FY18 GAP Grant Writing Basics

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ANTHC Webinar Training Series

This training series is made possible through an Indian General Assistance Program (IGAP) grant from the U.S. EPA.



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 webinar were compiled from publically available GAP resources developed by ANTHC, EPA and others.



- EPA Indian Environmental General Assistance Program.
- Grants or cooperative agreements to tribes and tribal consortia.
 Range between \$75K \$128K per year for up to four years.
 Additional funds may be awarded for special projects.
- Provided to help <u>build tribal capacity</u> to plan, develop and administer tribal environmental protection programs consistent with the federal laws that the EPA implements.
- Intended to assist tribes with opportunities for meaningful participation in policy making and standard setting.

The IGAP Guidance on the Award Management of General Assistance Agreements for Tribes and Intertribal Consortia (May 15, 2013)

GAP Program Guide

GAP Guidance (May 2013)

INDIAN ENVIRONMENTAL GENERAL ASSISTANCE PROGRAM

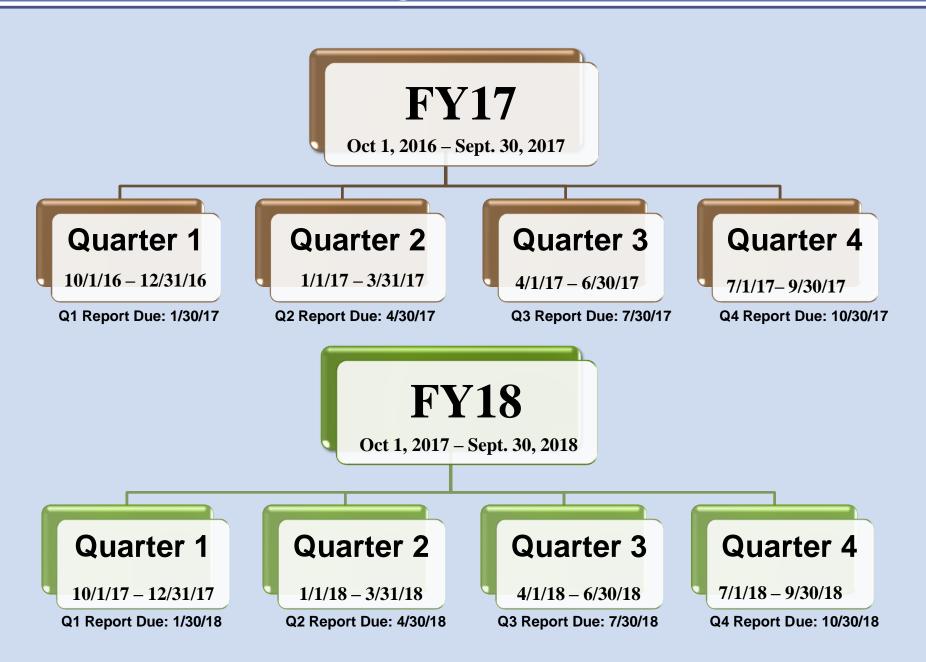
Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia





U.S. Environmental Protection Agency Office of International and Tribal Affairs American Indian Environmental Office

- Describes how EPA administers the GAP Act of 1992.
- Provides a consistent national framework for building tribal environmental program capacity.
- The Guidance applies to the work plans and budgets for GAP Grants.



Region 10 – FY18 Funding Announcement

The Notice of Funding Availability outlines the requirements and the process for applying.

> U.S. Environmental Protection Agency - Region 10 Indian Environmental General Assistance Program FY18 Notice of Funding Availability



* Eligibility

- * Application Process
- * Requirements
- * Important Dates * Elements that need to be included

Region 10 IGAP FY18 Notice of Funding Availability:

https://www.epa.gov/tribal/region-10-tribal-environmentalgap-funding#attachments

Highlights

- Requests for additional solid waste funding up to \$30,000
- 2018 Tribal Leaders Summit March 2018
- EPA-Tribal Environmental Plans (ETEPS)
- Greener Grant Policy
- Federal Financial Report



FY18 Notice of Funding Availability Overview – B. Highlights

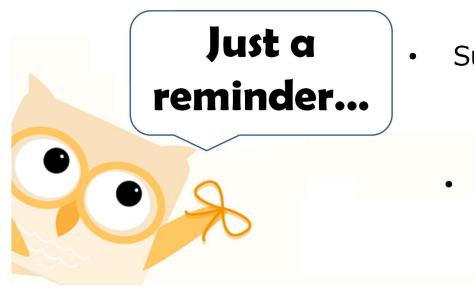
Available Funding

- Grantees may request \$75K \$128K
- Additional Solid Waste funding up to \$30K
- Grantees typically apply every year but can apply for multi-year funding.



Mandatory tasks

- Complete and EPA-Tribal Environmental Plan
 - Assess Administrative/Fiscal Policies and Procedures
 - Submit a Success Story



- Submit Quality Assurance Documentation
 - Submit as Federal Financial Report (SF425) each year

How can IGAP Funds be used?

Capacity-Building Activities - Tribal Environmental Program

GAP provides funding for activities that build the capacity of tribal governments to plan, develop and establish environmental protection programs consistent with federal laws.



B:	BUILDING CORE ENVIRONMENTAL PROTECTION PROGRAM CAPACITIES	5
	B.1 Purpose	5
	B.2 Establishing Core Administrative Capacities	5
	B.3 Establishing Core Financial Management Capacities	6
	B.4 Establishing Core Information Management Capacities	7
	B.5 Establishing a Baseline Needs Assessment	8
	B.6 Establishing Core Public Participation, Community Involvement, Education, and Communication Capacities	8
	B.7 Establishing Core Legal Capacities	9
	B.8 Establishing Core Technical and Analytical Capacities	12

More information on allowable activities are included in the GAP Guidance: https://www.epa.gov/sites/production/files/2015-05/documents/gap-guidance-final.pdf#page=29

How can IGAP Funds be used?

Program Capacity-Building Activities: Waste Management

Building a Self-Sustaining Tribal Solid Waste Progran Recommended Phases and Activities to Consider	1:
CONTENTS	
INTRODUCTION	2
Why Build a Self-Sustaining Solid Waste Program? Conduct a Self-Assessment Before You Begin Planning	2 2
BUILDING A SELF-SUSTAINING TRIBAL SOLID WASTE MANAGEMENT PROGRAM	3
Phase 1	3
Develop Qualified Personnel	3
Engage Tribal Leaders and the Community Develop an Integrated Solid Waste Management Plan	3 3
Phase 2	5
Conduct Feasibility Studies and Facility Planning	5
Create Open Dump Inventory Develop Waste Enforcement Program	6 7
Phase 3	7
Program Implementation	7
TRIBAL WASTE MANAGEMENT AND UNDERGROUND STORAGE TANK PROGRAM CAPACITY INDICATORS	10
GAP-FUNDED ACTIVITIES REQUIRING AIEO APPROVAL	11
Exception for Government Services Clean-Up and Closure Activities	11 11

Attachment C:

https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-attachment-c-selfsustaining-programs.pdf

How can IGAP Funds be used?

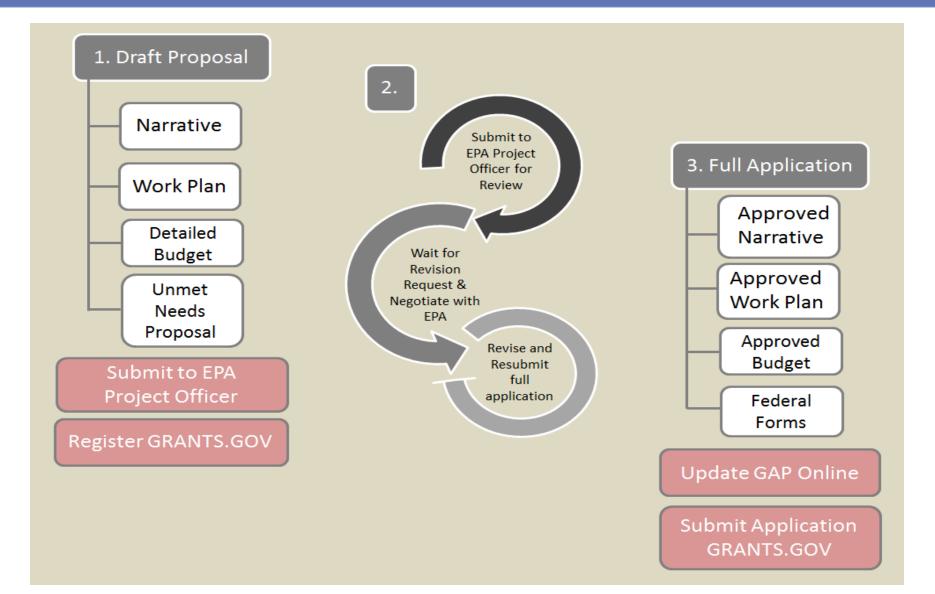
Waste Management Implementation Activities

" GAP will not fund solid waste implementation activities in FY21. EPA encourages tribes to include work plan tasks that promote the development of a self-sustaining solid waste management program."

Attachment B: <u>https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-attachment-b-allowable-activities.pdf</u>

Attachment C: <u>https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-attachment-c-self-sustaining-programs.pdf</u>

IGAP Application Process Overview



IGAP Application

- Narrative (Draft Proposal due 1/17/17)
- Work Plan (Draft Proposal due 1/17/17)
- Budget (Draft Proposal due 1/17/17)

START NOW! Narrative, Work Plan's & Budgets not received by January 17, 2017 will NOT be considered!

- Federal Forms (Full application available for download on Grants.Gov)
 - ~ SF424 Application for Federal Domestic Assistance
 - ~ SF424a Budget Information form
 - ~ SF424b Assurances Non-Construction programs (1st year only)
 - ~ EPA form 4700-4 Pre-award Compliance Review (1st year only)
 - ~ Key Contacts Form
 - \sim Current Indirect rate or letter of application
- Current SAM registration:

https://www.sam.gov

Full IGAP Application Package:

http://www.grants.gov/view-opportunity.html?dpp=1&oppId=273808

Search CFDA Number: 66.926 | Click on "Select Package" | Enter email | Submit | Option 2: Download

Proposal Process – Review Checklist

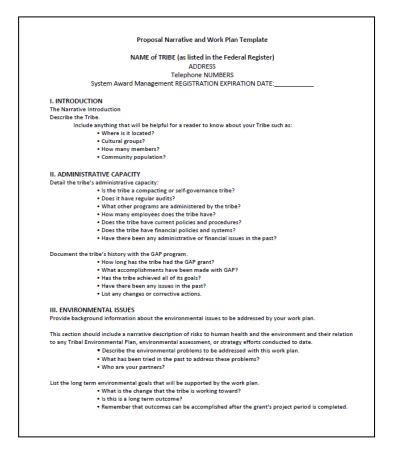
- Optional to use
- Helps review draft work plans
- Helps review draft budgets
- Intended to help reduce time dedicated to negotiations
- Expected to streamline the review and award process

the		bmitting GAP grant proposals. Tribal coo	entify common application errors and correct ordinators may also identify other areas that		
		Year 1 Year 2	Year 3 Year 4 Totals		
GAP					
	Solid Waste F	unding			
Totals	Joind Hubble I				
Project Offi	icer:		Grants Specialist:		
Request 1	Request 2	Federal Forms	Submit		
	incourse 2	Submit forms into Grants.gov. The	All Applicants		
		forms are part of the application	Application for Federal Assistance (SF-424)		
		package on Grants.gov. See	Budget Information for Non-Construction		
		Attachment A of the funding	Programs (SF-424A)		
		announcement for details.	EPA Key Contacts Form		
			Current Indirect Cost Rate letter of approval		
			from the National Business Center or your		
			proposal to the National Business Center		
			requesting a rate (if you are using an indirect		
			rate)		
			First-Year Applicants		
			Pre-award Compliance Review		
			(EPA Form 4700-4) Grants.gov Lobbying Form		
			Assurances for Non-Construction Programs		
			(SF-424B)		
Request 1	Request 2	424 Application for Federal Funding	Action		
		424 - Missing Tribal Leaders signature			
		424 - Incorrect project dates	Send email to PO authorizing pen and ink date change		
		424 - Funding amount requested does	Correct funding amount.		
		not match other documents			
		424 - Other corrections			
	Request 2	424a Budget Worksheet	Action		
Request 1			Correct the form.		
Request 1		Amount does not match 424	correct the form.		
Request 1		Cost categories do not match budget -			
Request 1		Cost categories do not match budget - multiple categories			
Request 1		Cost categories do not match budget -			

Review Checklist:

https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-proposal-review-checklist.pdf

Proposal Process – Narrative



- Required the first year of a multi-year grant cycle
- Summary of the Tribe
- Description of environmental and health issues
- Description of capacity building efforts needed and history of GAP
- Include an Org Chart or description of structure
- Outline other funding sources



Attachment E:

https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gapattachment-e-work-plan-template.pdf

Proposal Process – Work plan

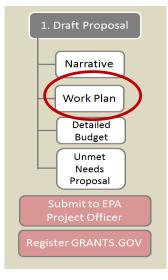
General Work Plan Requirements:

Applicants must submit draft work plans in the standardized template provided in Attachment E or directly in GAP Online

Work plans must not duplicate prior efforts; they should demonstrate clear progress in building capacity or specify new focus areas.

Duplicates of prior work plans will be rejected by the EPA Project Officer and the grant application may be denied. However, you can build on projects from past years.

Attachment E: <u>https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-attachment-e-work-plan-template.pdf</u>



Understanding your Work Plan

Work	r: Region 10 Plan Period Begin: October 1, 20 <u>17</u> End: September 30, 20 <u>18</u>	∿P Work Plan for F\		
Work	Plan Component 1: ***EXAMPLE*** Conduct a community environ	mental assessment	to prioritize env	ironmental issues.
Capac Persor	ity Indicator Developed (see GAP Guidebook to select one or more	that apply):		
Long-1	erm Outcome (s) (Changes in the Environment, Public Health, Beh	avior or Knowledg	e):	
•				
•				
Interm	ediate Outcome (s) (this work plan period):			
•				
•				
Estima	ted 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.		10/31/17	 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.		12/15/17	- List of environmental committee
				-
	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".			

Understanding your Work Plan

IGAP WORKPLAN COMPONENT

Workplan **components** are objectives, or planned accomplishments of your proposal.

The overall description of tasks to help you reach your identified Long-Term Outcome(s) and/or Intermediate Outcome(s)

EXAMPLE

EXAMPLE

Conduct a community environmental assessment to prioritize environmental issues.

Develop an EPA-Tribal Environmental Plan.

IGAP WORKPLAN COMMITTMENTS

Workplan **commitments** are the tasks that need to be completed to fulfill the workplan component.

The work activities that will be done during the workplan year.

EXAMPLE

EXAMPLE

Tribe will develop a flier to solicit residents who are interest in being a part of an environmental committee. IGAP Staff and Tribal Administrator will attend training to learn how to develop an environmental plan.

OUTCOMES = DESIRED GOALS

An **OUTCOME** can be described as something you vision or dream accomplished, the steps you take to reach that vision or dream, a desired direction on where you would like your community or program to go, something that enhances changes in knowledge or behavior for your community, or a description of what you would like achieved in the mid-term or long-term future!

EXAMPLE

EXAMPLE

A Cleaner and Safer Community

Increased Community Understanding of Air Quality

OUTPUTS = PROOF

In Order to achieve you're Outcomes (goals), you must show your work with your **OUTPUTS** (proof). An output is something that is tangible, something you can touch, hold in your hand, and something that you can show as proof!

EXAMPLE

Meeting Agendas

EXAMPLE

Newsletters

Understanding your Work Plan

Work-plan Years & Estimated Costs

GAP Budget's Total work years Work-plan's Estimated costs

Column 1	Column 2	Column 3	Column 4
Workplan Component	Estimated %	Estimated Work	\$
	of grant	Year (time)	
1. Conduct a community Assessment	15%	27%	\$18,750.00
	(.15)	(.27)	
2. Build capacity to manage program	25%	45%	\$31,250.00
	(.25)	(.45)	
3. Develop EPA-Tribal Environmental Plan	25%	45%	\$31,250.00
	(.25)	(.45)	
4. Provide environmental education in community	35%	62%	\$43,750.00
	(.35)	<mark>(.62)</mark>	
Totals	100%	179% 1.79	\$125,000.00

GAP Budget's Total Work Years = GAP Work Plan's Estimated Costs

Appendix I Guidebook for Building Tribal Environmental Program Capacity

Writing your Work Plan

ribe:									
Region: Region 10 Work Plan Period Begin: October 1, 20 End: September 30, 20									
Work Plan Component 1:									
Capacity Indicator Developed (see GAP Guidebook to select one or more to	Capacity Indicator Developed (see GAP Guidebook to select one or more that apply):								
Long-Term Outcome (s) (Changes in the Environment, Public Health, Beha •	avior or Knowledge):								
Intermediate Outcome (s) (this work plan period):									
Estimated Cost			Estimated Work Years						
COMMITMENTS	ESTIMATED TASK COST (optional)	END DATE	OUTPUTS AND DELIVERABLES						

Proposal Process – Detailed Budget

A detailed budget must be submitted each year.

Budget Line Items:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Consultants
- Other Building lease, Internet fees, phone line, etc.
- Indirect Costs
- Estimate Program Income





GAP Required Budget Form

& Cost			al Assistanc Budget Wor t Review Fo	ksheet rm	Print Form Budget Year		
ame of Grant Recipient:				Date Submitted	/Revised:		
RSONNEL - List all sta							
					d on Standard Form 424.A, * Total Work		
ject, and total cost fo etion B, Line 6.a.	r the project p	period. The tote	al for this cates	gory will be entered	d on Standard Form 424A,		
ject, and total cost fo etion B, Line 6.a.	r the project p	period. The tote	al for this cates Work Years	gory will be entered	d on Standard Form 424.4, * Total Work Years 0 * Total Work Years is a measurement of staff time spent on a project activity		
ject, and total cost fo etion B, Line 6.a.	r the project p	period. The tote	Work Years	gory will be entered	d on Standard Form 424.4, * Total Work Years 0 * Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work years of 2080 hours Total work years are calculated		
ject, and total cost fo etion B, Line 6.a.	r the project p	period. The tote	Work Years	gory will be entered	d on Standard Form 424.4; * Total Work Years 0 * Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work years of 2080 hours Total work years are accluated by adding the annual hours for each staff position together then		
ject, and total cost fo etion B, Line 6.a.	r the project p	period. The tote	Work Years 0 0 0 0	gory will be entered	d on Standard Form 424.4, * Total Work Years 0 * Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work years of 2080 hours Total work years are calculated by adding the annual hours for		

Attachment F:

https://www.epa.gov/sites/production/files/2016-10/documents/r10-fy18-gap-attachment-fbudget-worksheet.pdf

ANTHC Budget Workbook – Optional

			IGAP Budget FY18						
			Reviewed (add date) by (Name of person doing the review)						
Topic	ltem	Componen	t Description	Bate	Units	Total	Spent	Description & Date	Remaining
Salary		•					•	•	'
	Env. Coordinator		40 hrs/wk @ \$20/hr (100% effort)	800.00	52	\$41,600.00			
	Env. Assistant		20 hrs/wk @ \$15/hr (.50% effort)	300.00	52	\$15,600.00			
	Administration		10 hrs/wk @ \$20/hr (.25% effort)	200.00	52	\$10,400.00			
	Fringe Benefits		Estimated at 33% <i>(See fringe explanation below)</i>			\$22,308.00			
	_					*******	\$0.00		\$89,908
Travel			1RT for regional training	600.00	1	\$600.00			
Per Diem			4 days @ \$180/day x 1 traveler	180.00		\$720.00			
Fei Dielli			1RT to ATCEM Conference	1.000.00		\$1,000.00			
			6 days @ \$180/day x 1 traveler	180.00		\$1,080.00			
			1RT to Anchorage for Quickbooks Training	1,000.00		\$1,000.00			
			6 days @ \$180/day x 1 traveler	180.00		\$1,080.00			
						*******	\$0.00		\$5,480
Supplies	Office Supplies		Folders, tablets, thumb-drives, highlighters, etc. @ \$120 per month	1,196.00		\$1,196.00			
			Computer, printer and software for Coordinator and Assistant	1,000.00		\$2,000.00			
			Shelving for office + shipping	1,200.00		\$1,200.00			
			Recycling containers	20.00		\$2,000.00			
			Water quality supplies	800.00	1	\$800.00			
						******	\$0.00		\$7,196.
Equipment	t ATV		ATV for water quality data collection	8,000.00	1	\$8,000.00			
			Trailer for ATV	600.00	1	\$600.00			
						******	\$0.00		\$8,600.
Contractu	al					\$0.00			
Contracto						\$0.00	\$0.00		
						₽ 0.00	30.00		
Other			Training registration x 1	200.00		\$200.00			
			Computer training software: Quickbooks, webinar, etc.	400.00		\$400.00			
			ATV Shipping	1,000.00		\$1,000.00			
			Office Rent	600.00		\$7,200.00			
			Office Utility	318.00		\$3,816.00			
			Gas for ATV	100.00	12	\$1,200.00			
						******	\$0.00		
			TOTAL DIRECT			*******	\$0.00		\$125,000.
Indirect			TOTAL INDIRECT						
			GRAND TOTAL			*******	\$0.00		\$125,000.

Health plan and contributions to a 403 B.

http://anthc.org/what-we-do/community-environment-and-health/tribal-capacity-and-training/

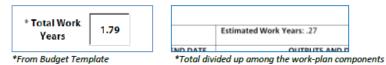
Estimated Costs / Work Years Template

1. In the Budget template fill in the Personal Section

- Position/Title
 - Hourly Rate
 - Number of Hours

The budget template AUTOMATICALLY CALCULATES

- Work Years
- Subtotal
- Personnel Total
- 2. The Total in "Total Work Years" (1.79 in this example). The grant budget template should be divided among the work-plan components in the "Estimated Work Years" section to add up to the "Total Work Years" amount. When breaking this out estimated percentage of time each component will take to complete. ** see the third column in the above table **



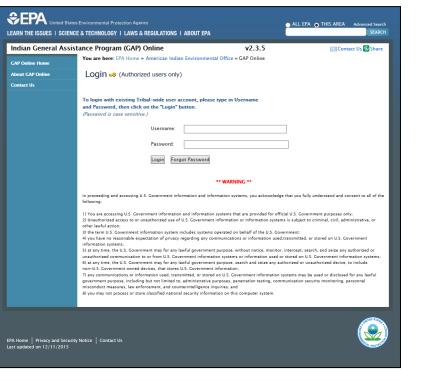
- Estimate the percent of the grant that will be used to complete each work-plan component. The end total
 must equal <u>100%</u>. Make sure it is a realistic estimate. (Some work will take more time/commitment than
 others) ** see the second column in the above table **
- Multiply the total funding amount by each estimated % of grant (column 2) to get total funding estimates for each work-plan component. Example: \$125,000.00 x .15 = \$18,750.00. (column 4)
- 5. Enter each components estimated cost into the Work-plan.



	% grant used	Estimated Work Years	Estimated Cost
	100%	1.79	\$ 125,000.00
	The numbers in this column must equal 100%. Split this between each component	Enter the Estimated Work Year Total from the budget template into the grey box above. This column will automatically calculate	Enter the total grant budget into the grey box below. This column will automatically calculate
Component 1	20%	0.358	\$ 25,000.00
Component 2	22%	0.3938	\$ 27,500.00
Component 3	34%	0.6086	\$ 42,500.00
Component 4	24%	0.4296	\$ 30,000.00
Component 5			\$-
Component 6			\$ -
Remaining Amount *when all filled in, these will equal 0	0%	0	
Total:	100%	1.79	\$ 125,000.00

http://anthc.org/what-we-do/community-environment-and-health/tribal-capacity-and-training/

Submit Draft Proposal

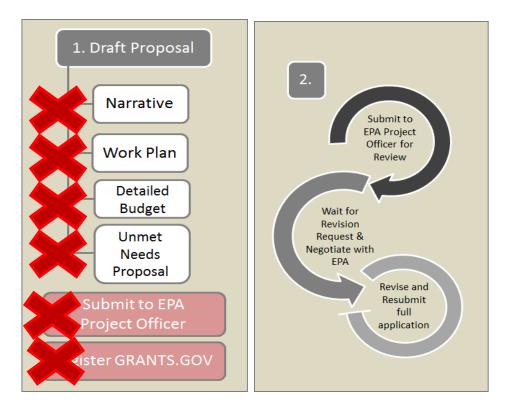


Submit your draft work plans and budgets directly to your EPA Project Officer.

New applicants should mail or email their proposals to: Sally Thomas, TTAU Unit Manager US EPA Region 10 1200 Sixth Avenue, TTAU-202 Seattle, WA 98101-1128 thomas.sally@epa.gov



Next Steps

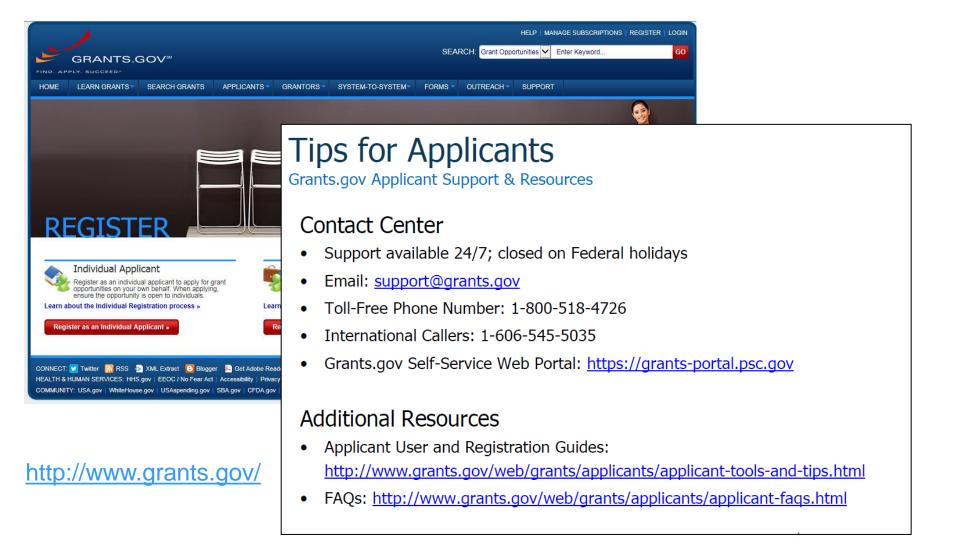


Your Project Officer will contact you to negotiate revisions to your work plan and budget.

After completing revision requests your Project officer will ask you to submit a full application package. Letters and emails will include:

- The amount of tentatively approved funding.
- Any final revision requests; and
- The due date for final application submission into GRANTS.GOV

GRANTS.GOV



Next Steps

Final Work Plans and Budgets need to be entered into GAP Online by

September 29, 2017



Awards will be made to tribes no later than September 29, 2017

GAP Online: https://ofmext.epa.gov/GAP Online/



Questions????



Alaska Native Tribal Health Consortium Tribal Capacity and Training Program

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ANTHC Tribal Capacity and Training Program

