

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 & procedures.

Administrator

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

Bookkeeper

- Tracks expenditures.
- Performs drawdowns.
- Reviews budget regularly with GAP staff.

GAP Staff

- Carries out the work according to the approved work-plan.
- Tracks activities and expenditures.
- Reviews budgets.
- Complete quarterly reports.
- Communicate with EPA, Administrator and Bookkeeper regularly.
- Write GAP grant.

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