EPA Indian Environmental General Assistance Program
FY24 Notice of Funding Availability

ALASKA GAP WORKSHOP
DECEMBER 2022

U.S. Environmental Protection Agency – Region 10 Tribal Programs

Serving Alaska · Idaho · Oregon · Washington · 271 Tribal Nations

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What GAP Funds

EPA provides financial and technical assistance to tribal governments and intertribal consortia to assist tribes in:

(1) planning, developing, establishing, and maintaining the capacity to implement federal environmental programs administered by the EPA, and

(2) implementation of tribal solid and hazardous waste programs.

FY24 Funding Announcement

- Read the **National Notice of Funding Availability (NOFA)** and the **Region 10 supplement**. ***NEW!***
  - FY24? FY23? Really, it's just **work plans beginning on or after October 1, 2023**.
- Funding levels are expected to be the same as last year.
  - Funding amounts may be impacted by the final appropriation from Congress, newly applying tribes, etc.

Lake Crescent, WA

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Region 10 Tribal Environmental GAP Funding

This page contains information about how to apply for Indian General Assistance Program (GAP) funding in EPA's Region 10 (Alaska, Idaho, Oregon, Washington).

What's new this year?

On November 29, 2022, EPA's American Environmental Indian Office issued the first National Notice of Funding Availability for GAP grants. **There are significant changes this year. Please read both the national NOFA and the Region 10 supplement below before applying for a GAP grant.** Contact your EPA Tribal Coordinator if you have questions.

- Read the National Notice of Funding Availability
- See below for EPA Region 10 requirements.

Budget worksheets and work plans are **due February 17, 2023**, for work beginning in Fiscal year 2024.

Initial Proposals ➡	Negotiations ➡	Final Applications
Submit to EPA Project Officer by Feb. 17: • Draft work plan • Draft detailed budget worksheet • **Indirect cost rate or proposal or exception request (if applicable)**	EPA will review proposals and may suggest changes. When negotiations are complete, you will receive the go-ahead to apply in Grants.gov (no later than May 19)	**Submit in Grants.gov by the date you negotiate with your PO:** • Final work plan and budget *NEW!* • Indirect cost rate or proposal or exception request (If applicable) • Application for Federal Assistance (SF-424) • Budget Information for Non-Construction Programs (SF-424A) • EPA Key Contacts Form • Pre-award Compliance Review (EPA Form 4700-4) • Grants.gov Lobbying Form (if in the first year of your four-year grant period)

Performance Partnership Grants

- PPGs allow an applicant to combine funds from at least two eligible EPA grant programs, including GAP, into a single grant.

- Since multiple programs are involved, PPG proposals and applications may take longer to develop than single grant proposals.

  - PPG deadlines may vary depending on the type of programs involved.

  - Applicants should confirm due dates with their EPA Project Officer.

Application Review Criteria (1)

Regions will consider:

- the amount of GAP funding the Region receives and the number of tribes and intertribal consortia submitting applications
- whether the application was received on time
- the applicant's level of unexpended GAP funds
- whether the work plan includes all the required elements, including commitments, long-term and intermediate outcomes, and outputs and deliverables

Application Review Criteria (2)

- whether proposed activities are allowable and costs reasonable to achieve the project goals

- whether proposed activities help the applicant achieve priorities identified in the ETEP

  - If the applicant does not have a current ETEP, the work plan should include a commitment to complete one

Application Review Criteria (3)

- whether proposed activities meet the review factors, including past performance;
  - Current grant recipients must be making satisfactory progress (meeting project goals and completing work plan commitments in a timely manner, and overseeing finances) and, if not, have a corrective action plan in place
- whether the applicant is current on all reporting requirements.
  - Current grant recipients must be current with all reporting requirements (progress reporting, closeout requirements for prior GAP grants, and annual Federal Financial Reports)

Application Review Criteria (4)

- Current grant recipients must ensure that
  - the proposed work plan is not identical to previous work plans and
  - have a demonstrated history of being responsive to EPA requests for information and modifications.

Where to find templates and forms *NEW!*

- All those NOFA attachments: GONE!
- Look instead to <u>Administrative Resources on our GAP web page</u>, which includes:
  - **Work Plan Template** and **Instructions**
  - **Budget Templates** (Adobe and Excel)
  - **Sample Work Plan Template Components**
  - A link to all the **forms**
 - An optional **proposal checklist**.

Consortia

- Consortia may use GAP funds to provide **training and technical assistance** to support the environmental priorities of GAP-eligible member Tribes.

- Consortia work plans should reflect the **ETEP priorities** of GAP-eligible member Tribes.

- The work plan should outline the consortium's own **capacity building activities**.

- With each four-year grant cycle, each GAP-eligible member must provide **documentation** (email, letter, resolution) authorizing the consortium to apply for and receive the award on their behalf.

- Send documentation by **March 31, 2023**.

Consortia – Brand New!

- Tribal governments may choose not to receive GAP funds directly but instead to work with an intertribal consortium to address their environmental priorities.

- Tribes may ask EPA Region 10 for an intertribal consortium to receive the funding in order to conduct environmental activities for the benefit of the tribe.

- See Section 3.5.1 of the GAP Guidance for details.

EPA-Tribal Environmental Plans

- *Work plans* define specific work tasks to be performed in 1 year.
- *ETEPs* are 4-5-year planning documents.
- Commitments/components in the work plan need to reflect the priorities in the ETEP.
- All priorities in your ETEP do <u>not</u> have to be in your work plan.
- **Capacity Indicators should now appear in the ETEP, rather than the work plan.**

ETEP
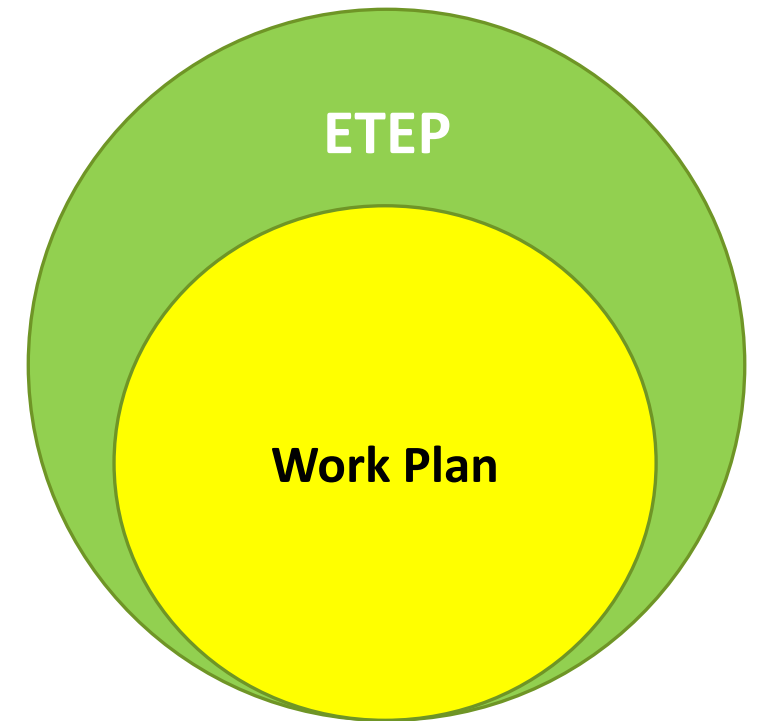
Work Plan

Questions?

Work Plans in a Nutshell

Work Plans

- Work plans outline **tasks and deliverables**.
- Work plans **must demonstrate clear progress** in building capacity or identify new focus areas.
- **Duplicates** of prior work plans **will be rejected** and the application may be denied.
- Use the **work plan template instructions** to be sure each field is correct. **The work plan template has changed.**
- **Include an ETEP priority for each work plan component (priority name or number, for example).**

Say Goodbye to GO3

Work Plan Resources

- Review the GAP Technical Assistance Handbook.
- Talk with community and tribal leaders. What are their concerns?
- Gather ideas at workshops and conferences.
- Review EPA Region 10's Sample Workplan Templates.
- Visit EPA Region 10's Air & Climate, Land, and Water pages.

More Work Plan Resources

- Review your FY23 Work Plan. How can you build on this?
- Tribes: Review the priorities in your ETEP.
- Tribal consortia: Review priorities in your members' ETEPs.
- Solid waste: Review your Integrated Waste Management Plan and/or Landfill Inspection Report.
- Talk to the experts: EPA, consortia, the state, other technical assistance providers, experienced tribes. **Use/build your network!**
- Contact your EPA Tribal Coordinator to discuss ideas/ask questions.

Solid Waste Implementation

Want to provide **materials collection, transportation, backhaul, and disposal services**?

- Include a work plan commitment to identify:
  - the **amount of waste** collected, transported, backhauled, and disposed
  - **what type of material** will be serviced (solid waste or recovered materials)
  - **where the serviced materials originated** (residential, institutional, or commercial sources)
  - the **final disposition** of the waste

Integrated Solid Waste Management Plans

If a tribe is handling collection, transportation, backhaul, or disposal of solid waste:

- EPA encourages development of a Tribal Integrated Waste Management Plan as a roadmap for developing an effective waste management program.
- **If the Tribe does not have an approved IWMP in place, the ETEP should include:**
  - **A description of the Tribe's waste management program structure and administration**
  - **Current and proposed waste management practices**
  - **A description of the community service area**
- Either activity can be added to the work plan.

Putting Pen to Paper

- You already have a draft: start with your FY23 work plan.
- Use the new template.
- Do you want to apply for 1 year or more?
  - R10 encourages multi-year workplans.
  - Must have a separate work plan/budget for each year
  - Reduces the number of times you need to go through the negotiation/application process.
- Do your best work, but it doesn't have to be perfect.
- Think carefully about deliverables. What can you manage?
- **The work plan and budget must match.**
- Ask for help if you need it!

Budgets in a Nutshell

Budgets

- Current grant recipients must be making regular drawdowns and not have a high balance of unexpended funds.
- You can't know how much to request until you know how much you have left: **drawdowns must be accurate and up to date!**
- Please only request what you need.
- If using our budget templates, use the latest version!

Budgets

- **Must include sufficient detail for EPA to understand the planned expenditures**

- Add all applicable costs for Personnel, Fringe, Travel, Equipment, Supplies, Contracts, Consultants, Other, and Indirect Costs.

- Explain how costs were estimated for equipment, supplies, contracts, and other.

- Program Income: If there will be income from activities conducted through the grant, such as recycling, include an estimate and how it will be used.

High Balance?

- Should you request a no-cost extension or a reduced funding amount? Talk with your Tribal Coordinator.

  - **Option 1**: Request a no-cost extension that allows you to get prior work done without adding new commitments. *Request an extension at least 10 days before the end of your performance period*.

  - **Option 2**: Request reduced funding.

  - **Option 3**: Request an amendment to spend down your balance – **but timing matters!**

Prince William Sound, AK

Preparing Your Proposal

Getting Organized

- **Check your organization's registration on LOGIN.GOV SAM.GOV GRANTS.GOV**
- You cannot submit an application or draw down existing funds if your organization's SAM.gov registration has expired. Register *at least* 1 month before the expiration date.
- Who is authorized to submit the application in Grants.gov? Are they aware they will need to do this?
- You need an account on Login.gov to unlock the others.
- Have the user names, passwords, and a backup plan!

Getting Organized

- **Start early. Start early. Start early!** (How about now?)
- Read the [EPA NOFA and the EPA Region 10 Supplement](#) carefully.
- **Review your current work plan & budget**.
  - How much work and funding is left?
  - Are work plan commitments complete?
  - Is progress reporting complete? Have you submitted all deliverables?
  - Are drawdowns up to date?

Getting Organized

- Get all documentation together: Indirect Cost Rate, ETEP, Solid Waste Management Plan, QAPPs
- Review the Proposal Checklist.
- **Communicate important deadlines; plan for backup if needed**.
- Ask for help: EPA Tribal Coordinator, Consortia, other tribes

Getting Organized

- Don't forget the **Indirect Cost Rate** (if your organization has one)!
- If the rate has expired, propose a new rate to DOI before submitting the application into Grants.gov. Base the proposal on the most recent audited financials.
- Submit the most recent ICR proposal or approved rate to EPA.
- Learn more

Questions?
Advice?

Coming Events!

- **Alaska Forum on the Environment
  February 6-10, 2023**

- **EPA's National Fish Forum
  Feb. 28, Mar. 2, 7, 9**

- **Alaska Tribal Conference on Environmental Management
  March 21-24, 2023**

Crater Lake, OR

Contact Us

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Your EPA Tribal Coordinator