FY18 GAP Grant Writing Basics

Presented By:
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ANTHC Tribal Capacity & Training Program
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.
What is IGAP?

- 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 build tribal capacity 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)

• 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.

Understanding the Federal Fiscal Year

**FY17**
Oct 1, 2016 – Sept. 30, 2017

Quarter 1
10/1/16 – 12/31/16
Q1 Report Due: 1/30/17

Quarter 2
1/1/17 – 3/31/17
Q2 Report Due: 4/30/17

Quarter 3
4/1/17 – 6/30/17
Q3 Report Due: 7/30/17

Quarter 4
7/1/17 – 9/30/17
Q4 Report Due: 10/30/17

**FY18**
Oct 1, 2017 – Sept. 30, 2018

Quarter 1
10/1/17 – 12/31/17
Q1 Report Due: 1/30/18

Quarter 2
1/1/18 – 3/31/18
Q2 Report Due: 4/30/18

Quarter 3
4/1/18 – 6/30/18
Q3 Report Due: 7/30/18

Quarter 4
7/1/18 – 9/30/18
Q4 Report Due: 10/30/18
The Notice of Funding Availability outlines the requirements and the process for applying.

Provides detailed instruction for GAP Applications including:
* Eligibility
* Application Process
* Important Dates
* Elements that need to be included
* Requirements

Region 10 IGAP FY18 Notice of Funding Availability:
https://www.epa.gov/tribal/region-10-tribal-environmental-gap-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.

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

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**Attachment C**

*Building a Self-Sustaining Tribal Solid Waste Program: Recommended Phases and Activities to Consider*

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<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
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<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>Why Build a Self-Sustaining Solid Waste Program?</td>
<td>2</td>
</tr>
<tr>
<td>Conduct a Self-Assessment Before You Begin Planning</td>
<td>2</td>
</tr>
<tr>
<td><strong>BUILDING A SELF-SUSTAINING TRIBAL SOLID WASTE MANAGEMENT PROGRAM</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Phase 1</strong></td>
<td>3</td>
</tr>
<tr>
<td>Develop Qualified Personnel</td>
<td>3</td>
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<tr>
<td>Engage Tribal Leaders and the Community</td>
<td>3</td>
</tr>
<tr>
<td>Develop an Integrated Solid Waste Management Plan</td>
<td>3</td>
</tr>
<tr>
<td><strong>Phase 2</strong></td>
<td>5</td>
</tr>
<tr>
<td>Conduct Feasibility Studies and Facility Planning</td>
<td>5</td>
</tr>
<tr>
<td>Create Open Dump Inventory</td>
<td>6</td>
</tr>
<tr>
<td>Develop Waste Enforcement Program</td>
<td>7</td>
</tr>
<tr>
<td><strong>Phase 3</strong></td>
<td>7</td>
</tr>
<tr>
<td>Program Implementation</td>
<td>7</td>
</tr>
<tr>
<td><strong>TRIBAL WASTE MANAGEMENT AND UNDERGROUND STORAGE TANK PROGRAM CAPACITY INDICATORS</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>GAP-FUNDED ACTIVITIES REQUIRING AEO APPROVAL</strong></td>
<td>11</td>
</tr>
<tr>
<td>Exception for Government Services</td>
<td>11</td>
</tr>
<tr>
<td>Clean-Up and Closure Activities</td>
<td>11</td>
</tr>
</tbody>
</table>

**Attachment C:**

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:

Attachment C:
IGAP Application Process Overview

1. Draft Proposal
   - Narrative
   - 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

Submit to EPA Project Officer
Register GRANTS.GOV
Update GAP Online
Submit Application GRANTS.GOV
IGAP Application

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

**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
- ~ Current Indirect rate or letter of application

- **Current SAM registration:**
  [https://www.sam.gov](https://www.sam.gov)

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Full IGAP Application Package:

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

**START NOW!**

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

Review Checklist:
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

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.

Understanding your Work Plan

IGAP Work Plan for FY18

<table>
<thead>
<tr>
<th>Tribe:</th>
<th>IGAP Work Plan for FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region:</td>
<td>Region 10</td>
</tr>
<tr>
<td>Work Plan Period Begin:</td>
<td>October 1, 2017</td>
</tr>
<tr>
<td>End:</td>
<td>September 30, 2018</td>
</tr>
</tbody>
</table>

**Work Plan Component 1:** **EXAMPLE** Conduct a community environmental assessment to prioritize environmental issues.

Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): _______________________________

**Personnel:**

**Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):**

- _______________________________

**Intermediate Outcome (s) (this work plan period):**

- _______________________________

**Estimated Cost**

<table>
<thead>
<tr>
<th>COMMITMENTS</th>
<th>ESTIMATED TASK COST (optional)</th>
<th>END DATE</th>
<th>OUTPUTS AND DELIVERABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 <strong>EXAMPLE</strong> Tribe will develop a flyer and hang in local businesses to solicit residents who are interested in being a part of an environmental committee.</td>
<td>10/31/17</td>
<td>- Environmental committee announcement flyer - Number of people interested</td>
<td></td>
</tr>
<tr>
<td>1.2 <strong>EXAMPLE</strong> People interested in joining will be contacted and given more information. We will talk to people in person if more people are needed.</td>
<td>12/15/17</td>
<td>- List of environmental committee</td>
<td></td>
</tr>
</tbody>
</table>

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**
- Conduct a community environmental assessment to prioritize environmental issues.
- Develop an EPA-Tribal Environmental Plan.

**IGAP WORKPLAN COMMITMENTS**

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**
- Tribe will develop a flyer to solicit residents who are interested 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**
- A Cleaner and Safer Community
- Increased Community Understanding of Air Quality

**OUTPUTS = PROOF**

In Order to achieve your 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
- Newsletters
Understanding your Work Plan

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

Appendix I
Guidebook for Building Tribal Environmental Program Capacity

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
Writing your Work Plan

IGAP Work Plan for FY 18

Tribe: ____________________________
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 that apply):

Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):

- _____________________________________________
- _____________________________________________

Intermediate Outcome (s) (this work plan period):

- _____________________________________________
- _____________________________________________

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Estimated Work Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMITMENTS</td>
<td>ESTIMATED TASK COST</td>
</tr>
<tr>
<td></td>
<td>(optional)</td>
</tr>
<tr>
<td>END DATE</td>
<td>OUTPUTS AND DELIVERABLES</td>
</tr>
</tbody>
</table>


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

### Attachment F:


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**Indian General Assistance Program Detailed Budget Worksheet & Cost Review Form**

Revised 10.05.2016

**PERSONNEL** - List all staff positions for the project by title. Give hourly salary rate, number of hours allotted to the project, and total cost for the project period. *The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.*

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Hourly Rate</th>
<th>No. of Hours</th>
<th>Work Years</th>
<th>Subtotal</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
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<td></td>
</tr>
</tbody>
</table>

*Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work year of 2080 hours. Total work years are calculated by adding the annual hours for each staff position together then dividing this total by 2080 hours. Total work years should then be divided among work plan components (as Estimated Component Work Years) to add up to this amount.*

**PERSONNEL TOTAL:**
### ANTHC Budget Workbook – Optional

<table>
<thead>
<tr>
<th>Topic</th>
<th>Item</th>
<th>Component</th>
<th>Description</th>
<th>Rate</th>
<th>Units</th>
<th>Total</th>
<th>Spent</th>
<th>Description &amp; Date</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Env. Coordinator</td>
<td>40 hours/week @ $30/hr (100% effort)</td>
<td></td>
<td>300.00</td>
<td>52</td>
<td>$16,300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>Env. Assistant</td>
<td>20 hours/week @ $15/hr (100% effort)</td>
<td></td>
<td>300.00</td>
<td>52</td>
<td>$4,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>Administration</td>
<td>10 hours/week @ $20/hr (100% effort)</td>
<td></td>
<td>200.00</td>
<td>52</td>
<td>$4,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>Estimated at 33%</td>
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<td>(Note: explanation below)</td>
<td></td>
<td></td>
<td></td>
<td>$22,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>1RT for regional training</td>
<td></td>
<td></td>
<td>800.00</td>
<td>1</td>
<td>$800.00</td>
<td>$0.00</td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>Travel</td>
<td>4 days @ $100/day traveler</td>
<td></td>
<td></td>
<td>100.00</td>
<td>4</td>
<td>$400.00</td>
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<tr>
<td>Travel</td>
<td>1RT to ADECEN Conference</td>
<td></td>
<td></td>
<td>1,000.00</td>
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<td>Travel</td>
<td>6 days @ $100/day traveler</td>
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<td>180.00</td>
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<td>$1,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>1RT to Anchorage for Quickbooks Training</td>
<td></td>
<td></td>
<td>1,000.00</td>
<td>1</td>
<td>$1,000.00</td>
<td></td>
<td></td>
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<tr>
<td>Travel</td>
<td>6 days @ $100/day traveler</td>
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<td>180.00</td>
<td>6</td>
<td>$1,000.00</td>
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<td></td>
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</tr>
<tr>
<td>Supplies</td>
<td>Office Supplies</td>
<td></td>
<td>Folders, tablets, thumb-drives, highlighters, etc. @ $150 per month</td>
<td>1,150.00</td>
<td>1</td>
<td>$1,150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Office Supplies</td>
<td></td>
<td>Computer, printer and software for Coordinator and Assistant</td>
<td>1,200.00</td>
<td>2</td>
<td>$2,400.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Supplies</td>
<td>Office Supplies</td>
<td></td>
<td>Shipping for office supplies</td>
<td>1,200.00</td>
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<td>$1,200.00</td>
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<tr>
<td>Supplies</td>
<td>Office Supplies</td>
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<td>Water quality supplies</td>
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<td>$500.00</td>
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<td></td>
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<td>Equipment</td>
<td>ATV</td>
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<td>ATV for water quality data collection</td>
<td>6,000.00</td>
<td>1</td>
<td>$6,000.00</td>
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<tr>
<td>Equipment</td>
<td>ATV</td>
<td></td>
<td>Trailer for ATV</td>
<td>600.00</td>
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<td>$600.00</td>
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<tr>
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<td></td>
<td>10.00</td>
<td></td>
<td>$10.00</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td>Training registration 1</td>
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<td></td>
<td>200.00</td>
<td>1</td>
<td>$200.00</td>
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<tr>
<td>Other</td>
<td>Computer training software, Quickbooks, webinars, etc.</td>
<td></td>
<td></td>
<td>400.00</td>
<td>1</td>
<td>$400.00</td>
<td></td>
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<tr>
<td>Other</td>
<td>ATV Shipping</td>
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<td>$1,000.00</td>
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<tr>
<td>Other</td>
<td>Office Phone</td>
<td></td>
<td></td>
<td>500.00</td>
<td>12</td>
<td>$6,000.00</td>
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<td>Other</td>
<td>Office Utility</td>
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<td>319.00</td>
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<td>$3,828.00</td>
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<td>Other</td>
<td>Gas for ATV</td>
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<td>100.00</td>
<td>12</td>
<td>$1,200.00</td>
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<tr>
<td><strong>Total Direct</strong></td>
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<td></td>
<td><strong>$125,000.00</strong></td>
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<td>Indirect</td>
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<td></td>
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<td></td>
<td></td>
<td><strong>$0.00</strong></td>
<td></td>
<td></td>
<td><strong>$125,000.00</strong></td>
</tr>
</tbody>
</table>

**Fringe Benefits:** Fringe Benefits differ according to the employee's length of employment, leave accrual, and Health plans and contributions. A $25,437.

Estimated Costs / Work Years Template

<table>
<thead>
<tr>
<th>Component</th>
<th>% Grant Used</th>
<th>Estimated Work Years</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component 1</td>
<td>20%</td>
<td>0.3358</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Component 2</td>
<td>22%</td>
<td>0.3938</td>
<td>$22,500.00</td>
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<tr>
<td>Component 3</td>
<td>34%</td>
<td>0.6086</td>
<td>$42,500.00</td>
</tr>
<tr>
<td>Component 4</td>
<td>24%</td>
<td>0.4266</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Component 5</td>
<td></td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Component 6</td>
<td></td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>0%</td>
<td>0</td>
<td>$125,000.00</td>
</tr>
</tbody>
</table>

| Total: | 100% | 1.79 | $125,000.00 |

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**

3. Estimate the percent of the grant that will be used to complete each work-plan component. The end total must equal 100%. Make sure it is a realistic estimate. (Some work will take more time/commitment than others) **see the second column in the above table**

4. 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 component’s estimated cost into the Work-plan.

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
Tips for Applicants

Grants.gov Applicant Support & Resources

Contact Center
- Support available 24/7; closed on Federal holidays
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers: 1-606-545-5035

Additional Resources

http://www.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/
Alaska Native Tribal Health Consortium
Tribal Capacity and Training Program

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