

# IGAP Roles



~ TRIBAL COUNCIL ~

~ TRIBAL ADMINISTRATOR ~

~ ENVIRONMENTAL PROGRAM STAFF ~



ALASKA NATIVE  
TRIBAL HEALTH  
CONSORTIUM

# 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.

Information and examples provided during this training were compiled based on personal experience as a Tribal Administrator, IGAP employee and publically available resources developed by EPA and others.

\*\* The content for this training webinar includes suggested roles of various stakeholders to improve GAP grant management within your Tribe. \*\*

# What is IGAP?

- EPA Indian Environmental General Assistance Program.
- Grants or Cooperative Agreements to tribes and tribal consortia. Range between \$30K - \$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.

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>		PRG
	Grant Agreement		GA -
RECIPIENT TYPE: Indian Tribe		TYPE OF A New	
RECIPIENT: Native Village of Raven 415 Tuttle Place Raven, AK 99500 EIN: 92-0162785		PAYMENT Send Paym Las Vegas FAX # 78	
PROJECT MANAGER Jane Raven 415 Tuttle Place Raven, AK 99500 E-Mail: jdraven@raven.org Phone: 907-555-0000		PAYEE: Native Villa 415 Tuttle Pl Raven, AK 9	
PROJECT TITLE AND DESCRIPTION		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	

# Typical Activities

---

- Establish an environmental program office.
  - ~ Hire and Train Staff
  - ~ Purchase Office Space  
desk, chair, shelves etc.
  - ~ Purchase Supplies  
(*less than \$5000*) computers, printers, software.
  - ~ Purchase Equipment  
(*equal or greater than \$5000*) Vehicle for program operations,  
sampling, measuring & analysis equipment



*Purchases must be outlined in your GAP Budget and approved by your EPA Project Officer. Revisions are allowed, but they must be approved.*

# Typical Activities

---

- Review or Develop Administrative & Financial Capabilities
  - ~ Policies and Procedures  
Roles & Responsibilities, Payroll procedures, Travel procedures
  - ~ Financial Systems  
Acquire electronic tracking systems for payroll, annual audits
  - ~ Developing Legal Infrastructure  
Developing and enforcing ordinances, developing resolutions
  - ~ Administrative & Financial Management Support



*Policies & Procedures*



# Typical Activities

---

- Baseline Needs Assessments
  - ~ Evaluate environmental conditions  
gather existing data, gather new data, analyze data, identify priorities. A Quality Assurance Project Plan (QUPP) may be required.
- Environmental Planning
  - ~ Create short & long term goals
  - ~ Develop/Update EPA-Tribal Environmental Plans (ETEPs)
  - ~ Develop Media-Specific Plans (solid waste, air, water, etc)



# Typical Activities

---

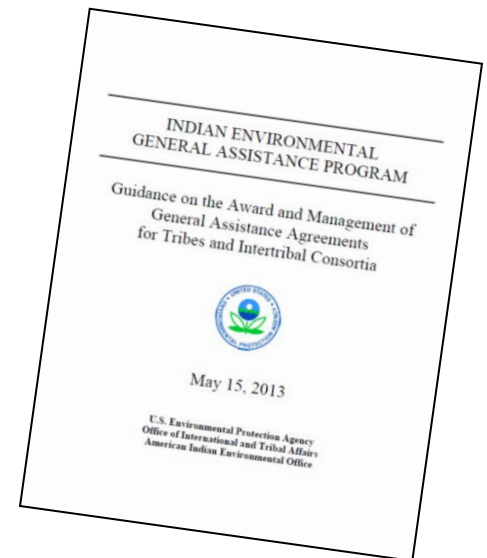
- Outreach and Education
  - ~ Newsletters, websites, radio announcements, social media
  - ~ Youth engagement activities, in-school activities
  - ~ Community gathering and meetings
- Trainings and Conferences
  - ~ Host community trainings – supplies, trainer fees, material
  - ~ Attend trainings to increase knowledge
  - ~ Attend local, regional, state and national environmental forums



# Allowable Activities & Costs

---

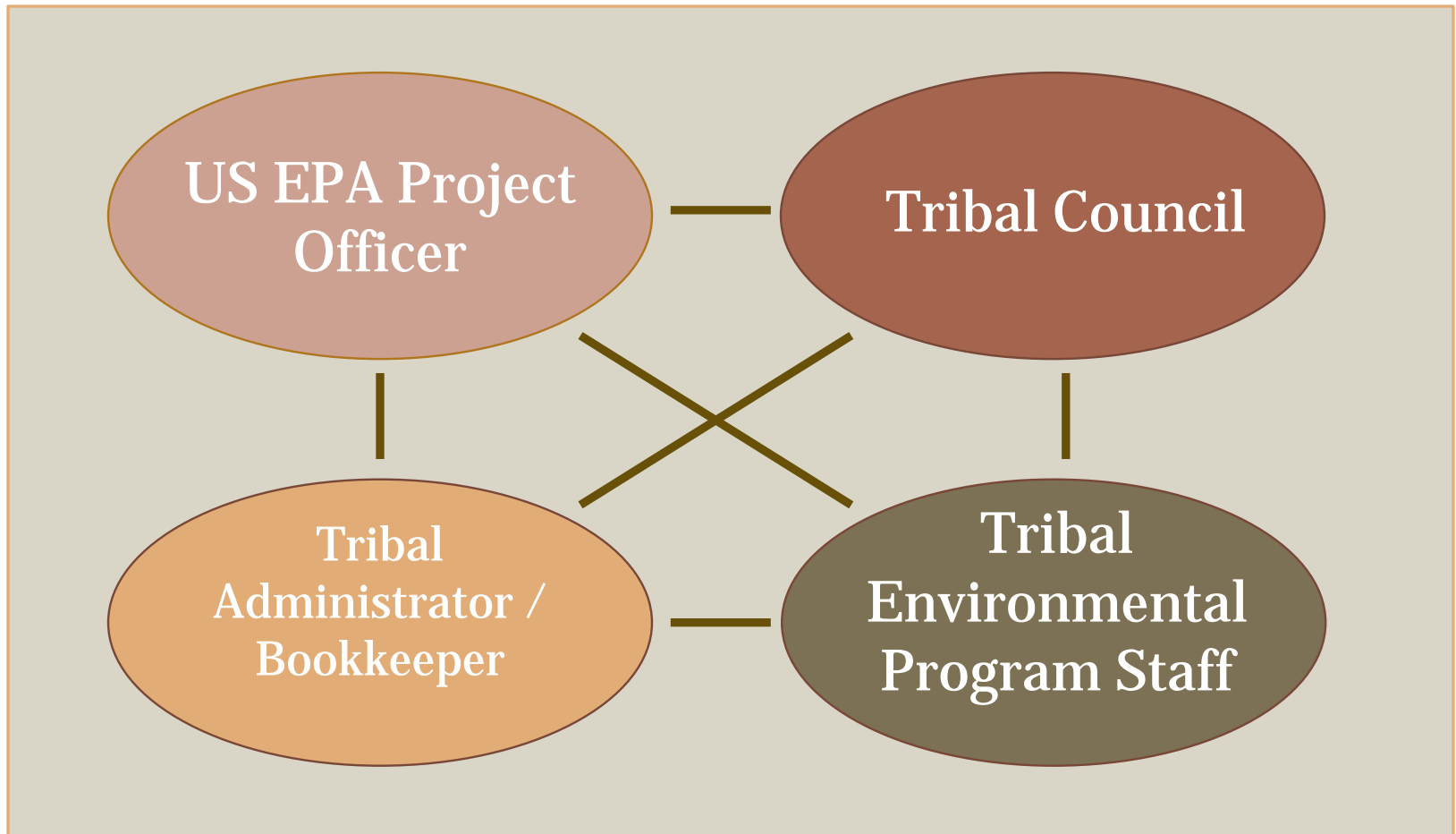
- Code of Federal Regulations
  - ~ 2 CFR 200
  - ~ 2 CFR 1500
  - ~ 40 CFR 33 and 40 CFR 35 Subpart B
- 2013 GAP Guidance
- EPA Project Officer





# Your IGAP Team

---



# EPA Project Officer Roles

---

- EPA's designated contact
- Provides technical and programmatic assistance
- Reviews proposals and suggests revisions
- Monitors project progress and programmatic performance
- Works with recipient to help identify environmental outcomes of work plan
- Join in tribal council meeting via teleconference to answer questions.

## **EPA Region 10**

### **Tribal Trust and Assistance Unit Staff**

Sally Thomas, Unit Manager ..... 206-553-2102

#### **ALASKA**

Todd Bender, Tribal Coordinator ..... 206-553-0344

Katherine Brown, Tribal Coordinator ..... 206-553-7263

Susan Conbere, Tribal Coordinator ..... 206-553-6243

Michelle Davis, Tribal Coordinator ..... 907-271-3434

Kristy Fry, Tribal Coordinator ..... 206-553-1085

Santina Gay, Tribal Coordinator ..... 907-271-3413

JR Herbst, Tribal Consultation Specialist ..... 206-553-2116

Sherry Kimmons, Tribal Coordinator ..... 907-271-6322

Nica Klaber, Tribal Coordinator ..... 206-553-2570

Mahri Lowinger, Tribal Coordinator ..... 907-271-6334

Michael Ortiz, Tribal Coordinator ..... 206-553-6234

Neverley Shoemake, Tribal Coordinator ..... 907-271-3206

Cathy Villa, Tribal Coordinator ..... 907-271-1270

<https://www.epa.gov/tribal/region-10-tribal-program>

# GAP Recipient Roles (The Tribe)

---

- Develops and submits the IGAP proposal
- Accepts the award
- Completes the work plan activities
- Spends funds in accordance with approved GAP budget
- Grant Management
- Communicates and updates EPA on progress and changes
- Attends conferences/ training to stay current on environmental issues and build capacity within the GAP program and Tribe



# Tribal Council Roles

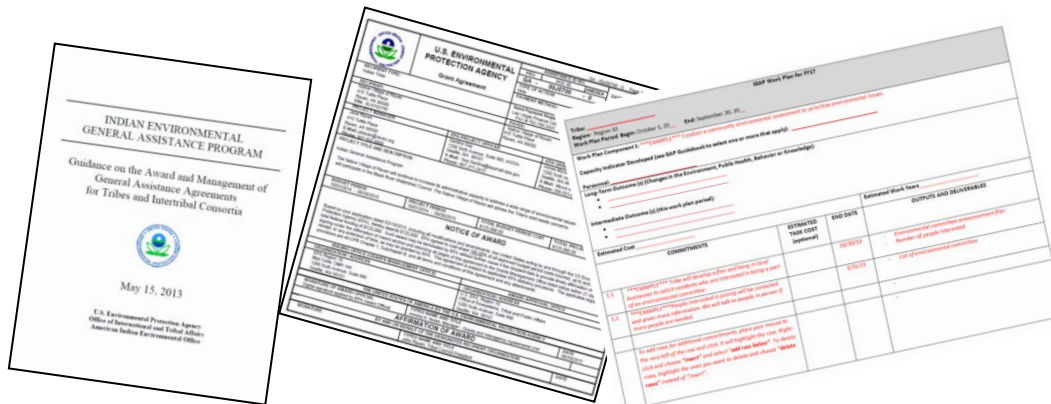
---

- Tribal Councils are the governing bodies of federally recognized tribes.
- Good leadership is a primary role and responsibility for Tribal Council Members.
- Great Tribal Council members know exactly where the tribal government is at.
- Tribal Councils are responsible for the planning for the community.
- Tribal Council members should refrain from interfering with the day to day operations of tribal staff and rely on the authorized chain.



# Tribal Council and IGAP

- Guides the work written into the GAP work plan according to tribal priorities.
- Reviews and signs all the grant application documents.
- Accepts the IGAP Grant Award.
- Supports IGAP Staff.
- Reviews IGAP staff reports to understand activities.



# Administrator / Bookkeeper Roles

---

- Overall administration, supervision and evaluation for all programs, employees and infrastructure for the Tribal Council. Ensures Tribal Policies and Procedures are followed.
- Manages the day-to-day operations of the tribe.
- Oversees and supports all tribal staff with program management, grant writing, and other supervisor functions.
- Oversees implementation of tribal plans.
- Reports to the Tribal Council.



# Administrator / Bookkeeper Roles

---

- Assists program staff develop grant budgets.
- Reviews budgets with program staff on a regular basis.
- Approves expenditures for all programs according to approved budgets, tribal policies and grantor regulations.
- Provides financial information to the tribal council.
- Helps to prepare and submit grant drawdowns.
- Prepares for annual audits (if applicable)



---

**A LOOK**  
*at the*  
**BUDGET**

---

---

- (Administrator or Bookkeeper)*

-



# Environmental Program Staff Roles

---

- Writes the GAP grant proposal and carries out the work according to the approved work plan.
- Seeks and Develops other grant applications for environmental program sustainability based on community plans.
- Maintains program and administrative functions to help build tribal capacity.
- Carries out all work according to approved grant work-plan and budgets.



# Environmental Program Staff Roles

---

- Tracks activities and expenditures.
- Reviews budgets.
- Prepares and submits quarterly reports, trip reports, etc.
- Provides community environmental education.
- Communicates regularly with EPA and the Administrator/Bookkeeper.
- Provides updates to Administrator and Tribal Council as needed/requested.
- IGAP Coordinator oversees staff working under the GAP grant.



## Tribal Council

- Guides the work written into the GAP work plan according to tribal priorities.
- Reviews and signs grant application documents.
- Accepts the IGAP Grant Award.
- Provides support for GAP Staff.
- Maintains Tribal policies and procedures.

## Administrator

- Oversees the work of the IGAP Staff.
- Assists in preparing GAP Grant application.
- Ensures administrative compliance with grant.

## Bookkeeper

- Tracks expenditures.
- Preforms drawdowns.
- Reviews budget regularly with GAP Staff.

## Env. Program Staff

- Carries out the work according to the approved work plan.
- Tracks activities and expenditures.
- Reviews budgets.
- Completes the quarterly reporting.
- Communicates with EPA, Administrator and Bookkeeper regularly.
- Writes GAP Grant.

This is an example and not extensive for all responsibilities. Actual roles are determined by tribal leadership.

# Conflict at Work

---

- By understanding roles of each person involved in the administration of the IGAP grant, the potential for conflict can be minimized.
- EPA does not play referee. It's not their job to manage conflicts within the tribe.
- It's up to tribal leadership to resolve internal issues so they don't impact work.
- If conflicts escalate, it can have negative consequences on program results.



**The Know-  
It-Alls**



**The  
Passives**



**The  
Dictators**



**The "Yes"  
People**



**The "No"  
People**



**The  
Grippers**



“When we learn how to work together versus against each other things might start getting better.”

# Questions



**Oxcenia O'Domin**

**Tribal Environmental Program Administrator**

P: 907-729-3492 | F: 1-888-500-1205 | [orodomin@anthc.org](mailto:orodomin@anthc.org)

**Desirae Roehl**

**Tribal Environmental Program Manager**

P: 907-729-3496 | F: 1-888-500-1205 | [droehl@anthc.org](mailto:droehl@anthc.org)



ALASKA NATIVE  
TRIBAL HEALTH  
CONSORTIUM