



**Alaska Native Tribal Health Consortium |Community Environment and Health**  
Tribal Capacity and Training Program | 4500 Diplomacy Drive Suite 454 |Anchorage, AK 99508  
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## **Introduction to IGAP Management** **May 22 – 23, 2018**

### **About the Training**

This in-person training will guide participants through the EPA Indian Environmental General Assistance Program from beginning to end. Participants will also receive information and tools that will help them build and manage effective environmental programs in their communities.

### **Target Audience**

Tribal environmental program staff  
Tribal Administrators  
Other Tribal Staff involved in managing the IGAP Grant

### **Training Location**

BP Energy Center  
900 E. Benson Blvd. | Anchorage, AK

### **Training Date | Time**

May 22 – 23, 2017  
8:30am – 5:00pm  
Participants are expected to attend full training to receive a training certificate.

### **Participant Registration**

There is no registration fee for this training.

### **Participant Applications**

Applications are available online: [GAP Management Training Application](#)

### **Travel Information**

Participants / Tribes are responsible for their own travel arrangements.

### **Lodging Information**

The Residence Inn Anchorage Midtown is offering a Special Room Rate: \$219/night + tax.  
All reservations must be made by **4/21/18**. Individuals / Tribes are responsible for guest rooms and incidental charges.

Check in 5/21/18 | Check out 5/24/18

Check in time is 3:00pm | Check out time is 12:00pm

To make reservations online: [Book your group rate for ANTHC-INTRO TO GAP MANAGEMENT](#)

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If you have any questions about the training please contact Oxcenia O'Domin | 907-729-3492 | [orodomin@anthc.org](mailto:orodomin@anthc.org) or Holly Reimer | 907-729-4043 | [holly.reimer@anthc.org](mailto:holly.reimer@anthc.org)

**Introduction to GAP Management | May 22-23, 2018**

**Location: BP Energy Center | Anchorage, AK**

**AGENDA**

**Trainers:** Desirae Roehl & Oxcenia O'Domin

**Attendees:** Approximately 30 Tribal Environmental Staff

<b>Day 1</b>		<b>Day 2</b>	
8:30a	<b>Welcome   Housekeeping</b> <i>Daily Agenda</i> <i>Campus / Safety information</i>	8:30a	<b>Welcome   Review Day 1</b> <i>Daily Agenda</i> <i>Review Day 1</i>
	<b>Participant Introductions   Expectations</b> <i>At least 3 questions you want answered</i>		<b>Active Learning</b> <i>Work-Plan Years &amp; Estimated Costs</i>
	<b>Introduction to IGAP</b> <i>What is IGAP?</i> <i>IGAP recipient – Tribal Council / IGAP Program Responsibilities</i>		<b>Reporting Overview</b> <i>IGAP Budgets</i>
	<b>Break</b>		<b>Break</b>
	<b>IGAP Document Overview</b> <i>IGAP Funding Announcement</i> <i>Grants.gov Overview</i> <i>IGAP Award Agreement</i>		<b>Quarterly Reporting</b> <i>Quarterly Report template step-by-step</i> <i>GAP Online</i>
12:00p	<b>Lunch on your own</b>	12:00p	<b>Lunch on your own</b>
	<b>Managing your GAP Grant Program</b> <i>Organizing your office</i> <i>Organizing your grant files</i> <i>Tracking your progress</i>		<b>Active Learning</b> <i>GAP Online</i> <i>How to log on and Enter your work-plan</i>
	<b>Allowable Costs</b> <i>GAP Guidance</i> <i>OMB Circulars</i>		<b>Closing out your IGAP Grant</b> <i>Preparing from the start</i> <i>EPA Region 10 Close out Guide</i>
	<b>Break</b>		<b>Break</b>
	<b>Active Learning</b> <i>Writing your GAP Work-plan</i> <i>IGAP Work-Plan – Components/Commitments</i> <i>IGAP Work-Plan – Outcomes/Outputs</i>		<b>Open Discussion</b> <i>Capturing your Success Story</i> <i>Who is my GAP Resource Network?</i> <i>Other helpful tools</i>
5:00pm	<b>Review /Evaluation</b> Adjourn	5:00pm	<b>Review /Evaluation</b> Adjourn