

EFFECTIVE IGAP MANAGEMENT

Tips and Tools for Successful Programs



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July 10, 2014



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

The current training schedule was developed based on unmet training needs expressed by tribal programs during statewide gatherings, training sessions and during one-on-one discussions.

We are not EPA employees. Specific questions relating to your individual IGAP grant may need to be referred to your EPA Project Officer.

The following presentation was compiled by ANTHC staff based on our many years of experience working with IGAP grants both at the local tribal level and with ANTHC.

Information provided during this training were compiled from publically available resources with examples developed by ANTHC and others.

What is IGAP?

- ❑ Indian Environmental General Assistance Program.
- ❑ Non-competitive funding source provided by EPA to tribes and tribal consortia.
- ❑ Provided to help build tribal capacity to plan, develop and administer tribal environmental protection programs consistent with the federal laws that the EPA is charged with implementing.
- ❑ Intended to assist tribes with opportunities for meaningful participation in policy making and standard setting.

GAP Program Guides

GAP Guidance (May 2013)

INDIAN ENVIRONMENTAL GENERAL ASSISTANCE PROGRAM

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



May 15, 2013

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

Region 10 Tribal Env. Staff Guide

Region 10 Tribal Environmental Staff Guide to the Indian Environmental General Assistance Program (IGAP)

*Developed by Region 10 Tribal Trust & Assistance Unit
Compiled by Sherry Kimmons
10/18/12*



GAP Guidance

- ❑ This Guidance provides a consistent national framework for building tribal environmental program capacity under GAP.
- ❑ It is designed to strengthen GAP and enhance tribal environmental protection programs.

<http://www.epa.gov/tribal/>

The screenshot shows the American Indian Environmental Office Tribal Portal. The main content area includes a video player titled 'Tribal ecoAmbassadors Program' and a section titled 'EPA Releases New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia'. A red circle highlights the link to the 'New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia (PDF)' (86pp, 383Kb, About PDF). The sidebar on the right contains a 'Tribal Calendar' section with upcoming events.

American Indian Environmental Office Tribal Portal

Recent Additions | Contact Us | Search: All EPA | This Area | Go

You are here: [EPA home](#) > [AIEO Tribal Portal](#)

Tribal ecoAmbassadors Program

EPA Now Accepting Applications for 2013-2014 Tribal ecoAmbassadors Program

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

On May 15, the Agency released a new GAP Guidance document. The guidance incorporates input from the consultation and coordination process ending February 22, 2013. This new Guidance establishes an overall framework for tribes and EPA to follow in building tribal environmental protection program capacities with GAP resources and supports the previous guidance. The new GAP Guidance will affect grant work plans negotiated in the Fiscal Year 2014 funding cycle for activities in Fiscal Year 2015 and beyond.

[New Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia \(PDF\)](#) (86pp, 383Kb, About PDF)

[Summary of responses to comments received 2/22/13 - 2/28/13](#)

To help facilitate the implementation of the new guidance, EPA is developing a suite of training courses with participation and input from tribes.

Tribal Leaders and Tribal Environmental Directors Informational Webinars

1. June 6, 2013 from 3:00 PM - 4:30 PM Eastern Standard Time
https://epa.connectsolutions.com/gap_guidance_webinar_6_june_2013/
2. June 7, 2013 from 3:00 PM - 4:30 PM Eastern Standard Time
https://epa.connectsolutions.com/gap_guidance_webinar_7_june_2013/

American Indian Environmental Office (AIEO)

AIEO leads EPA's efforts to protect human health and the environment of Federally recognized tribes by supporting implementation of federal environmental laws consistent with the federal trust responsibility, the government-to-government relationship, and EPA's 1984 Indian Policy.

Tribal Calendar

- Upcoming Events
- Conferences/Forums/Seminars
- Grants
- Internships
- Nominations
- Public Hearings/ Public Hearings/ Requests for



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

leaders in life care

About ANTHC

ANMC Hospital

Community Health

Environment/Engineering

You are here: [ANTHC](#) > [Community Health Services](#) > [Community Environment and Safety](#) > Healthy Village Environments

Healthy Village Environment Program

Rural Alaska communities face many unique environmental challenges but solutions are attainable. It is the goal of the Healthy Village Environment Program (HVE) to support local initiatives that help make communities safe, healthy and sustainable.



ANTHC IGAP Program



Community Environmental Demonstration Projects



7 Generations Training



E-News



Local Environmental Observer



Other Resources

Google: ANTHC IGAP

IGAP RESOURCE

IGAP Program Guides:

- [2013 IGAP Guidebook](#): EPA Guidance on the Award & Management
- [IGAP Environmental Staff Guide to the IGAP Program \(Oct 2012\)](#): Developed by EPA Region 10 Tribal Trust & Assistance Unit
- [Tips for New GAP Recipients](#): 1 page quick reference sheet
- [IGAP Desk Manual Powerpoint \(2011\)](#): Developed by Roxana Kashatok (APIA) and Violet Yeaton (Port Graham Village Council)
- [GAP Program Overview](#): IGAP how-to's by YRITWC
- [IGAP Management Powerpoint \(2013\)](#): Planning, Capturing Success Stories, GAP Grant and Program Office Organization. Developed by ANTHC.
- [IGAP Allowable Costs \(2013\)](#): General Overview. Developed by ANTHC.

Your GAP Work-Plan:

- [IGAP Program Planning Powerpoint](#): Developed by EPA
- [IGAP Work-plan Template](#): With examples by ANTHC
- [IGAP Work-plan Template](#): Blank template ready for use
- [Outcomes and Outputs](#): EPA Logic Model

GAP Online:

- [GAP Online Training Powerpoint](#): June 2012
- [GAP Online Progress Reporting](#): Step by step visual guide
- [GAP Online Adding Commitments](#): Step by step visual guide

Creating Your IGAP Success Story:

- [Capturing Your IGAP Success Story Powerpoint](#): Tips and tools
- [IGAP Success Story Template](#): EPA template

Closing out Your IGAP Grant:

- [IGAP Close-out Guide](#): 2 page guide to help with IGAP grant close-out
- [Closing Out Your IGAP Grant](#): What's required Q&A
- [IGAP Close-out Checklist](#): Keep track of completed close-out materials

Miscellaneous IGAP Forms:

- [IGAP Quarterly Report Template](#): Fillable Word Document
- [Minority or Women Owned Business Form \(MBE-WBE\)](#): 5700-52a
- [Administrative Capability Assessment](#): 40 CFR 31
- [Application for Federal Assistance](#): SF-424
- [Budget Info Form for Non-Construction Programs](#): SF-424A
- [EPA IGAP Budget Form](#): Electronic, fillable, savable
- [Federal Financial Report Form](#): SF-425

Other Administrative Information:

- [System for Award Management \(SAM\)](#): Info and links - required for payment
- [SAM Powerpoint](#): Step-by-step guidance for getting started or renewing



The above programs and IGAP resources are made possible with funding from the U.S. EPA Indian General Assistance Program grants and EPA Alaska Peer Assistance Network grant

IGAP APPLICATION PROCESS

1. Draft Proposal

Narrative Discussion

Work Plan

Detailed Budget

Unmet Needs Proposal

2.

Submit to EPA Project Officer for Review

Wait for Revision Request & Negotiate with EPA

Revise and Resubmit full application

3. Full Application

Approved Narrative

Approved Work Plan

Approved Budget

Federal Forms

4. Enter into GAP Online


Your Grant Award

Read and
understand
your
agreement!!!

The initial award
will be about 10
pages. It includes
administrative and
programmatic
conditions.

It can be amended
for up to four years
with new GAP
funds, including
special projects.

GA - 00J00700 - 0 Page 1

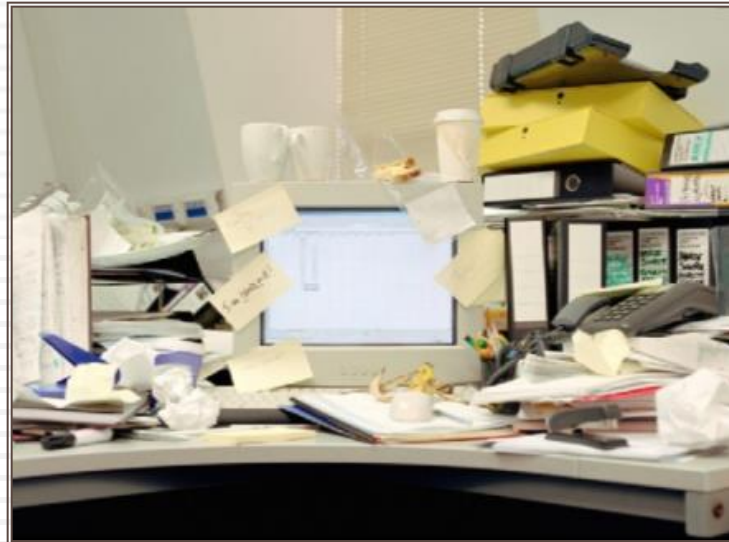
| | | | | | | |
|--|---|---|---|--|---|--------|
|  | U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement | | ASSISTANCE ID NO. | | DATE OF AWARD 08/20/2013 | |
| | | | PRG | DOC ID | | AMEND# |
| | | | GA - | 00J0700 | | - 0 |
| | | | TYPE OF ACTION New | | | |
| RECIPIENT TYPE: Indian Tribe | | Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423 | | | MAILING DATE 08/27/2013 | |
| RECIPIENT: Native Village of Raven 415 Tuttle Place Raven, AK 99500 EIN: 92-0162785 | | PAYEE: Native Village of Raven 415 Tuttle Place Raven, AK 99500 | | | ACH# X0092 | |
| PROJECT MANAGER | | EPA PROJECT OFFICER | | EPA GRANT SPECIALIST | | |
| Jane Raven 415 Tuttle Place Raven, AK 99550 E-Mail: jdraven@raven.org Phone: 907-555-0000 | | Santina Gay 1200 Sixth Avenue, Suite 900, AOO/A Seattle, WA 98101 E-Mail: Gay.Santina@epamail.epa.gov Phone: 907-271-3413 | | Aimee Munzi 1200 Sixth Ave., Ste. 900, OMP-145 Seattle, WA 98101 E-Mail: Munzi.Aimee@epa.gov Phone: 206-553-6063 | | |
| PROJECT TITLE AND DESCRIPTION Indian General Assistance Program The Native Village of Raven will continue to increase its administrative capacity to address a wide range of environmental issues. The Native Village of Raven will participate in the Black River Watershed Council. The Native Village of Raven will address the Tribe's solid waste concerns. | | | | | | |
| BUDGET PERIOD 10/01/2014 - 09/30/2015 | | PROJECT PERIOD 10/01/2014 - 09/30/2015 | | TOTAL BUDGET PERIOD COST \$125,000.00 | TOTAL PROJECT PERIOD COST \$125,000.00 | |
| NOTICE OF AWARD Based on your application dated 02/19/2013, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$125,000. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$125,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments. | | | | | | |
| ISSUING OFFICE (GRANTS MANAGEMENT OFFICE) | | | AWARD APPROVAL OFFICE | | | |
| ORGANIZATION / ADDRESS | | | ORGANIZATION / ADDRESS | | | |
| EPA Region 10 Mail Code: OMP-145 1200 Sixth Avenue, Suite 900 Seattle, WA 98101 | | | U.S. EPA, Region 10 Office of Ecosystems, Tribal and Public Affairs 1200 Sixth Avenue, Suite 900 Seattle, WA 98101 | | | |
| THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY | | | | | | |
| SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official | | TYPED NAME AND TITLE Armina K. Nolan, Manager - Grants and Interagency Agreements Unit | | DATE 08/20/2013 | | |
| AFFIRMATION OF AWARD BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION | | | | | | |
| SIGNATURE | | TYPED NAME AND TITLE John Raven, Tribal Council President | | DATE | | |

And the Work Begins...

| General Assistance Program Work Plan FY15 | | | | |
|--|--|--------------------------------------|-------------------------|---|
| Tribe: Native Village of Raven Region: Region 10 Work Plan Period Begin: October 1, 2014 End: September 30, 2015 | | | | |
| Work Plan Component 1: Build capacity to develop and manage environmental programs. Capacity Indicator Developed (see GAP Guidebook to select one or more that apply):): B.2.2; B.2.3; B.3.6; B.4.3; Personnel: Environmental Program Coordinator and Environmental Program Assistant | | | | |
| Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): <ul style="list-style-type: none"> We will be able to meet the financial management requirements for federal funding, which will help us secure other funding to address our environmental issues. Intermediate Outcome (s) (this work plan period): <ul style="list-style-type: none"> Increased ability to manage federal funds – accurate and timely financial reports. Improved internal management systems and policies – updated policies and procedures. | | | | |
| Estimated Cost: \$38,000 | | | Estimated Work Years: 1 | |
| | COMMITMENTS | ESTIMATED TASK COST (optional) | END DATE | OUTPUTS AND DELIVERABLES |
| 1.1 | Evaluate Administrative Policies/Procedures and Management Systems. Coordinator, Administrator will evaluate internal management systems and policies. | | 06/30/2015 | Meetings held with Tribal Council and progress on implementing changes will be summarized in our quarterly progress reports to EPA. |
| 1.2 | Environmental staff will work with Tribal Administrator to ensure that all required reports are submitted on schedule. Prepare and submit quarterly Progress Reports, annual Financial Status and other required documentation to EPA. | | 09/30/2015 | Quarterly progress reports will be submitted to Project Officer and Tribal Council. Annual Financial Status Report will be sent to EPA Grants Specialist. |
| 1.3 | Attend ATCEM, AFE and other environmental conferences. | | 9/30/15 | Conferences will be summarized in quarterly progress reports to EPA. And Tribal Council. |
| 1.4 | Hold meetings with Tribal Council to review and approve changes and recommendations quarterly. | | 9/30/15 | A copy of systems |
| 1.5 | GAP Staff will attend Grants management training. | | 04/01/2014 | Training Trip Rep Certificat |
| 1.6 | GAP Coordinator, Tribal Administrator and Bookkeeper will attend Quickbooks training. | | 07/03/2014 | Trip Rep Certificat |

If changes are necessary,
Contact your EPA Project
Officer as soon as possible.

Get Organized!!!



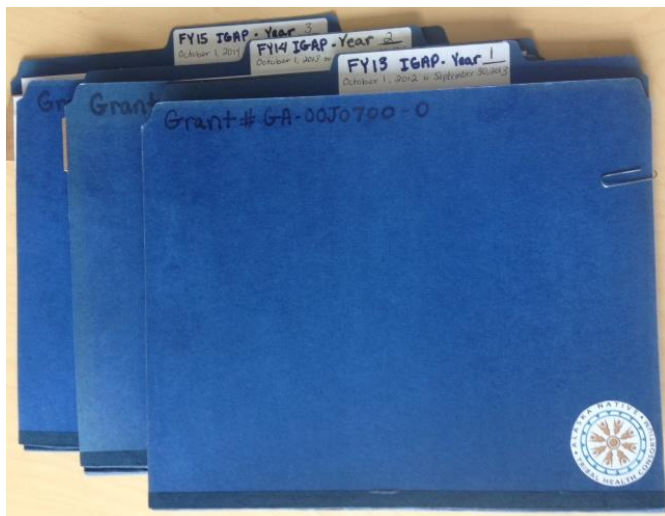
- ✓ Less stress
- ✓ Higher likelihood of success
- ✓ Better management



- ✓ Increased stress
- ✓ Difficulty with reports
- ✓ Good work less likely to be recognized

Grant Files

- ☐ Avoid letting documents stack up unfiled.
- ☐ Use 6 or 8 part file folders. A new folder should be used for each grant.
- ☐ Administrator & GAP Coordinator should have a grant file.
- ☐ Label...label...label



3 Divider Classification Folders – 8 spaces total

- Label 1:** **Application**
Narrative, original work-plan, original budget, federal application forms
- Label 2:** **FY__ Grant Agreement – Year __**
Signed award document and any subsequent amendments for same fiscal year
- Label 3:** **FY__ Work-plan**
- Label 4:** **FY__ Budget**
Excel budget, EPA budget, invoices, receipts, drawdowns
- Label 5:** **Reports to EPA**
Quarterly reports, financial reports, Disadvantage Business Enterprise reports
- Label 6:** **Reports to Council**
Progress updates to council
- Label 7:** **Communication with EPA**
E-mails or letters from EPA project officer, grant specialists, finance office, etc.
- Label 8:** **Deliverables**
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc



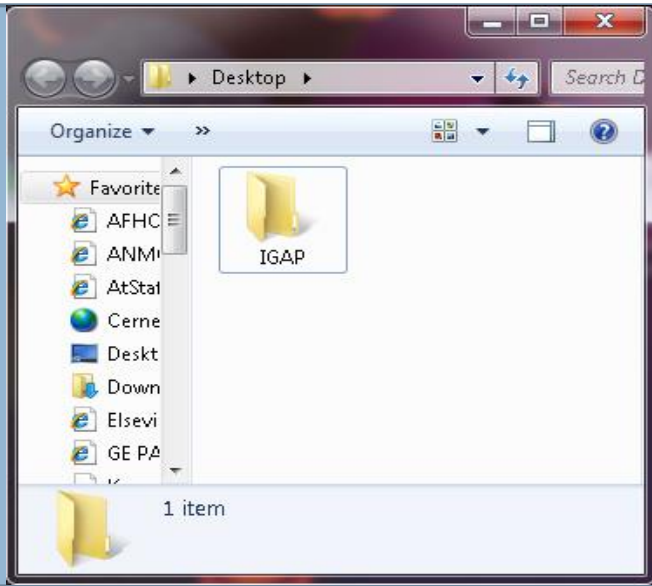
2 Divider Classification Folders – 6 spaces total

- Label 1:** **GAP Application / Communication with EPA**
Full application w/ revisions (top). Communication with EPA (bottom).
- Label 2:** **FY__ Grant Agreement**
Signed award document and any subsequent amendments for same fiscal year
- Label 3:** **FY__ Work-plan**
Approved work-plan and subsequent revisions
- Label 4:** **Budget / Drawdowns / Invoices and receipts**
Budget on top with receipts and drawdowns on the bottom
- Label 5:** **Deliverables**
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc
- Label 6:** **FY__ Reports**
Quarterly reports, financial reports, DBE reports, reports to tribal council

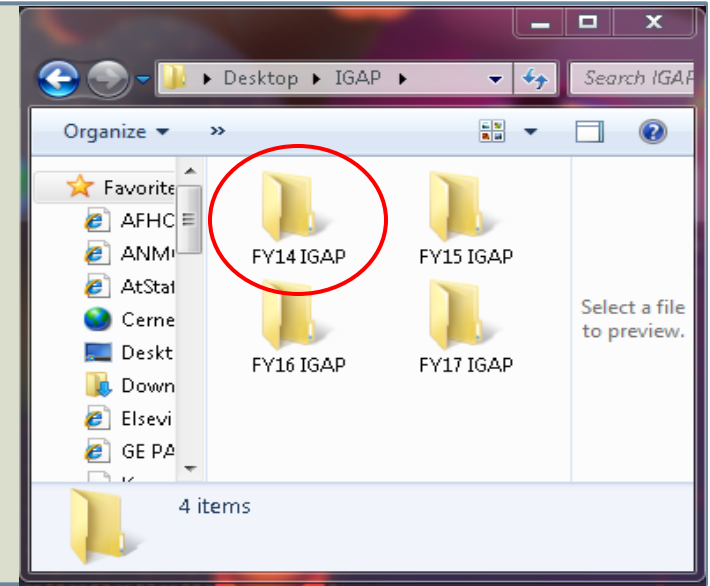


Electronic Grant Files

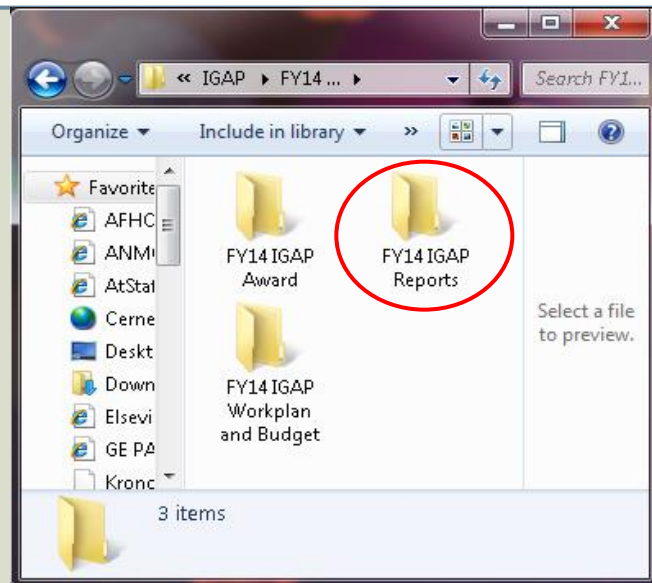
1.



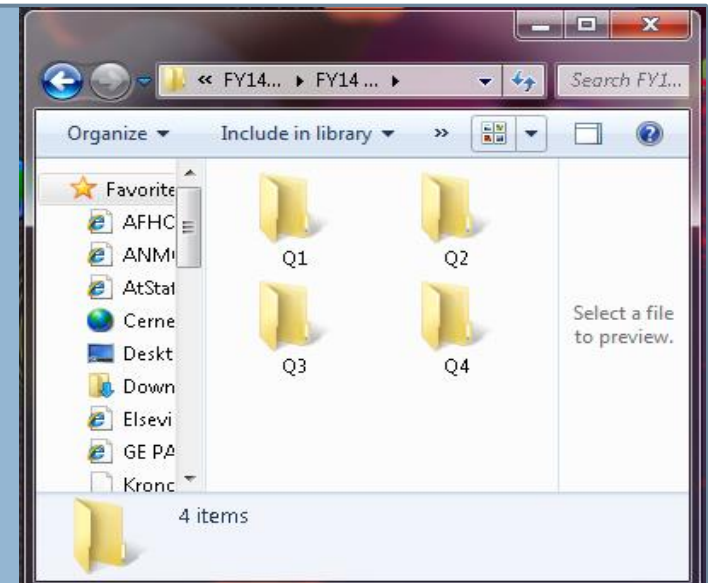
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3.

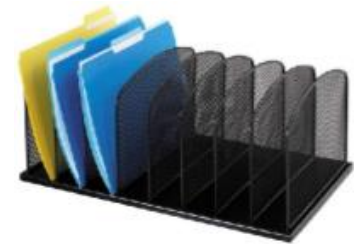


4.



Work Spaces

- ❑ Designate specific locations for supplies, grants, educational materials, etc. and organize with labels.
- ❑ Use shelves or cabinets to get the most out of small spaces.
- ❑ Consider placing valuables in locking cabinets. (Cameras, data collection equipment, hard drives, etc.)



Ready...Set...Track!!!

*Are you completing all that
you said you would?*

*Is there enough money to
accomplish the task?*

Can you prove it?



Expenses

- ☐ Keep copies of all receipts.
- ☐ Track electronically with a simple spreadsheet or Word document.
- ☐ Review at least monthly.

| FY13 IGAP Purchases | | | |
|---------------------|----------------------|----------|-------------|
| Date | Description | Vendor | Total |
| 10/15/2012 | Outreach supplies | AC Store | \$ 23.00 |
| 10/15/2012 | Salary | Jane Doe | \$ 850.00 |
| 10/15/2012 | Benefits | Jane Doe | \$ 255.00 |
| 11/12/2012 | Computer | Dell | \$ 965.00 |
| 12/31/2012 | Office Rent | Tribe | \$ 500.00 |
| 12/31/2012 | Utilities - Electric | Electric | \$ 215.00 |
| 2/4/2013 | Airfare - AFE - Jane | AK Air | \$ 659.00 |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$ 3,467.00 |

| FY13 IGAP Expense Tracking | | | | |
|----------------------------|-------------|--|------------|------------|
| Topic | Date | Description | Vendor | Total |
| Salary | 10/15/2012 | Payperiod 1 - Env. Coordinator | Jane Doe | \$850.00 |
| | 10/15/2012 | Payperiod 1 - Env. Assistant | John Doe | \$750.00 |
| | 10/31/2012 | Payperiod 1 - Env. Coordinator | Jane Doe | \$850.00 |
| | | | | \$2,450.00 |
| Travel | 2/4/2013 | Alaska Forum on Env. - RT BIG to ANCH - Jane Doe | AK Air | \$830.00 |
| | 2/4/2013 | Per Diem - AFE \$150 x 5/days | Jane Doe | \$750.00 |
| | | | | \$1,580.00 |
| Supplies | 10/5/2012 | General office supplies | Office Max | \$58.00 |
| | 11/30/2012 | Education supplies | AC Store | \$113.00 |
| | | | | \$171.00 |
| Other | 12/31/2012 | Quarter 1 office rent | Big Tribe | \$1,200.00 |
| | | | | |
| | | | | \$1,200.00 |
| | | TOTAL DIRECT | | \$5,401.00 |
| Indirect | Rate of 10% | TOTAL INDIRECT | | \$540.10 |
| | | TOTAL | | \$5,941.10 |



- ❑ It's important for the GAP Coordinator and Bookkeeper to communicate regularly.
Meet monthly to review budget and expenses.
- ❑ Contact your EPA Project Officer if budget modifications are needed.
- ❑ Spend as much of the budget on approved purchases before the end of the grant year.



Accomplishments



Native Village of Kalskag Environmental Newsletter April 2009

Contents:

- IGAP Update 1
- Recycling Center 2
- Elmer's Calendar 2
- Earth Day Activities 3
- TAND 3
- Recycling Center 3
- First Responders 5
- Black Gold Site 5
- Green Cleaning Supplies 5
- Tire Recycling 6
- Book Up 6
- WQA 7
- Kalskag Gardens 8

IGAP Update

Solid Waste Management

We had a meeting with both cities and tribes of Upper and Lower Kalskag. They have decided on where to have our back land site. Our material for the burn barrel is on its way so as soon as it gets here we'll be having someone to design and build it. When the material for the lining around the landfill gets here we will also be having 3 people for this project. We're still collecting rider's garbage and recyclables. Since January we collected about 300lbs of recyclables. KEEP IT UP! Clean-up Green Week is at the end of May followed by a picnic on Memorial Day.

Emergency Responders Team

We had 7 local people trained to be an Emergency Response Technician at the beginning of April. Next year will be hosting Emergency Medical Technician training. Alaska Fire Department gave the First Responders Team some supplies to get started. We're also going to have a HAZWOPER Refresher the first week of June.

Water Quality Research

IGAP has 5 water testing sites we'll be doing through out the year. Upper mouth of Whitefish Lake, beginning and end of Old River, and the water flow at the first gymkhana are our sites that we will be testing.

Questions? Comments?
call or email us at 473-2122 ext.
Billy Jean, bjean@kalskagenviro.com
Kalskag Environmental

The Burnbox Unit

What is it?

The burnbox is a large welded container built to sustain high temperatures.

Who operates it?

The landfill operator will be the only person allowed to operate the burn unit.

Benefits?

- Reduces the volume of trash and increases the lifespan of the landfill.
- Eliminating the attraction of animals to the dumpsite by reducing the waste to ashes.
- By having only the landfill operator allowed in the dumpsite, community members will no longer track contaminants on the roadways and breathing in contaminated dust will be eliminated.
- Reduces the threat of fire danger by eliminating open burning in the landfill.

Holy Cross Tribal Council
IGAP Presentation
P.O. Box 18
Holy Cross, Alaska 99602
907-473-2700

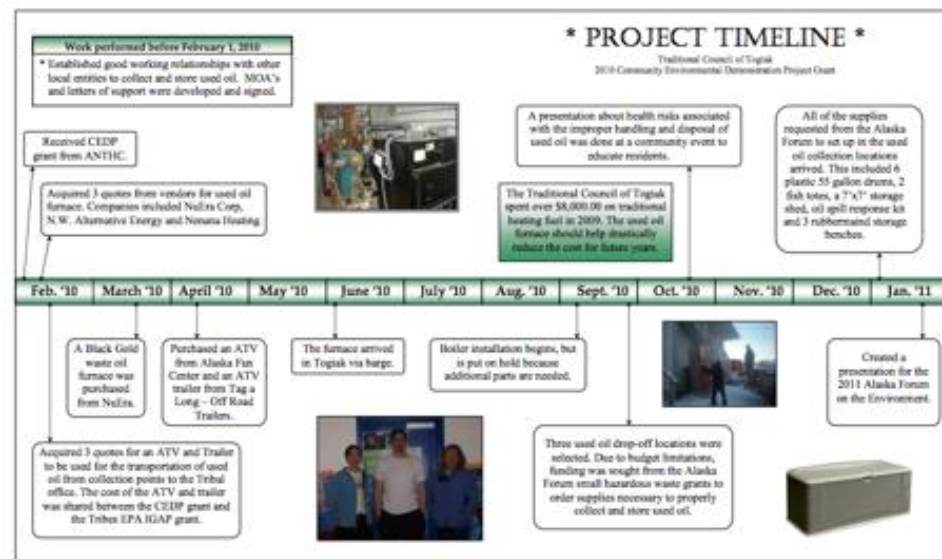
Box Holder
Holy Cross, AK 99602

Holy Cross Landfill



Landfill Waste Management for a healthy community.

Learn more about the Tok Burn Unit and how it benefits our community.



Data

- ❑ Recycling weights and dates
- ❑ Number of people served
- ❑ Number of jobs created
- ❑ Sampling numbers
- ❑ Survey results



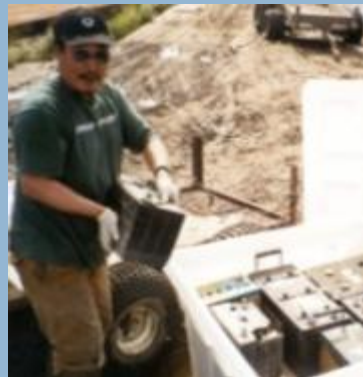
AUGUST COLLECTION

| | 8/12/12 | 8/14 | 8/14 | Total |
|-----------|---------|--------|-------|---------|
| Paper | 3.1 lbs | 0 lbs | 0 | 3.1 lbs |
| Cardboard | 0 lbs | 0 lbs | 0 | 0 lbs |
| Plastic | 0 lbs | 5 lbs | 0 | 5 lbs |
| Aluminum | 5 lbs | 18 lbs | 2 lbs | 25 lbs |
| Batteries | 0 | 4 lbs | 0 | 4 lbs |

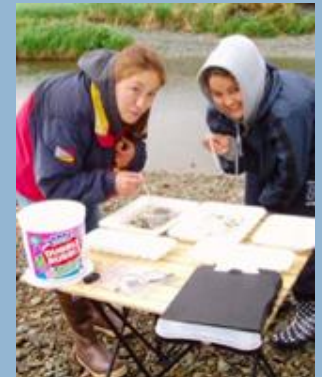
| | How Many Collected |
|---------------------|--------------------|
| Lead Acid Batteries | 1 |
| Tires | 0 |
| Drums | 0 |

| | Gallons |
|-------------|---------|
| Used oil | 5 |
| Anti-Freeze | 0 |

11 gallons
3 gallons



Courtesy: Doug Huntman



Quarterly Reporting Template

Activity Report Summary

Component 1: Develop an EPA-Tribal Environmental Plan

| COMMITMENTS | Progress Status (Check one) | Status Comment (any problems encountered) | Work Accomplished | Outputs (Deliverables that will be attached to your quarterly report) |
|--|---|---|---|--|
| Commitment 1.1. Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries. Targeted Completion Date: 03/30/2014 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | Commitment complete | IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe. | - List of applicable statutes and regulations. |
| Commitment 1.2. Review, and update with tribal information, EPA's baseline inventories of regulated entities, sites, or activities that may affect the tribe or that are located in close proximity to tribal boundaries. Targeted completion Date: 03/30/2014 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | We will continue to review and update tribal information throughout the grant year. | IGAP Staff reviewed and updated tribal information with EPA's baseline inventories. Targeted completion date was for 03/30/2014. IGAP Staff will continue to review and update the tribal information throughout the grant year. | - Quarterly accurate inventory |
| Commitment 1.3. Identify existing tribal priorities and associated capacity indicators the tribe intends to establish. Targeted completion Date: 06/30/2014 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | Staff will continue to review community assessment | IGAP Staff is reviewing existing community assessment to determine if a new community assessment is needed to identify tribal priorities. Once tribal priorities are established capacity indicators will be identified and Environmental Priorities Document will be submitted to EPA. | |

Reporting

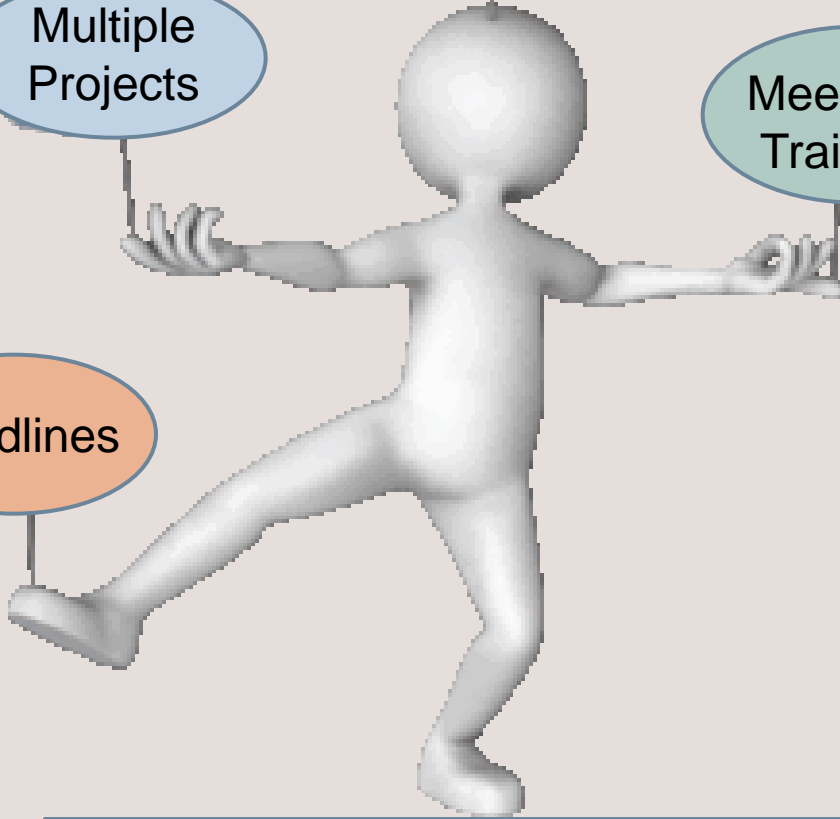
Multiple
Projects

Meetings /
Trainings

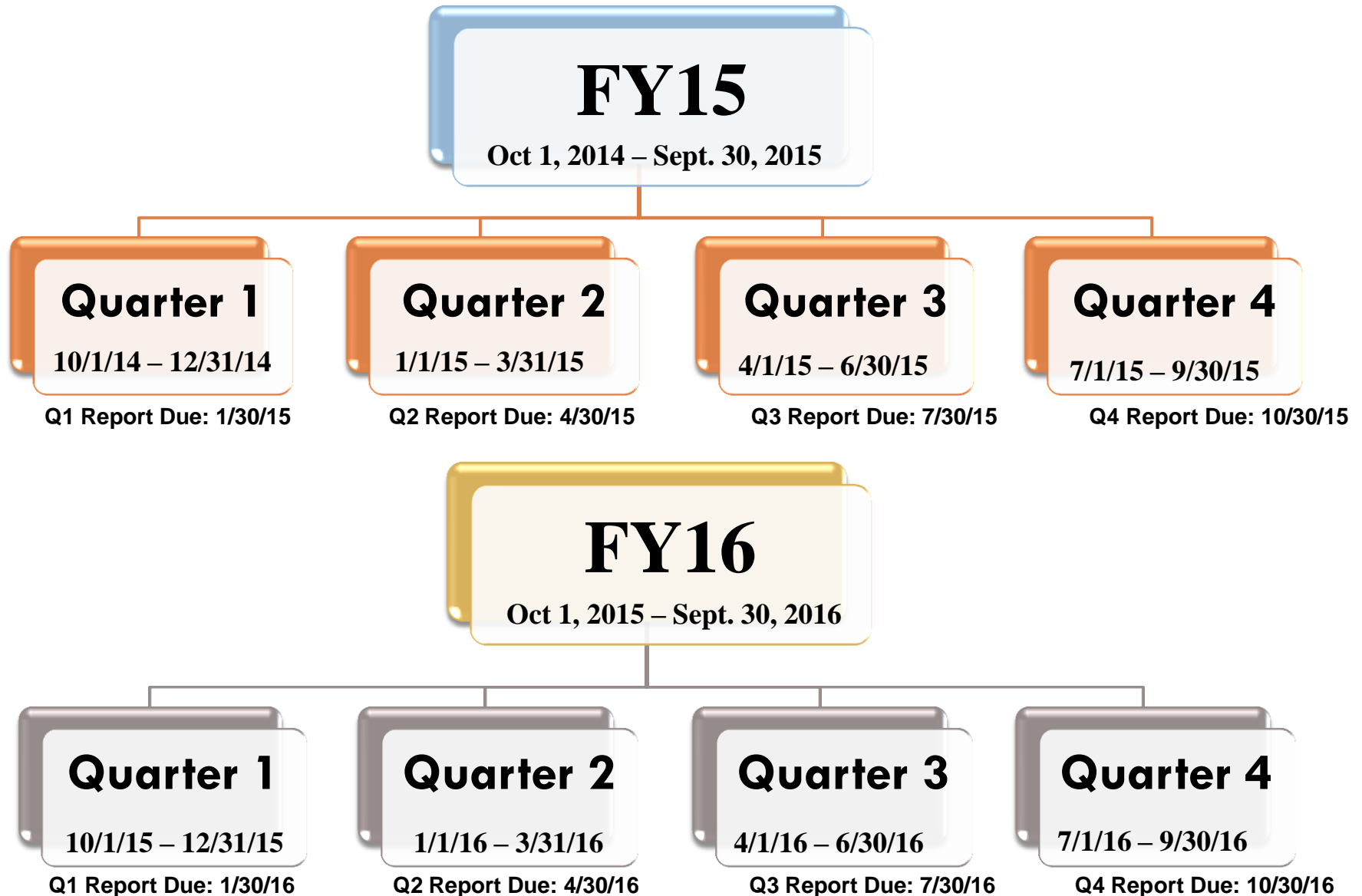
Deadlines

Competing
Demands

Managing Time



Understanding the Federal Fiscal Year



Prepare for Reporting Requirements

| | | Submit to: | | |
|--|---|-----------------|------------------|-------------------------|
| Report Type | Due Date | Project Officer | Grant Specialist | Other |
| Quarterly Report and Grant Products/Deliverables | Within 30 days of end of quarter | ✓ | | |
| Federal Financial Report (FFR - SF 425) | Final FFR only: No later than 90 days after the end of the grant agreement unless otherwise specified in Grant Agreement Terms & Conditions. [Replaced Financial status Report (SF 269 or 269a) and Cash Transactions Report (SF 272) effective 10/1/09] | ✓ (optional cc) | | ✓ Marge Pumphrey (LVFC) |
| EPA Payment Request Form (if using EFT Method) | For advance-every one to two weeks, based on disbursement schedule, For reimbursement-monthly | | | ✓ Marge Pumphrey (LVFC) |
| Final Performance Report | Within 90 days of end of project period | ✓ | | |
| Equipment Report | Within 90 days of end of project period | ✓ | | |
| Annual Audit (if expend ≥ \$500,000 in federal funds) | Required to be filed 9 months after the end of FY | ✓ (optional cc) | | Audit Clearinghouse |
| ICR Agreement or ICR Application Information (if applicable) | As available, prior to charging indirect costs | ✓ (optional cc) | ✓ | |

START EARLY!

Mark your Calendars!

Don't wait until the last minute to seek help!

2014

October

Su Mo Tu We Th Fr Sa

November

Su Mo Tu We Th Fr Sa

December

Su Mo Tu We Th Fr Sa

2015

January

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

February

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

March

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

April

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

June

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

July

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

August

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 31 | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

September

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

October

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

November

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

December

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Get Familiar with GAP Online

https://ofmext.epa.gov/GAP_Online/index.jsp

Indian General Assistance Program (GAP) Online

v2.3.5

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You are here: [EPA Home](#) » [American Indian Environmental Office](#) » [GAP Online](#)

Login  (Authorized users only)

To login with existing Tribal-wide user account, please type in Username and Password, then click on the "Login" button.
(Password is case sensitive.)

Username:

Password:



Google: EPA GAP Online

A recorded GAP Online Webinar training and power-point presentation is available on the ANTHC IGAP website. Google: ANTHC IGAP

Follow your Work-Plan

| Work Plan Component 2: Pollution Prevention Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): E.3.3; E.3.5; E.3.6; E.3.7; Personnel: Environmental Program Coordinator and Environmental Program Assistant | | | | |
|---|---|--------------------------------|--------------------------------|---|
| Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): <ul style="list-style-type: none"> The existing office recycling and waste reduction program will be expanded to reduce the volume of waste generated for landfill by at least 5%. Intermediate Outcome (s) (this work plan period): <ul style="list-style-type: none"> Expand existing sustainable pollution prevention actions to other developed and proposed Tribal facilities. | | | | |
| Estimated Cost: \$88,000 | | | Estimated Work Years: 1 | |
| | COMMITMENTS | ESTIMATED TASK COST (optional) | END DATE | OUTPUTS AND DELIVERABLES |
| 2.1 | Using the best available information from the records, the recycling rate for the Tribal administrative building will be evaluated on an annual basis. | | 12/30/2014 | Recycling rates of the Tribal recycling program will be included in report to Tribal Council and in the quarterly progress report to EPA. |
| 2.2 | The tribe will research feasibility (costs, availability, collection/transportation infrastructure, staff needs, etc.) of adding additional materials (glass, plastic, metals, fluorescent light bulbs, household batteries, e-waste, etc.) to the existing office recycle program. | | 03/30/2015 | Gathered information will be compiled and submitted to the Tribal Council. |
| 2.3 | Environmental staff will prepare/disseminate outreach materials on recycling and options such as household hazardous waste collection/disposal available to members of the community. | | 09/30/2015 | Fliers Brochures Presentations Photos of presentations |

☐ Delegate commitments among staff.

☐ Set target completion dates.

☐ Monitor progress often.

Create To-Do Lists

DAILY TO DO LIST

Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.
-Thomas A. Edison

A.M.>>>

P.M.>>>

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NOTES>>>

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WEEKLY TO DO LIST

Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway.
-Earl Nightingale

SUNDAY>>>

THURSDAY>>>

| | |
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| | |
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| | |

MONDAY>>>

FRIDAY>>>

| | |
|--|--|
| | |
| | |
| | |
| | |

TUESDAY>>>

SATURDAY>>>

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|--|--|
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WEDNESDAY>>>

NOTES>>>

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| | |

Remember to set time aside each day to focus on grant responsibilities in the office such as reporting.

Communicate!!!

- ❑ Tribal Administrator and Environmental Coordinator should meet regularly to discuss grant progress.
- ❑ GAP staff should meet regularly to discuss grant commitments and assign responsibilities.
- ❑ GAP staff should brief Tribal Council and seek support for projects.
- ❑ Contact EPA Project Officer with questions or if problems arise.
- ❑ Reach out to other GAP programs and resource providers. Don't reinvent the wheel if you don't have to.



Don't Get Overwhelmed...



I... NEED...
HEEEEEEEEEELLLP!

Saving the world takes time!



Templates & Examples

**ALLOWABILITY OF SELECTED ITEMS OF COST
UNDER THE COST PRINCIPLES**

| The cost of: | is generally allowable under: | is conditionally allowable under: | is generally unallowable under: |
|--|--|---|---|
| employee morale, health, & welfare | 2CFR225, App. B ¶13 2CFR230, App. B ¶13 2CFR220, App. A §J, ¶16 45CFR74, App. E, §IX.B, ¶10 | FAR 31.205-13 | |
| entertainment | | | 2CFR225, App. B ¶14 2CFR230, App. B ¶14 2CFR220, App. A §J, ¶17 45CFR74, App. E, §IX.B, ¶11 FAR 31.205-14 |
| equipment & other capital expenditures | | 2CFR225, App. B ¶15 2CFR230, App. B ¶15 2CFR220, App. A §J, ¶18 | |
| advisory councils | 2CFR225, App. B ¶2 2CFR230, App. B ¶2 2CFR220, App. A §J, ¶2 | | |
| alcoholic beverages | | | 2CFR225, App. B ¶3 |

General spreadsheet for common cost allowability:

<https://dl.dropboxusercontent.com/u/39884697/Allowability%20of%20Selected%20Items.pdf>

Template 6 - IGAP Drawdown Log - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting Format as Table Cell Styles Sort & Find & Filter Select

E5

| | A | B | C | D | E | F | G | H | I | J |
|----|---|-------------------------------------|------------------------|---|------------------------------|---------------------|---|---|---|---|
| 1 | | Sample developed by ANTHC July 2013 | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | FY13 IGAP | Drawdowns | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | Date | Drawdown Amount | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | 10/15/2013 | \$15,000.00 | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | Total FY13 IGAP Grant | \$125,000.00 | | | | |
| 24 | | | | | Total Drawdowns | \$15,000.00 | | | | |
| 25 | | Total: | \$15,000.00 | | Total Remaining | \$110,000.00 | | | | |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | | | | | | | | | | |
| 30 | | | | | | | | | | |
| 31 | | | | | | | | | | |

Drawdown Log

Ready

100%

| IGAP Budget FY__ | | | | | | |
|---|-----------------|-----------|---|------|-------|---------------|
| *** SAMPLE BUDGET - SAMPLE BUDGET - SAMPLE BUDGET *** | | | | | | |
| Topic | Item | Component | Description | Rate | Units | Total |
| Salary | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | Fringe Benefits | | Estimated at 33% (See fringe explanation below) | | | \$0.00 |
| | | | | | | \$0.00 |
| Travel | | | | | | \$0.00 |
| Per Diem | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Supplies | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Equipment | | | | | | |
| | | | | | | \$0.00 |
| Contractual | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Other | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Indirect | | | TOTAL DIRECT | | | \$0.00 |
| | | | TOTAL INDIRECT | | | |
| | | | GRAND TOTAL | | | \$0.00 |

Template 5 - Expenditure Log - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Font Alignment Number Styles Cells Editing

J27

| | A | B | C | D | E | F | G | H | I |
|----|-------------|--------------------|---------------------|-----------------|------------------------------|---|---|---|---|
| 1 | FY13 IGAP | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | Date | Description | Vendor | Cost | Who made the purchase | | | | |
| 6 | | | | | | | | | |
| 7 | 10/15/2013 | Office Supplies | Office Depot | \$150.00 | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | Total Spent: | \$150.00 | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | | | | | | | | | |

Total FY13 IGAP Grant \$125,000.00
Total Spent \$150.00
Total Remaining \$124,850.00

Expenditure Log

Ready

| QUARTERLY REPORT | |
|--|--|
| | Is this contact information new? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Recipient Name | Native Village of _____ |
| Recipient Environmental Contact | _____, Title _____ |
| Recipient Phone Number | (907) _____ |
| Grant Name | Indian Environmental General Assistance Program (GAP) |
| Grant Number and Project Period | GA-00J00000 Project Period October 1, 20__ – September 30, 20__ |
| Reporting Quarter/Dates | Quarter 3: April 1, 2013 – June 30, 2013 (Update this information) |
| EPA's Project Officer Name and Address | _____, Tribal Coordinator U.S. Environmental Protection Agency Alaska Operations Office 222 West 7 th Avenue, #19 Anchorage, AK 99513 |

| Comparison of Amount Budgeted vs Amount Spent | |
|---|--|
| <i>Please describe how much you budgeted versus how much money you actually need to complete activities</i> | |
| Total Grant Amount Awarded: | Amount Spent: |
| Funds Necessary to Complete this Project: | Unexpended Funds Remaining in the Grant: |
| Funds Requested from EPA to Date: | Amount & Date of Last Request for Reimbursement/Advance Payment: |
| Additional Information | |
| Issues you need the EPA Project Officer to respond to quickly: | |

1

| Activity Report Summary | | | | |
|--|---|--|---|---|
| Component 1: EXAMPLE: Build capacity to manage the Environmental Program (enter exactly as it appears in your IGAP grant) | | | | |
| COMMITMENTS | Progress Status (Check one) | Status Comment (any problems encountered) | Work Accomplished | Outputs (Deliverables that will be attached to your quarterly report) |
| Commitment 1.1. EXAMPLE: IGAP Staff will attend 4 environmental trainings and/or conferences to increase IGAP program management capacity. Targeted Completion Date: September 2013 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | Use this spot to report any problems and to say something like.... "We will continue to participate in training and conferences as they become available" Or "Commitment complete. No further trainings are planned for the fiscal year" Etc.... | EXAMPLE: Environmental Staff attended the Big Environmental conference in Washington May 4-9, 2013. Environmental staff knowledge was increased after attending the ONC Env Summit and EPA Council training) | EXAMPLE - Trip report - Conference agenda |
| Commitment 1.2. Targeted Completion Date: September 2013 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | | | |
| Commitment 1.3. Targeted Completion Date: September 2013 | <input type="checkbox"/> Complete <input type="checkbox"/> Not Started <input type="checkbox"/> On schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule | | | |

2

Templates & Examples:

- ❑ ANTHC IGAP Needs Assessment
 - ~ Identify areas within the GAP program that need attention.
- ❑ Managing your Assistance Agreement
 - ~ 1 page quick reference
- ❑ Tips for New GAP Grant Recipients and Employees
 - ~ 1 page quick reference for reporting.* *Note: MBE/WBE no longer required.*
- ❑ Trip Report Template
 - ~ Generic trip report template developed by ANTHC
- ❑ Council Meeting: IGAP Briefing
 - ~ Suggestions for briefing your council.
- ❑ Example Council Report
 - ~ Developed by Leilani Knight-McQueen for CCTHITA

*** Available on ANTHC IGAP Resources Website:**

<http://dev.anthc.org/chs/ces/hve/igap-resources.cfmv>

It's the road
to success!

WELL
DEFINED
GOALS

COMMITMENT

CLEAR
OBJECTIVES

SELF PRAISE

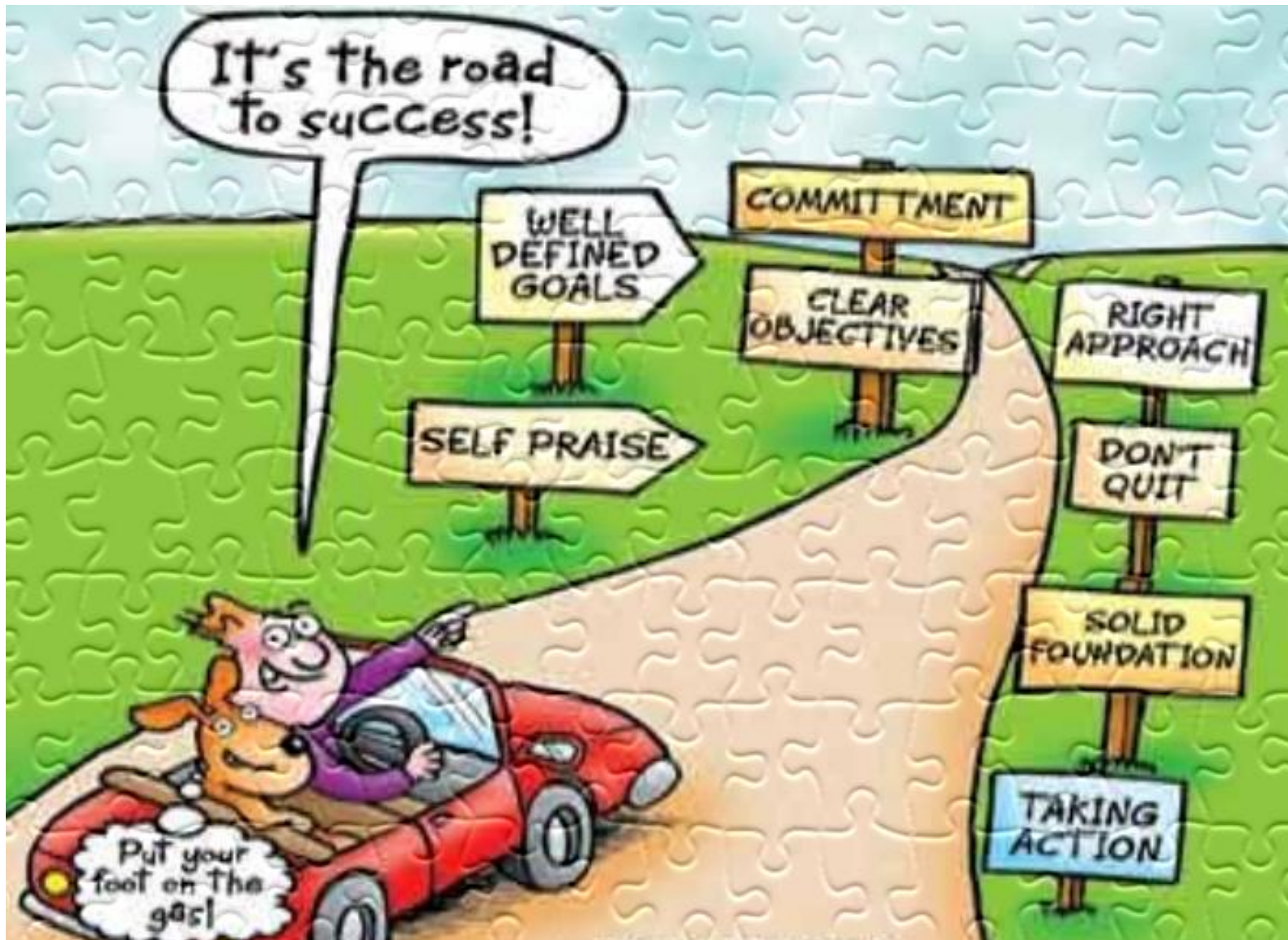
RIGHT
APPROACH

DON'T
QUIT

SOLID
FOUNDATION

TAKING
ACTION

Put your
foot on the
gas!



Contact Information:

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Alaska Native Tribal Health Consortium

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droehl@anthc.org

Oxcenia O'Domin

Alaska Native Tribal Health Consortium

Ph. 907-729-3492

orodomin@anthc.org

Google: ANTHC IGAP

Questions?

