

Council Meeting: IGAP Briefing

Agenda for Briefing:

Introductions and thank you for the opportunity to present the EPA IGAP grant

IGAP Grants: What are they, and what is the Tribe/EPA committing to?

Go over the Application Process: discuss any remaining issues to resolve (EIN, Indirect Cost Rate Agreement status, DUNS numbers, etc. as applicable)
Go over the Grant Agreement itself (amount awarded, time period, approved budget, and Terms)
Go over the rules and regulations that apply to IGAP (only certain activities are allowable)
Affirm that Tribe's internal policies and procedures are in place, and up to federal standards – revise if necessary.

Our Tribe has an IGAP budget, but how do we spend it?

Develop a pay rate and advertise a position description for a local environmental staff person
The exciting prospect of developing a Tribal Environmental Program, some examples in our region of what has been done by other Tribes
Review the EPA approved Budget (get Council support for salary levels, conference travel, health insurance, and other items that could arise as contentious issues later during the year).
Establish Tribal contact within the Tribe for financial matters (who is our financial contact?). Let Council know that it is important Bookkeeper and Coordinator must communicate on a monthly basis on where the GAP budget is at, and how much is left, or what revisions are needed. Ask for Council support of these regular communications.
Go over drawdown process, schedule, EPA requirements (See Agreement Terms and Conditions). Drawdowns must occur according to "immediate 3-5 day needs for cash."
Getting started on the Approved budget: Outline of each objective – be short and concise with Council!
Explain the need for Sticking to the workplan, and explain opportunity for "small" changes to the budget as Council priorities might change (explain the need for follow up and regular updates you would like to give Council).

We have an IGAP workplan, but what do we do, and when do we do it?

Questions and discussion about planned activities
Approved Workplan/Budget and EPA requirements should Tribal Council priorities change (workplan revisions in writing to EPA)

So now everyone comes to you, what do you need to know as community point person?

Tribal Officials Roles and Responsibilities (policies and proc's, travel approvals, hiring...)
Environmental staff person Roles and Responsibilities
EPA Tribal Coordinator/Project Officer Coordination Roles
Explain what Technical Assistance is available through the Regional organization the Circuit Rider available services, and how you will enlist the network of other IGAP Tribes.

Training: What is available?

*Discuss upcoming conference goals and agenda (October GAP Training 2010, The Alaska Forum next Feb. 2011, Tribal Leaders Summit in Juneau August 2010...)
Which conferences can Council members be available to attend? Do they want a meeting set up with EPA?*

*Explain sessions that might be of interest to Council
Explain sessions of interest to Tribal staff*

Networking: Who are my colleagues in the environmental arena?

Explain the importance of sharing our own Success Stories (GAP Success Stories Film coming out this Fall!)

Obtain samples and templates and share these with Council (env.ed. Materials, Newsletters, Policies and Procedures, SWMP's...). Get them excited about what can be accomplished this year!!!

Let Council know you can refer them to updates on National issues of interest to Council such as National Congress of American Indians (NCAI) work, National Tribal Environmental Council (NTEC) developments...

Action Items, Future discussion items, and Adjourn (All)

When can I update the Council next? How would you like to receive my update? I am keeping a journal of my activities, and submit a quarterly report to EPA. Should I report to Council quarterly or monthly? Is there a Council member who is willing to take part in a local environmental health committee? Can I ask for special Council sessions on environmental issues in the future if we need to address a specific issue or do strategic planning?