome (s) (Changes in the Environment, Public Heal	lth, Beh	navior or Knowledge	e):		Appendix I	
Intern	nediate Outcome (s) (this work plan period):	lii	comes should nk to goals entified in an ETEP				
Estima	ated Cost					Estimated Work Years	
	COMMITMENTS		ESTIMATED TASK COST (optional)	END DA	TE	OUTPUTS AND DELIVERABLES	
1.1	***EXAMPLE*** Tribe will develop a flier and hang in local businesses to solicit residents who are interested in being a of an environmental committee.			10/30/1	14	Environmental committee announcement flier     Number of people interested	
1.2	***EXAMPLE***People interested in joining will be contact and given more information. We will talk to people in perso more people are needed.			3/31/1	5	- List of environmental committee	1
						If changes are necessary,	
	To add rows for additional commitments, place your mouse the very left of the row and click. It will highlight the row. R click and choose "insert" and select "add row below". To do rows, highlight the ones you want to delete and choose "de rows" instead of "insert".	ight- elete				Contact your EPA Project Officer as soon as possible	

## Reporting in GAP Online

<u>htt</u>	ps://ofmext.epa.gov	v/GAP_On	line/index.jsp
Indian General As	sistance Program (GAP) Online	v2.3.5	⊡ Contact Us Share
CAP Online Home About CAP Online Contact US	Tou are here: EPA Home " American Indian Environmental Login = (Authorized users only)  To login with existing Tribal-wide user account, plea and Panaword, then click on the "Login" button.  (Panaword is case sensitive.)  Username:  Panaword:  Login Forget Panaword		Login To Your Account
Go	ogle: EPA GAP Or	nline	

ANTHC has a recorded GAP Online Webinar training and power-point presentation available

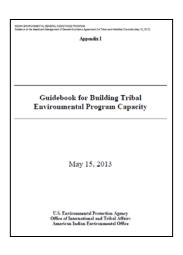
## Quarterly Report Template

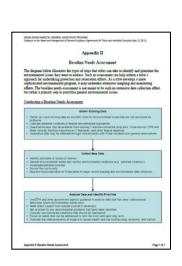
#### Activity Report Summary

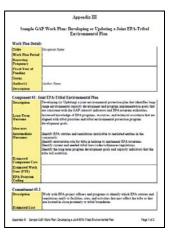
Component 1: Develo	p an EPA-T	ribal Environme	ntal Plan	
COMMITMENTS	Progress Status (Check one)	Status Comment (any problems encountered)	Work Accomplished	Outputs (Deliverables that will be attached to your quarterly report)
Commitment 1.1.  Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries.	Complete Not Started On schedule Ahead of Schedule Behind Schedule	Commitment complete	IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe.	- List of applicable statutes and regulations.
Targeted Completion Date: 03/30/2014  Commitment 1.2.  Review, and update with tribal information, EPA's baseline inventories of regulated entities, sites, or activities that may affect the tribe or that are located in close proximity to tribal boundaries.	_ Complete _ Not Started _ On schedule _ Ahead of Schedule _ Behind Schedule	We will continue to review and update tribal information throughout the grant year.	IGAP Staff reviewed and updated tribal information with EPA's baseline inventories. Targeted completion date was for 03/30/2014. IGAP Staff will continue to review and update the tribal information throughout the grant year.	- Quarterly accurate inventory
Targeted completion Date: 03/30/2014				
Commitment 1.3, Identify existing tribal priorities and associated capacity indicators the tribe intends to establish.	Complete Not Started On schedule Ahead of Schedule Behind	Staff will continue to review community assessment	IGAP Staff is reviewing existing community assessment to determine if a new community assessment is needed to identify tribal priorities. Once tribal priorities are established capacity indicators will be identified and Environmental Priorities Document will be submitted to EPA.	
Targeted completion Date: 06/30/2014	Schedule			

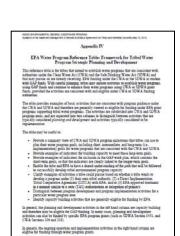
## **Appendices**

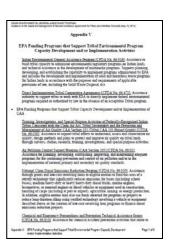
- Appendix I: Guidebook for Building Tribal Environmental Program Capacity
- Appendix II: Baseline Needs Assessment
- Appendix III: Sample GAP Work Plan: Developing a Joint EPA-Tribal Environmental Plan
- Appendix IV: EPA Water Program Reference Table: Framework for Tribal Water Program Strategic Planning and Development
- Appendix V: EPA Funding Programs that Support Tribal Environmental Program Capacity Development and/or Implementation Activities











## **Staff Guide**

#### Region 10 Tribal Environmental Staff Guide to the Indian Environmental General Assistance Program (IGAP)

Assistance Program (IGAP)
Developed by Region 10 Tribal Trust & Assistance Unit
Compiled by Sherry Kimmons
10/18/12







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## QUESTIONS



#### Oxcenia O'Domin

Tribal Environmental Program Administrator 907-729-3492 | orodomin@anthc.org

#### **Desirae Roehl**

Senior Tribal Environmental Program Manager 907-729-34-96 | droehl@anthc.org

#### **Mary Mullan**

Tribal Environmental Program Assistant 907-729-3034 | mjmullan@anthc.org