

GAP Guidance

Overview of the 2013 GAP Guidance



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

February 2016

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.

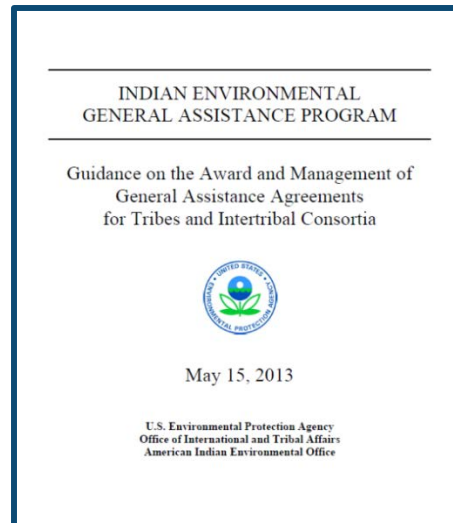
ANTHC created this PowerPoint directly from the EPA GAP Guidance.

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 build tribal capacity 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

Page 2

- 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

Page 3

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



Allowable Activities and Restrictions

- 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 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 EPA, including the administrative, technical, legal, communications, outreach, compliance assurance, and enforcement components 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

Page 8

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 Grants 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."

Performance Reporting

Indicators of Tribal Environmental Program Capacity

Page 12

- 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

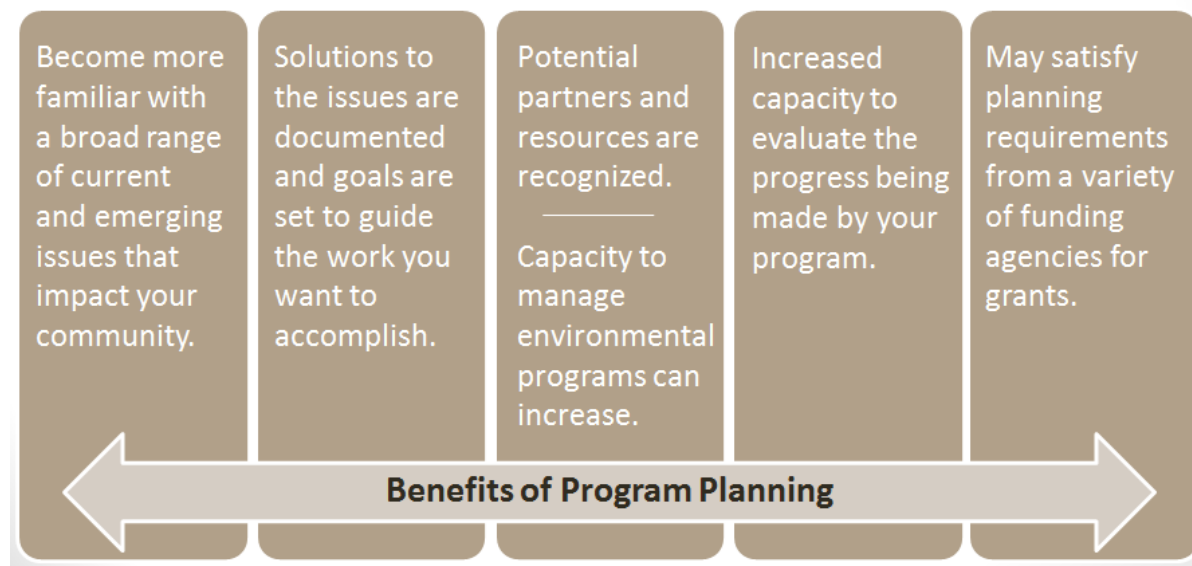
IGAP Work Plan for FY17	
Tribe: _____	
Region: Region 10	
Work Plan Period Begin: October 1, 20__	End: September 30, 20__
Work Plan Component 1: ***EXAMPLE*** Conduct a community environmental assessment to prioritize environmental issues.	
Capacity Indicator Developed (see GAP Guidebook to select one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

EPA-Tribal Environmental Plans (ETEPs)

Page 13

ETEP Goals

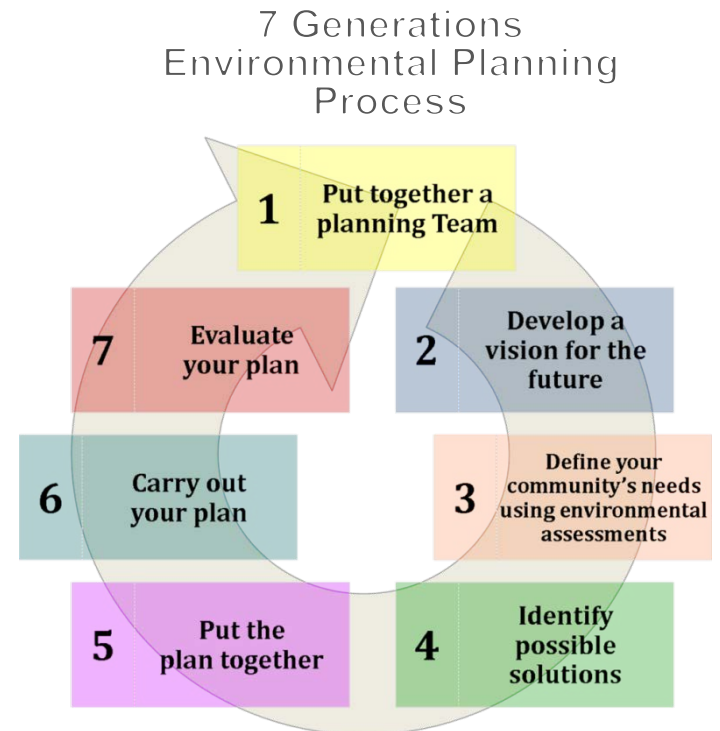
- ~ EPA and the Tribe develop plans that reflect the intermediate and long-term goals of the tribe for building environmental program capacities
- ~ GAP Work plans will contain capacity indicators that are related to accomplishing the goals identified in the ETEP
- ~ EPA and the Tribe will measure progress



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

Page 19

U.S. ENVIRONMENTAL PROTECTION AGENCY		ASSISTANCE ID NO. GA - 00J0700 - 0 Page 1	
Grant Agreement		PROG. GA - 00J0700	DATE OF AWARD 09/29/2013
RECIPIENT TYPE: Indian Tribe		DOC ID - 0	AMENUM - 0
RECIPIENT: Native Village of Raven 415 Tuttle Place Raven, AK 99500 ENR: 02-01-027195		MAILING DATE 08/27/2013	
PROJECT MANAGER: Jane Raven 415 Tuttle Place Raven, AK 99500 E-Mail: jraven@raven.org Phone: 907-558-0000		PAYMENT METHOD: ACRR 10005	
EPA PROJECT OFFICER: Sandra Gay 1200 South Avenue, Suite 900, ADOIA Seattle, WA 98101 E-Mail: clay.sandra@epa.gov Phone: 207-271-3413		EPA GRANT SPECIALIST: Anne M 1200 SW Seattle, WA 98101 E-Mail: clay.sandra@epa.gov Phone: 207-271-3413	
PROJECT TITLE AND DESCRIPTION Indian General Assistance Program The Native Village of Raven will continue to increase its administrative capacity to address a wide range of environmental issues. The Native Village of Raven will address the Tribe's solid waste.			
BUDGET PERIOD: 10/01/2014 - 09/30/2015	PROJECT PERIOD: 10/01/2014 - 09/30/2015	TOTAL BUDGET PERIOD COS: \$125,000.00	
NOTICE OF AWARD Based on your application dated 02/19/2013, including all modifications and amendments, the United States Environmental Protection Agency (EPA), hereby awards \$125,000. EPA agrees to cost-share 100.00% of all approved budget p total federal funding of \$125,000. Such award may be terminated by EPA without further cause if the recipient fails to sign under the Affirmation of Award section and returning all pages of this agreement to the Grants Management receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statute provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.			
ISSUING OFFICE (GRANT'S MANAGEMENT OFFICE)		AWARD	
ORGANIZATION ADDRESS: EPA Region 10 Mail Code: OMP-145 1200 South Avenue, Suite 900 Seattle, WA 98101		ORGANIZATION ADDRESS: U.S. EPA, Region 10 Office of Environmental, Tribal and 1200 South Avenue, Suite 900 Seattle, WA 98101	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY SIGNED: NAME AND TITLE: Amanda K. Nolan, Manager - Grants and Interagency Ag Digital signature applied by EPA Award Official			
AFFIRMATION OF AWARD BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION			
SIGNATURE: John Raven, Tribal Council President		TYPED NAME AND TITLE: John Raven, Tribal Council President	

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: _____			
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): • _____			
Intermediate Outcome (s) (this work plan period): • _____			
Estimated Cost: _____		Estimated Work Years: _____	
COMMITMENTS	ESTIMATED TASK COST (optional)	END DATE	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 part of an environmental committee.		10/30/14	- Environmental committee announcement flier - Number of people interested
1.2 ***EXAMPLE*** People interested in joining will be contacted and given more information. We will talk to people in person if more people are needed.		3/31/15	- List of environmental committee members
To add rows for additional commitments, place your mouse to the very left of the row and click. It will highlight the row. Right-click and choose "insert" and select "add row below". To delete rows, highlight the ones you want to delete and choose "delete rows" instead of "insert".			

https://ofmext.epa.gov/GAP_Online/index.jsp

Indian General Assistance Program (GAP) Online

v2.3.3

Contact Us Share



You are here: EPA Home » American Indian (Sovereign) Office » GAP Online

Login (Authorized users only)

To login with existing Tribal-wide user account, please type in Username and Password, then click on the "Login" button.
(Password is case sensitive.)

Username:

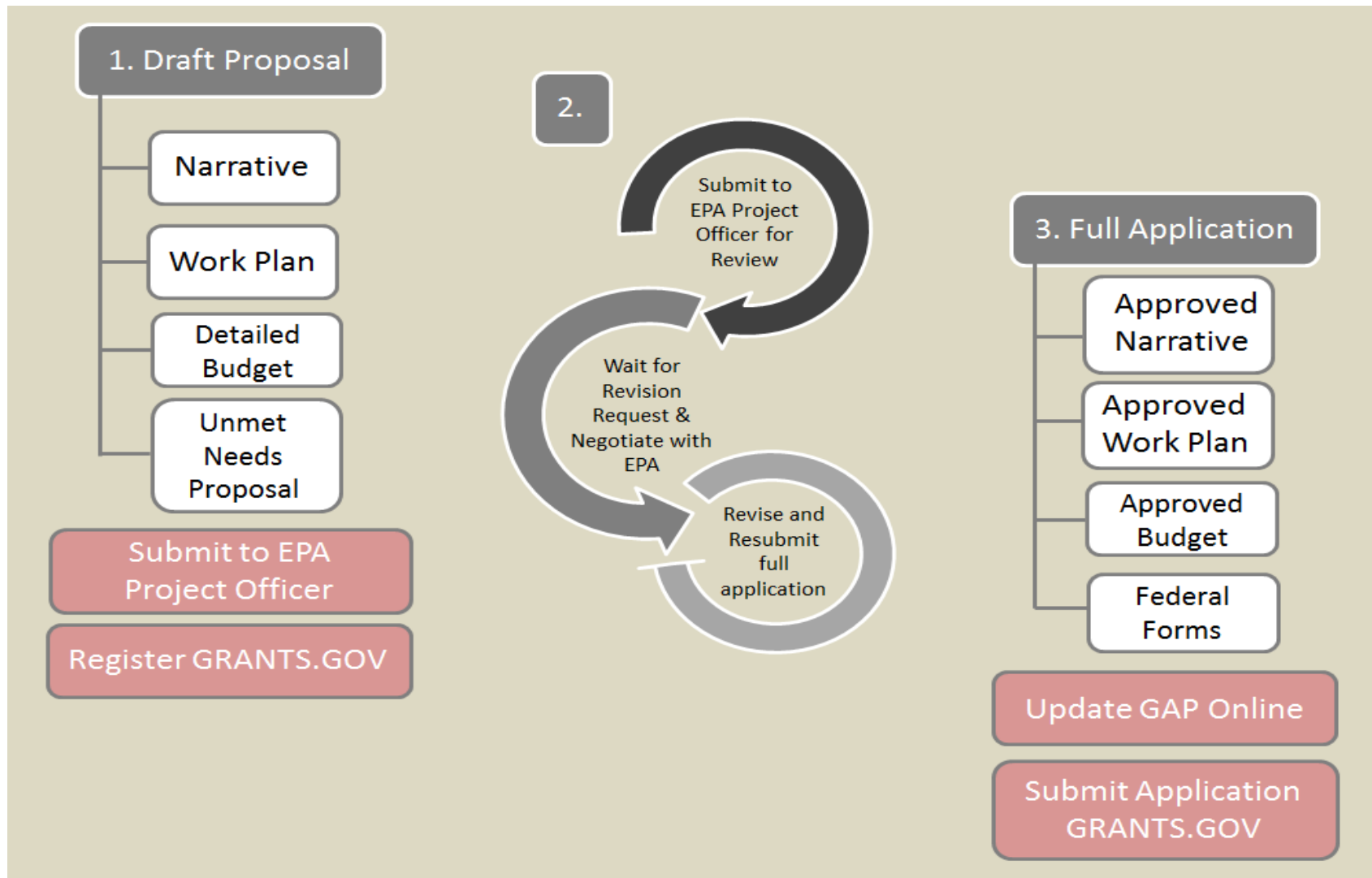
Password:



Google: EPA GAP Online

Application Submission, Review and Award Process

Page 19




Award Administration

Page 21

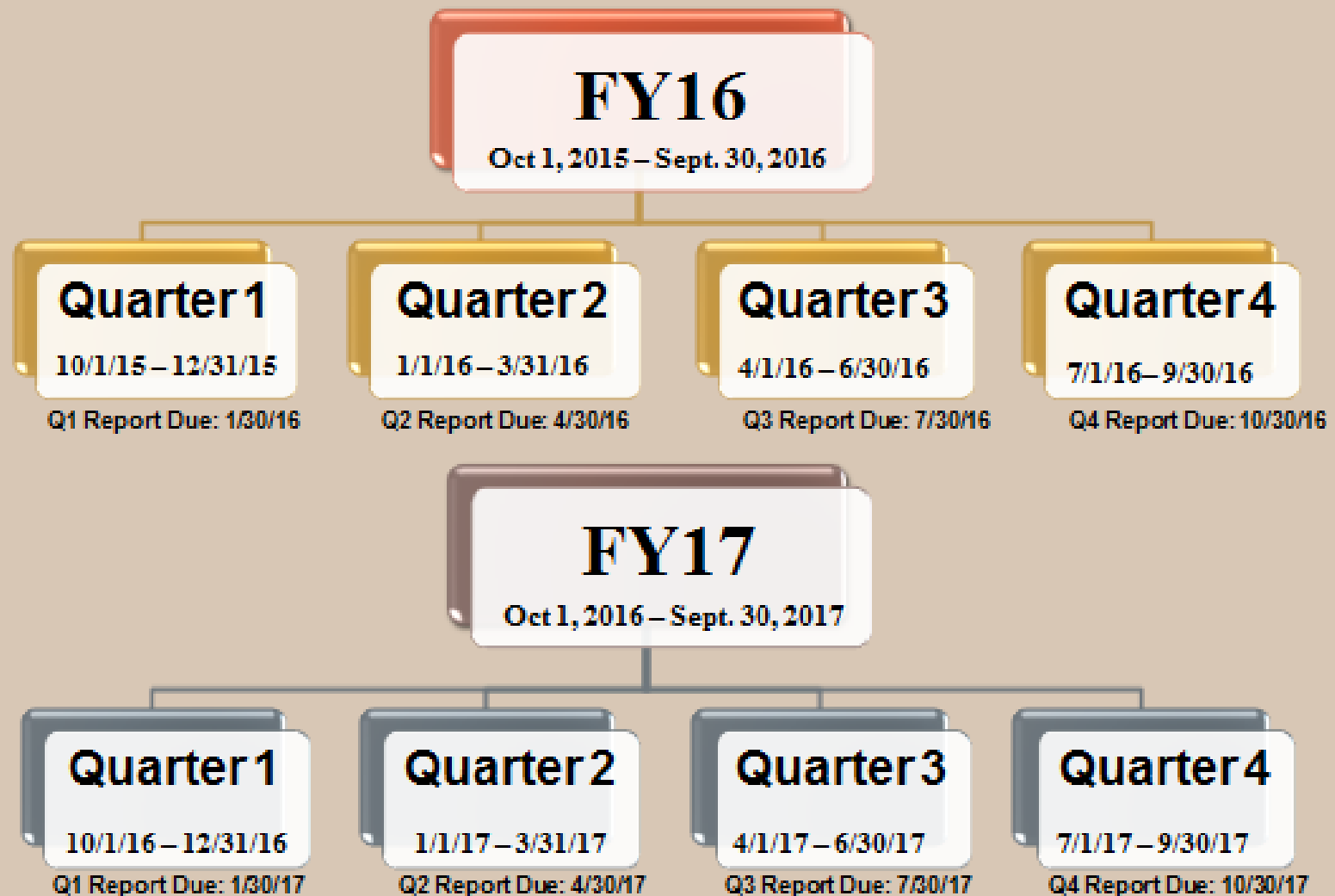
Read and understand your agreement!!!

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.

		U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement		GA - 00J00700 - 0 Page 1	
				ASSISTANCE ID NO. PRG DOC ID AMEND# GA - 00J0700 - 0	
RECIPIENT TYPE: Indian Tribe		DATE OF AWARD 08/20/2013			
RECIPIENT: Native Village of Raven 415 Tuttle Place Raven, AK 99500 EIN: 92-0162785		TYPE OF ACTION New			
		PAYMENT METHOD: ACH# X0092			
		Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423			
		PAYEE: Native Village of Raven 415 Tuttle Place Raven, AK 99500			
PROJECT MANAGER Jane Raven 415 Tuttle Place Raven, AK 99500 E-Mail: jdraven@raven.org Phone: 907-555-0000		EPA PROJECT OFFICER Santina Gay 1200 Sixth Avenue, Suite 900, AOO/A Seattle, WA 98101 E-Mail: Gay.Santina@epamail.epa.gov Phone: 907-271-3413		EPA GRANT SPECIALIST Aimee Munzi 1200 Sixth Ave., Ste. 900, OMP-145 Seattle, WA 98101 E-Mail: Munzi.Aimee@epa.gov Phone: 206-553-6063	
PROJECT TITLE AND DESCRIPTION Indian General Assistance Program The Native Village of Raven will continue to increase its administrative capacity to address a wide range of environmental issues. The Native Village of Raven will participate in the Black River Watershed Council. The Native Village of Raven will address the Tribe's solid waste concerns.					
BUDGET PERIOD 10/01/2014 - 09/30/2015		PROJECT PERIOD 10/01/2014 - 09/30/2015		TOTAL BUDGET PERIOD COST \$125,000.00	
				TOTAL PROJECT PERIOD COST \$125,000.00	
NOTICE OF AWARD Based on your application dated 02/19/2013, 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. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. 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					
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Armina K. Nolan, Manager - Grants and Interagency Agreements Unit		DATE 08/20/2013	
AFFIRMATION OF AWARD					
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION					
SIGNATURE John Raven, Tribal Council President		TYPED NAME AND TITLE John Raven, Tribal Council President		DATE	

Reporting Requirements



Example Work Plan

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): _____

Capacity Indicators
are located in
Appendix I

Personnel: _____

Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):

- _____
- _____

Outcomes should
link to goals
identified in an
ETEP

Intermediate Outcome (s) (this work plan period):

- _____
- _____

Estimated Cost _____

Estimated Work Years _____

COMMITMENTS		ESTIMATED TASK COST (optional)	END DATE	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 part of an environmental committee.		10/30/14	<ul style="list-style-type: none"> - Environmental committee announcement flier - Number of people interested
1.2	***EXAMPLE*** People interested in joining will be contacted and given more information. We will talk to people in person if more people are needed.		3/31/15	<ul style="list-style-type: none"> - List of environmental committee
	<p>To add rows for additional commitments, place your mouse to the very left of the row and click. It will highlight the row. Right-click and choose "insert" and select "add row below". To delete rows, highlight the ones you want to delete and choose "delete rows" instead of "insert".</p>			

If changes are necessary,
Contact your EPA Project
Officer as soon as possible

Reporting in GAP Online

https://ofmext.epa.gov/GAP_Online/index.jsp

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Login  (Authorized users only)

To login with existing Tribal-wide user account, please type in Username and Password, then click on the "Login" button.
(Password is case sensitive.)

Username:

Password:

Login To Your Account

Google: EPA GAP Online

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

Quarterly Report Template

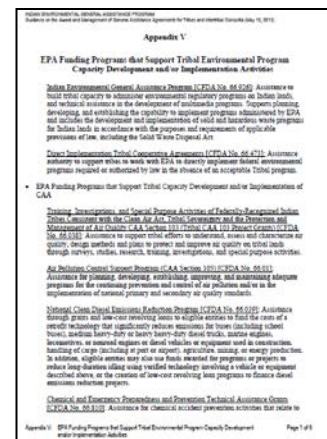
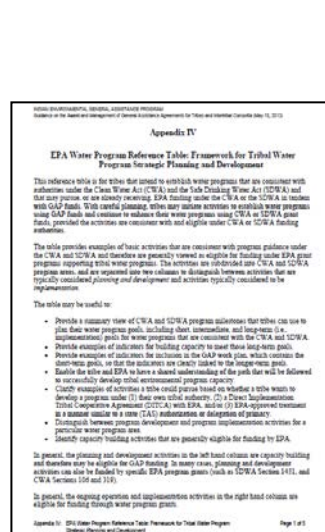
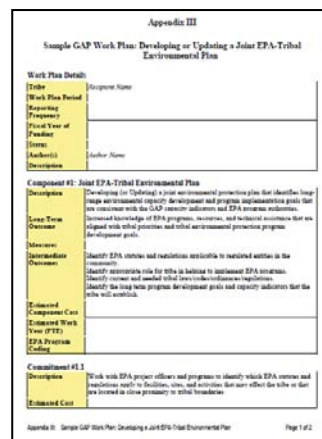
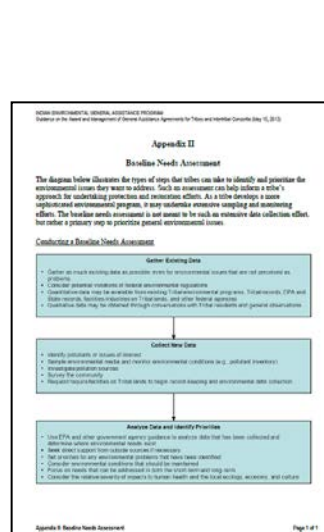
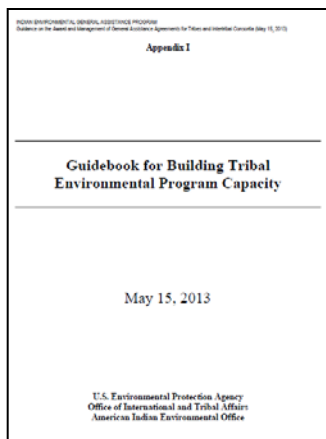
Activity Report Summary

Component 1: Develop an EPA-Tribal Environmental 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 facilities, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries. Targeted Completion Date: 03/30/2014	_ 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.
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. Targeted completion Date: 03/30/2014	_ 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
Commitment 1.3. Identify existing tribal priorities and associated capacity indicators the tribe intends to establish. Targeted completion Date: 06/30/2014	_ Complete _ Not Started _ On schedule _ Ahead of Schedule _ Behind Schedule	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.	

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



Table of Contents

Introduction to IGAP.....	4
IGAP Basics.....	4
Financial Management Requirements.....	5
Regulations and Guidance Specific to the IGAP Program.....	5
Mandatory Requirements for New Applicants.....	6
Restrictions in the IGAP Program.....	7
Tribal Staff Responsibilities: Day to Day Management of IGAP Grants.....	7
AWARD DOCUMENT.....	8
IGAP WORK PLAN ALLOWABLE ACTIVITIES.....	11
Activities Not Eligible Under IGAP.....	23
ENVIRONMENTAL RESULTS AND WORK PLAN DEVELOPMENT.....	23
WHAT'S A LOGIC MODEL?.....	26
REGION 10 IGAP: WORK PLANS AND BUDGETS.....	31
40 CFR PART 35 A & B - Work Plan Requirements.....	32
Narrative Introduction.....	33
INGREDIENTS OF AN IGAP WORK PLAN.....	34
Components.....	34
Outcomes.....	35
Outputs.....	35
Commitments.....	36
Quality Assurance Project Plans.....	36
Unmet Needs/Supplemental Projects.....	37
Alaska IGAP Peer Assistance Network.....	37
Additional Funding Opportunities in the IGAP Program.....	38
REGION 10 EXAMPLE—WORD FORMAT NARRATIVE INTRODUCTION.....	39
Joint Performance Evaluation Process Statement.....	41
EPA Roles And Responsibilities Statement.....	41
COMPLETING THE WORD VERSION WORK PLAN TEMPLATE.....	41
Estimated Component Cost.....	42
Region 10 Example: Work Plan Format.....	42
COMPLETING AN IGAP BUDGET (Adobe Format).....	43
Personnel & Fringe Benefits.....	44
Total work Years and Estimated Component Work Years.....	44
Travel.....	45
Equipment & Supplies.....	46
Contracts & Consultants.....	48
Other.....	49
Indirect Costs.....	50
FORMS – COMPLETING THE APPLICATION PACKAGE.....	52
SF 424 – Application for Federal Domestic Assistance.....	53
SF 424a – Budget Information.....	60
SF424b – Assurances – Non-Construction Programs.....	64
Certification Regarding Lobbying.....	66
Form 4700-4: Preaward Compliance Review.....	67
Key Contacts.....	69
ENTERING WORK PLANS IN GAP ONLINE.....	70
Changing Password for GAP Online Tribal User Accounts.....	72
First Time Configuration for GAP Online/User Profile.....	73
User Profile.....	73
GAP Online Navigation.....	74
Creating a Work Plan.....	77
Adding (attaching and uploading) Narrative Background in GAP Online.....	79
Adding (attaching and uploading) Budget in GAP Online.....	80
Adding Position Information in GAP Online.....	82
Adding Other Attachments in GAP Online.....	85
Create a Work Plan Component.....	87
Delete a Work Plan Component.....	88
Create a Work Plan Commitment.....	89
Delete a Work Plan Commitment.....	90
Sending Work Plan to Project Officer.....	91
VIEWING/EDITING A WORK PLAN IN GAP ONLINE.....	92
Recalling a Work Plan.....	94
CREATING/EDITING PROGRESS REPORTS IN GAP ONLINE.....	95
Updating Progress Reports.....	99
Progress Report Comments.....	100
SUMMARY REPORTS IN GAP ONLINE.....	103
MANAGING YOUR IGAP GRANT AFTER IT HAS BEEN AWARDED.....	107
EPA Roles and Responsibilities.....	108
How to Access Your Grant Funds.....	110
Roles of Others in the IGAP Program.....	116
IGAP Recipient Roles.....	116
Programmatic Terms and Conditions.....	117
AWARD DOCUMENT AND ADMINISTRATIVE TERMS AND CONDITIONS.....	119
Example Award Document/Administrative Terms and Conditions.....	120
PERIODIC (QUARTERLY/SEMIANNUAL/ANNUAL) PROGRESS REPORTS.....	128
Quarterly Report Example (Word Version).....	130
PROGRAMMATIC ADVANCED POST AWARD MONITORING (APAM).....	133
CLOSING OUT YOUR IGAP GRANT.....	134
Final Draw Down Request.....	135
Federal Financial Report (SF425).....	136
Minority/Women's Business Enterprise Utilization Report (MBE/WBE).....	136
Other Reports (if applicable).....	138
Final Technical/Performance Report.....	139
RETENTION AND ACCESS REQUIREMENTS FOR RECORDS.....	141
ADMINISTRATIVE GRANTS MANAGEMENT: FISCAL MANAGEMENT.....	141
New and Continuing Grants: Reminders.....	142
TRIBES' RESPONSIBILITIES: AUDITS AND REVIEWS.....	143
ADMINISTRATIVE GRANTS MANAGEMENT: ADVANCED POST AWARD MONITORING (APAM) REVIEWS.....	146
ENFORCEMENT.....	148
SPECIAL AWARD OR SUBAWARD CONDITIONS FOR "HIGH RISK" RECIPIENTS.....	149
DISPUTES.....	150
EPA ADMINISTRATIVE GRANTS MANAGEMENT CONTACTS.....	152

QUESTIONS



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