



**Alaska Native Tribal Health Consortium
Community Environment & Health Department
Tribal Capacity & Training Program**

4500 Diplomacy Dr, Suite 420 | Anchorage, AK 99508 | P: 907-729-3430

**Introduction to IGAP Management
August 29 – 31, 2023**

About the Training

This in-person training will guide participants through the EPA Indian General Assistance Program (IGAP) 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

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

Training Location

ANTHC Diplomacy Building, Room 335
4500 Diplomacy Dr, Suite 300 | Anchorage, AK 99508

Training Date & Time

August 29 – 31, 2023
9:00am – 5:00pm each day
Participants are expected to attend full training to receive a certificate.

Participant Registration

There's no fee to attend this training. Fully fill out and submit the online Registration Form:
<https://form.jotform.com/231447804223047>

Travel Information

Participants / Tribes are responsible for their own travel arrangements. Upon approving your registration, we will send an airline discount.

Lodging Information

Participants / Tribes are responsible for their own lodging arrangements. Upon approving your registration, we will send a hotel discount. **The deadline to use this training's hotel discount is June 30, 2023.**

If you have questions, please contact Sarah Ingram at seingram@anthc.org or Julia Salt at jasalt@anthc.org.

Introduction to IGAP Management | August 29-31, 2023
Location: Alaska Native Tribal Health Consortium | Anchorage, AK

Tentative Agenda

Trainers: Oxcenia O'Domin and Julia Salt

Attendees: Approximately 20 Tribal Environmental Staff

Day 1		Day 2		Day 3	
9:00a	Welcome Housekeeping <i>Daily agenda</i> <i>Campus / safety information</i>	9:00a	Welcome Review Day 1 <i>Daily agenda</i> <i>Review Day 1</i>	9:00a	Welcome Review Day 2 <i>Daily agenda</i> <i>Review Day 2</i>
	Participant Introductions Expectations <i>At least 3 questions you want answered</i>		Allowable Costs <i>GAP guidance</i> <i>OMB circulars</i>		Reporting Overview <i>Quarterly Reporting</i> <i>Close-out Reporting</i>
	Introduction to IGAP <i>What is IGAP?</i>		Group Activity <i>Brainstorming – Allowable Costs examples</i>		Quarterly Reporting <i>Quarterly Report template step-by-step</i>
	Break		Break		Break
	Group Activity <i>Participant quiz activity</i>		Managing your GAP Grant <i>Organizing your office</i> <i>Organizing your grant files</i> <i>Tracking your progress</i>		Group Activity <i>Reporting your work</i>
12:00p	Lunch on your own	12:00p	Lunch on your own	12:00p	Lunch on your own
	Introduction to IGAP Continued <i>IGAP recipient – Tribal Council / IGAP responsibilities</i>		Participant Active Learning <i>Setting up files</i>		Close-out Reporting <i>Preparing from the start</i> <i>EPA Region 10 Close-out Guide</i>
	Group Activity <i>Reflect on community roles and understanding FY</i>		Understanding Your Work-Plan <i>IGAP Work-Plan – components / commitments</i> <i>IGAP Work-Plan – outcomes / outputs</i> <i>Work-Plan years & estimated costs</i>		Group Activity <i>What should your close out report include?</i>
	Break		Break		Break
	IGAP Document Overview <i>IGAP funding announcement</i> <i>IGAP award agreement</i>		Group Activity <i>Developing a sample IGAP Work-plan</i>		Open Discussion <i>Capturing your success story</i> <i>Who is my GAP resource network?</i> <i>Other helpful tools</i>
5:00p	Review / Evaluation <i>Adjourn</i>	5:00p	Review / Evaluation <i>Adjourn</i>	5:00p	Review / Evaluation <i>Adjourn</i>