

THE TRIBAL AIR GRANTS FRAMEWORK

A MENU OF OPTIONS

**For
Developing Tribal Air Grant Work Plans and
Managing Grants for Environmental Results**

Revised 2015

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THE TRIBAL AIR GRANTS FRAMEWORK:

A Menu of Options

For

Developing Tribal Air Grant Work Plans & Managing Grants for Environmental Results

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for

Developing Tribal Air Grant Work Plans & Managing Grants for Environmental Results

INTRODUCTION:

The Environmental Protection Agency (EPA) is committed to working with tribes to develop and to implement Clean Air Act (CAA) programs in Indian country. One of EPA's primary tools in this effort is to award CAA grants in order to help build tribal knowledge and increase tribe's capacity to manage air quality issues. CAA §103 and §105 allow EPA to provide grant support to tribes for this purpose. To assist tribes in writing effective grant applications and work plans, we have developed this "*Tribal Air Grants Framework: A Menu of Options.*" EPA revised and updated the Framework for the fourth time in 2015.

The purpose of this tool is to assist tribes that apply for CAA funding to draft more effective work plans for projects that will develop tribal knowledge of air quality issues and build tribal expertise to manage air quality on reservations and tribal trust land. The CAA envisions an approach to air quality management that includes:

- Goals and standards to protect public health and the environment;
- Assessing air quality through emissions inventories and monitoring;
- Determining necessary reductions in pollution;
- Federal, State or Tribal Implementation Plans;
- Education or outreach programs and other voluntary measures; and
- Implementing and enforcing control measures.

Tribal air programs, like their state counterparts, may include activities that involve different elements of this framework. However, unlike the states, the tribes often do not have resources available to build and run their own CAA programs. Instead, the CAA provides mechanisms to allow them to develop their capacity, authority, regulations, and other components on an incremental and as-needed basis. These menu options suggest some of the more common activities involved in achieving primary air quality objectives. Tribes can select the work that is most appropriate considering their individual circumstances and needs.

Approvable work plans need to have (1) one or more **objectives**, (2) **activities** that support the achievement of the **objectives**, and (3) **outcomes** or **deliverables** that will produce **environmental results** within the objective. Therefore, each menu is structured to provide suggestions for all of these critical work plan elements. Some menus include **performance measures** that EPA uses to measure national progress on achieving environmental results in Indian country. Through the grant negotiation process, applicants produce work plans with supporting budgets to address both the needs of the particular reservation or tribal community, as well as EPA priorities.

While funding limitations and other considerations of the grant process prevent any

guarantee that a particular grant proposal will be selected for funding, it is hoped that these menus will help tribes efficiently develop proposals that can effectively address air quality issues in Indian country – from initial assessment of air pollution sources to advanced regulatory development and implementation. This guidance is intended to serve as a reference for both tribal and EPA staff during CAA grant and program development.

The menus do not represent the *only* categories of work that EPA will fund under the CAA authorities, nor are the activities the only ones that may produce the stated objectives. However, the framework is intended to provide options that will be useful to tribes in developing work plans both for assessing their air quality and in building the capacity to manage a reservation's air quality. It is also hoped that the use of this tool will streamline the EPA review of work plans and help us to better assist tribes in managing CAA grants

Before submitting an application, applicants are encouraged to contact their EPA Region for information on applicable procedures before developing a work plan and supporting budget around the air quality objectives for which they seek funding. Additionally, the tribe and Project Officer will normally negotiate final work plan deliverables and budget amounts prior to the tribe submitting a signed, formal application in response to a particular Region's grant announcement.

Note: Many of the activities and objectives included in these menu options may also be appropriate for work plans eligible for funding under other EPA grant programs, such as the Indian General Assistance Program (IGAP). Contact the EPA Tribal Office in your Region for further information.

TRIBAL AIR WORK PLAN OBJECTIVE: Develop and maintain the requisite staff, infrastructure and administrative capacity needed to accomplish effective air quality objectives and grant management activities of the proposed work plan.

Background: Air Quality Administration and Infrastructure needs will be based upon what resources already exist in a grant applicant's administrative structure or environmental program. Building the requisite infrastructure to support an air quality project would include ensuring that all equipment, training, office support and staff needs are in place so that compliance with applicable EPA grant terms and conditions can be met and identified program outputs produced.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support primarily through the authority of either the Indian General Assistance Program (IGAP) or Clean Air Act §103 grants. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan including administrative and infrastructure development. Adapting these needs to respond to the needs of a specific reservation or tribal community is encouraged, taking into consideration the existing infrastructure. EPA Regional Offices are available to provide assistance and advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Write job/position descriptions for staff that will be needed to accomplish work plan tasks and objectives.
- Identify and hire appropriate personnel, either from existing tribal staff or new hire, with background and/or potential to be able to handle activities in work plan.
- Arrange for office space and equipment sufficient to accomplish the work plan activities.
- Set up a record keeping system for grant and air related activities, including tracking of grant terms and conditions, fiscal data, equipment, timekeeping records, work plan performance, milestones, and deliverables.
- Identify training needs of staff and write a training plan; make necessary arrangements for registration and attending the appropriate classes.
- Attend training courses, workshops and conferences that will provide background and skills to accomplish the work plan.
- Make contacts with other tribes, state and local air professionals, through tribal, local, regional and national organizations and conferences that will provide sources of support and collaborative efforts that can help with air quality work on the reservation, particularly surrounding jurisdictions in the same or neighboring air sheds.

- Write quarterly reports, comparing activities and accomplishments with work plan milestones, timeline, and objectives, to ensure that work progresses at a rate that will allow completion of the deliverables within the project period. If problems are encountered that may prevent progress, promptly notify the grant project officer and discuss how the problems will be addressed.
- Communicate regularly with tribal grants and fiscal personnel involved with submitting the financial reports for the grant to ensure that all appropriate records are being maintained and reports, such as Reimbursement Requests and Financial Status Reports, are submitted appropriately and according to the terms of the grant.
- Draw down grant funds at regular intervals as soon as is appropriate.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the information below.

An *output*:

- is an *activity, effort*, and/or associated *work products* related to an environmental *and/or programmatic* goal or *objective*;
- will be produced or provided over a *period of time* or by a *specific date*;
- may be *quantitative* or *qualitative*, but must be *measurable* during an assistance agreement funding period.

An *outcome*:

- is the *result, effect* or *consequence* that will occur from carrying out the funded activity or program that is related to an *environmental and/or programmatic* goal or objective;
- may be *environmental, behavioral, health-related* or *programmatic* in nature;
- must be *quantitative*;
- may be intermediate in nature (i.e., may not be the desired end environmental result but will help lead to it); and may *not necessarily* be achievable within an assistance agreement funding period.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others.]

- Staff hired appropriate to the job description with the capabilities to complete the work plan activities by the end of the project period, given appropriate training.
- Training plan written that supports the work plan objectives.
- The training courses, identified as necessary for the staff to develop the capacity to carry out the work plan objectives, are satisfactorily completed.
- Office management and administrative procedures established and maintained that ensure that all needed records are kept, that grant terms and conditions are satisfied, such as submission of quarterly Progress Reports and annual Financial Status Reports, and agreed outputs provided to EPA.

Possible Outcomes: [This is an example of an outcome for this objective; there may be others.]

Expressed as a result of an individual Tribal grant:

- Tribe demonstrates successful grant management and air project management capabilities through the timely compliance with all (100%) grant terms and conditions and completion of work plan deliverables.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in the number of tribes who have demonstrated successful grant management and air project management capabilities through the timely compliance with all grant terms and conditions and completion of work plan deliverables. [Or other indicator of the capacity demonstrated for successful environmental grant management for achieving the goals of the Clean Air Act in Indian country.]

EPA NATIONAL PERFORMANCE MEASURE(S):

The following is an example of how performance by EPA may be measured in this area:

- Number of tribes with currently employed staff that have received training on Clean Air Act grant management and/or are demonstrating compliance with terms and conditions of a current Clean Air Act grants.

Menu Item for Conducting **Air Quality Monitoring Activities**

TRIBAL AIR WORK PLAN OBJECTIVE: To identify, through collection of quality-assured monitoring data, the nature and level of air pollution on a reservation or in a tribal community over a particular period of time.

Background: *Air Quality Monitoring* is undertaken to establish a baseline of air quality data, as well as to collect targeted data when air pollution may be adversely impacting the reservation community. Either a *Basic Air Quality Assessment* or an *Emissions Inventory* (See Menu Items for each) can provide preliminary information from which it can be determined whether and what type of additional air quality data would best assist in managing air pollution concerns. Air quality monitoring data is one of several inputs into decisions about air quality management in a particular airshed.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of either the Indian General Assistance Program (IGAP) or Clean Air Act §103 to the extent the activities involve assessment or baseline monitoring. They may qualify for funding under Clean Air Act §105 if they involve air quality management-related work. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: Grant applicants should consider the following *tasks* or *activities* as options in developing a work plan that includes air monitoring. Applicants are encouraged to adapt these tasks and activities to respond to the needs of a specific reservation or tribal community, taking into consideration the purpose for which they will use the monitoring data. EPA Regional Offices are available to provide technical advice that a particular tribe may require to adequately support their proposed work plan activities. The applicant should create a *timeline* by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- **Identify the Need for and Type of Monitoring Data:** Identify why air monitoring data is needed and how it will be used in making decisions about air quality management. Identify the most appropriate type of monitoring data to collect: Learn what other monitoring is being conducted by surrounding jurisdictions and what the data shows. Through information from basic air quality assessment activities, evaluate the possible options for additional air quality data that could assist the tribe in managing its air quality or assist other jurisdictions in managing air quality.
- **Selecting less expensive and or simple technologies** may be best for initial screening of pollutants. Research the applicability and suitability of the “Next Generation Air Monitoring Technologies”, such as Air Sensors, to find information about air pollution in your community, supplement existing monitoring data (to fill a gap in coverage area) and/or to identify and characterize sources. Borrow equipment and/or consult with the TAMS center to conduct an initial, limited term, study before investing in more expensive technology.

- PM 10 or 2.5 can be monitored using either continuous, filter-based monitors or Air Sensors depending on how the data will be used. Compare Air Sensors, FRM and continuous FEM monitors to understand the advantages and disadvantages of the available monitoring methods.
- Assess the need for meteorological data when appropriate and based on an EPA-approved QAPP, install and operate a met station in conjunction with monitoring equipment to provide additional information about the sources of air pollution or to help assist in forestry or agriculture smoke management plans.
- Obtain training on topics related to Quality Assurance Project Plans (QAPPs) and appropriate monitoring technology, data logging, data transfer and AQS reporting.
- QAPP and Siting: Prepare a QAPP for the type of monitoring determined (with EPA assistance) to be appropriate and useful to the tribe, the air shed, or the region. The QAPP will provide basis for siting the monitor(s) and procedures to be followed to ensure quality of data collected. Note that an EPA approved QAPP is required before data can be collected using EPA grant funds.
- Monitor based upon the QAPP and EPA-approved siting, install and operate the monitor for appropriate period of time. As data is collected, provide written analysis of what the data indicates about air pollution levels.
- Continuous Monitoring for PM: Based upon types of sources identified on the reservation, continuous monitoring may be used to provide ongoing information about sources that produce peaks in air pollution, such as agricultural burning or forestry burning. Data can be provided on a real-time basis to reservation communities for decisions about residential burning, or health concerns. Linking to a tribal web page is an optional way of disseminating the data.
- Provide AQ Data to EPA: The quality assured and validated data should be uploaded into the EPA AQS system or provided to EPA in other applicable formats on a quarterly basis. Data submittal to AQS is an EPA grant requirement.
- Baseline Data: Once a baseline is established for the air pollution levels, assess need for ongoing monitoring in a written report.
- Interim Reports of Air Quality Data: Provide EPA and Tribe information on what levels of air pollution the monitors show on a regular basis.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For an explanation of *outputs* and *outcomes* please see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Quality assured data provided to EPA and uploaded into the AQS database (as required).
- A report analyzing the air quality data for EPA and the Tribe, providing information such as how the data compares to NAAQS limits, identification of the impacts of particular sources on or off the reservation.

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others]

Expressed as a result of an individual Tribal grant:

- Air quality within the Tribe's jurisdiction is accurately characterized, and its condition and threats to its condition are understood by the Tribe, EPA and others.

Expressed as a measure of overall Tribal program performance:

- Increase in the percentage of reservations (or communities in Indian country) with potential air quality problems that have been assessed or monitored.
- Increase in the number of tribes operating particular types of monitors on their reservations at locations that are potentially impacted by the pollutant, and providing the data to AQS.
- Increase in reports on how tribes have used assessment or monitoring data to better manage their air quality.
- Increase in the percentage of reservations for which air quality levels for particular NAAQS pollutants have been determined through monitoring, modeling, or other assessment activities.

NATIONAL EPA PERFORMANCE MEASURE(S):

EPA will use the following to measure performance in this area:

- Number of Tribes that are operating ambient monitors and submitting complete, quality-assured data to EPA's Air Quality System (AQS) database.

TRIBAL AIR WORK PLAN OBJECTIVE: To identify and address air toxics issues for the tribal community or reservation through activities that will reduce the risk to human health and the environment.

Background: *Air Toxics Risk Reduction* activities may relate to any of the 187 air toxics or hazardous air pollutants listed in the Clean Air Act. Many are gaseous, or particulates so they vary in their behavior in the environment. They also have varied health and environmental impacts so it will be important to determine what the pollutant(s) of concern are and how they affect the community. Based on this information control strategies may be determined for your area.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of either the Indian General Assistance Program (IGAP) or Clean Air Act §103 to the extent the activities involve assessment or baseline monitoring. They may qualify for funding under Clean Air Act §105 if they involve air quality management-related work. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes air toxics activities. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Obtain training on air toxics risk characterization and control methodology.
- Conduct a risk characterization which might include: monitoring, inventory development, GIS, dispersion modeling or other analysis. (Guidance is available on EPA’s community based projects website or the CARE website.)
- Identify potential areas for emissions reductions or controls or opportunities to work with States where sources impacting the community are located. [*NOTE* the Agency recommends that this effort be conducted with the community members involved as much as possible.]
- Develop a workplan to proceed with implementation of identified activities.
- Evaluate implementation efforts.
- Submit report to Regional Office.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu

Item for *Air Quality Administration Infrastructure*

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Risk characterization assessment conducted for the reservation.
- Air toxics report that identifies potential areas for emissions reductions or controls or opportunities to work with States where sources impacting the community are located.

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others]

Expressed as a result of an individual Tribal grant:

- EPA, the Tribe, and others are aware of the sources of air toxics impacting the Reservation, the overall air toxics risk to the Reservation's population, and the degree of risk to the individual resident (?).
- Actions to reduce risk and measured reduction in air toxics risk.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in number of reservations for which a risk assessment has been conducted.

NATIONAL EPA PERFORMANCE MEASURE(S):

EPA will use the following to measure performance in this area:

- Number of Tribes with staff that have attended air toxics-related outreach and training events.
- Number of Tribes that are participating in community scale monitoring or community air toxics projects.

Menu Item for Conducting a **Basic Air Quality Assessment**

TRIBAL AIR WORK PLAN OBJECTIVE: To identify the existence of and possible sources of air pollution that may be of concern to the tribe and reservation communities, identifying any need for and nature of further air quality work.

Background: Conducting a *Basic Air Quality Assessment* is an early step to understanding what air quality issues may be of most concern. This is typically undertaken by a Tribe to determine the amount and nature of air pollution that exists within its community or reservation in order to provide information upon which decisions about what further monitoring, inventory, or air quality management work the Tribe may choose to pursue.

Funding Mechanism: This objective and supporting activities typically may qualify for financial support through the grant authority of either the EPA Indian General Assistance Program (IGAP) or Clean Air Act §103 project grant. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes basic air quality assessment. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged; taking into consideration for what purpose the assessment will be used. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

Conduct source inventory and categorization:

- Training: Obtain training related to basic air quality assessment issues.
- Identify *stationary sources* through such activities as:
 - Phone book/Internet review of businesses operating on the reservation.
 - “Windshield survey” of businesses operating and activities on the reservation and other reservation characteristics that influence air quality.
 - Contact neighboring jurisdictions for relevant information.
 - Use of EPA’s MyEnvironment (<http://www.epa.gov/myenvironment/>), which draws environmental information from several databases, to find local sources
- Area and mobile sources: Identify the major types of area and mobile sources, such as agricultural practices, forestry burning, wood stoves, vehicle counts, unpaved roads, etc.
- Smoke management issues: Is there agricultural or forestry burning on or near the reservation that impacts the reservation communities? Is there a smoke management program for agricultural or forestry burning? Is there a permitting program for burning? If so, contact managers and determine what procedures and

equipment are used in the management.

- Contact surrounding jurisdictions: For sources off reservation that may impact air quality on the reservation. [Are there common air quality issues that should be addressed with any of the surrounding jurisdictions?]

Track and evaluate air quality complaints:

- Research past history of air quality complaints: Contact relevant tribal and local offices (e.g. environmental or resource management, public health, hospitals, neighboring state/local/tribal air quality offices) that may have received complaints about air quality problems. Identify how many over what period of time, time of year, possible causes that may be generating the problem.
- Establish a system for tracking air quality complaints that will provide ongoing information on the type and severity of air quality problems of greatest concern to the residents of the reservation.
- Indoor Air Quality: Contact housing, health and other relevant tribal departments to document whether there has been a history of complaints associated with indoor air. Contact EPA Regional IAQ for information on available assistance for such complaints and training that may be available.

Evaluate Air Monitoring Information:

- Existing or past monitoring: Determine whether there has been or is currently any air quality monitoring conducted on the reservation, its type and what the data collected has shown about air quality.
- Off reservation monitoring: Identify any off reservation air quality or meteorological data monitoring that may be collecting useful information for the reservation and arrange to meet with the responsible agency to learn and establish an information sharing agreement, as appropriate.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*

Possible Outputs: [These are examples of *outputs* for this objective; there may be others.]

- Report identifying: number and type of businesses, their locations, potential air pollution produced, and the significant characteristics of the reservation that should be considered in evaluating air pollution issues. Report should include a map, if possible, with significant sources, population centers, and relevant reservation characteristics annotated.
- Identify need for additional air quality activities such as a smoke management plan for agricultural or forestry burning, regulatory development, education and outreach, indoor air quality assessments, or other targeted projects.

- Report of history and nature of air quality related complaints identified through tribal agencies and other contacts.
- Written evaluation of additional data that would assist in more completely evaluating air quality problems, such as emission inventory or monitoring, including the type and how such additional data would be used to inform air quality management decisions.

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others]

Expressed as a result of an individual Tribal grant:

- Tribe has identified any major sources or areas of concern
- Tribe has completed an air quality assessment for its reservation.
- Tribe has assessed the existence and nature of its indoor air quality problems.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in the number of tribes who have completed a basic evaluation of all sources of air pollution on the reservation supported by a report summarizing these and identifying what the tribe considers may be the major sources of concern, if any.
- Increase in the number of reservations for which an air quality assessment has been completed.
- Increase in the number of tribes that have assessed existence and nature of Indoor Air Quality problems.

NATIONAL EPA PERFORMANCE MEASURE(S):

No specific factor has been established to measure performance in this area by EPA. The following would be an example of such a future measure.

- Number of reservations for which a basic air quality assessment has been completed and a report submitted to EPA.

Menu Item for **Diesel Emission Reduction Projects**

PROGRAM OBJECTIVE: To assist state and federally recognized tribal communities in the development and implementation of clean diesel retrofit programs that reduce health risks associate

Activities/Tasks: The following *tasks* or *activities* are options for potential grantees to consider in developing a work plan that includes diesel emissions reduction activities. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged, taking into consideration the type of diesel equipment being used and needs of the tribe. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. The EPA Regional offices have formed seven Regional Collaboratives that will issue Requests for Proposals each year to establish clean diesel projects.

- Identify a willing fleet, develop inventory of vehicles and engines and identify appropriate technology and/or cleaner fuel for those vehicles or engines;
- Use EPA tools to quantify the potential emissions reductions;
- Develop proposal including timeline for completing retrofit project, and key partners involved in implementation;
- Submit reports to Regional offices containing information regarding progress and effectiveness.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Identify fleet(s) which will be targeted for activities.
- Develop a plan for reducing diesel emissions from existing vehicles and equipment.
- Select technologies or equipment to be used to target specific emissions.
- Develop plan for modifying the specific vehicles with technologies.
- Estimate pollution reduction (EPA encourages you to use the Diesel Emissions Quantifier found at www.epa.gov/cleandiesel.)

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others]

- **Short term outcomes** such as increased understanding of the environmental or economic effectiveness of the implemented technology; dissemination of the

increased knowledge via listserves, websites, journals, and outreach events; and fine-tuned and improved use of the demonstrated technology.

- **Medium term outcomes** such as widespread adoption of the implemented technology; documented emissions reductions from these and other sources of diesel emissions in multiple states (emission reductions should be calculated using the Diesel Emissions Quantifier tool); or acceptance of new technology by users and manufacturers.
- **Long term outcomes** such as reductions in the number of children with asthma or documented improved ambient air quality.

NATIONAL EPA PERFORMANCE MEASURES:

Performance by EPA in this area is measured by:

- Number of diesel projects completed on Reservations.

Menu Item for conducting an **Emissions Inventory**

TRIBAL AIR WORK PLAN OBJECTIVE: To prepare an emissions inventory for a geographic area either within the boundaries of, or affecting a tribal reservation or Indian community.

Background: An *Emission Inventory* is a process whereby air quality managers collect information on the emissions from particular pollution sources within a specific area, such as a reservation, to use in making planning and policy decisions on how to most effectively reduce the quantity and impact of air pollution on human health and the environment within that geographical area. A Tribe may consider the activities in this Menu Item, when it determines that available sources and emissions information is not sufficient for air quality planning and management.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the authority of the Indian General Assistance Program (IGAP), a Clean Air Act §103 projects, or a Clean Air Act §105 program grant among others. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes development of an Emissions Inventory. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged, taking into consideration the specific air quality purpose for which the inventory will be used. EPA Regional Offices are available to provide technical advice on what may be required to meet the intent of specific situations. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Obtain emission inventory development training.
- Conduct a source inventory [Review and describe on-reservation pollution sources. Identify applicable CAA requirements, if any. Write a report documenting sources identified.]
- Conduct a source categorization.
- Prepare an Emissions Inventory Preparation Plan (describing what inventory will cover and how it will be developed) for EPA review.
- Conduct emissions inventory according to EPA-reviewed Inventory Preparation Plan
- Prepare draft emissions inventory report for EPA review.
- Prepare final emissions inventory report.
- Evaluate the significance of the sources and emissions, including implications for monitoring or regulatory program, noticing significance of and possibly a comparison to any nearby attainment/nonattainment areas.
- Submit inventory data to National Emissions Inventory database.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of

documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others.]

- Source inventory report.
- Inventory Preparation Plan.
- Draft emissions inventory report.
- Final emissions inventory.

Possible Outcomes: [These are examples of *outcomes* for this objective: there may be others]

Expressed as a result of an individual Tribal grant:

- Submission of inventory data to National Emission Inventory database.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in number of Tribes that have completed basic source inventory.
- Increase in number of reservations or tribal communities for which emissions inventories have been submitted to the National Emission Inventory database.

NATIONAL EPA PERFORMANCE MEASURE(S):

The following will be used to measure performance in this area by EPA:

- Total number of current emissions inventories in the National Emission Inventory database for reservations or tribal communities.

Objective: To prepare an emissions inventory for a geographic area within the boundaries of a tribal reservation.

Possible Activities to Achieve Objective:

Note: The following tasks are options for grantees to consider in developing a work plan that includes this objective. They should be modified and augmented as necessary to suit the particular needs and circumstances of the grant applicant.

- Obtain emission inventory development training.
- Conduct a source inventory [Review and describe on-reservation pollution sources. Identify applicable CAA requirements, if any. Write a report documenting sources identified.]
- Conduct a source categorization.
- Prepare Inventory Preparation Plan (describing what inventory will cover and how it will be developed) for EPA review.
- Conduct emissions inventory according to EPA-reviewed Inventory Preparation Plan
- Prepare draft emissions inventory report for EPA review.
- Prepare final emissions inventory report.
- Evaluate the significance of the sources and emissions, including implications for monitoring or regulatory program and possibly a comparison to any nearby attainment/nonattainment areas.
- Submit inventory data to National Emissions Inventory database.

Deliverables:

- Source inventory report
- Inventory Preparation Plan.
- Draft emissions inventory report.
- Final emissions inventory.
- Submission of inventory data to National Emission Inventory database.

National Reportable Outcomes:

- Number of Tribes who have completed a basic inventory of all sources of air pollution on the reservation.
- Number of Tribes who have submitted reservation inventory to National Emission Inventory database.

Menu Item for Promoting *Energy Efficiency, Renewable Energy & Greenhouse Gas Reduction*

TRIBAL AIR WORK PLAN OBJECTIVE: To promote energy efficiency (EE) and renewable energy (RE) options within the tribal administration and community, and throughout the reservation, thereby ensuring multiple benefits such as comfort, cost effectiveness, energy security, protection of air quality, and prevention of greenhouse gas emissions; demonstrate leadership by reducing energy used in tribally owned buildings and planning for production and use of onsite renewable and clean energy technologies.

Background: The energy used in our homes, schools, and businesses is a major source of air pollution. Commercial buildings alone are responsible for 20% of U.S. greenhouse gas emissions. The energy used in the average home can cause twice as many greenhouse gas emissions as operating a vehicle for one year. Homeowners and businesses can typically cut their energy use by one third with similar savings on energy bills and greenhouse gas emissions. Saving energy in homes and other buildings are likely options on tribal lands. Improving EE in buildings saves money, reduces emissions, and improves the reliability of energy supplies by reducing the stress on sources and distribution systems. Renewable and clean energy technologies - solar, wind, geothermal, hydropower, biomass, and combined heat and power – are becoming increasingly cost-effective in an expanding set of residential, commercial, and industrial applications. These technologies hold potential for reducing air pollutants from power generation and primary energy use. Investigating local renewable resources can also help tribes become more energy independent. The U.S. Department of Interior (DOI) offers information relevant to energy resource development activities on tribal lands at: <http://teeic.anl.gov>

Funding Mechanism: EE is usually self-financing; the money saved on future energy bills pays for improvements to equipment, management practices, and operations. Significant energy savings can be achieved with little or no capital investment, and numerous technological options pay for themselves very quickly (e.g. lighting upgrades.) **ENERGY STAR**[®] provides free information, tools, and resources to help businesses, governments, homeowners and consumers improve energy performance and save money. Information on the program and resources can be found at www.energystar.gov Special offers and rebates occasionally offered by ENERGY STAR partners can be found at:

http://www.energystar.gov/index.cfm?fuseaction=rebate.rebate_locator

The U.S. Department of Energy (DOE) Office of Renewable Energy and Energy Efficiency's **Tribal Energy Program** offers technical assistance, informational and training resources along with limited funding assistance to tribes. Using DOE funds administered under the 2009 American Recovery and Reinvestment Act (ARRA), many tribes took preliminary EE and RE planning steps and can build on these initial efforts. Home page: <http://www.eere.energy.gov/tribalenergy/>; Financial Opportunities page: <http://apps1.eere.energy.gov/tribalenergy/financial.cfm>; Project Financing Process page: <http://www1.eere.energy.gov/tribalenergy/guide/financing.html>

The U.S. Department of Agriculture (USDA) **Rural Development** offers financial programs to support essential public facilities and services such as electric service. Federally recognized Native American and Alaskan Native groups and organizations can apply for funds. Home page: www.rurdev.usda.gov

State-level funding for EE and RE can come from state public benefit funds (PBF), Renewable Portfolio Standards or other EE and RE incentives or policies. In most states, tribes are treated as other electricity customers, and are eligible to receive rebates, participate in programs, and receive services which can reduce the cost of EE or RE investments. To find out what programs are available, contact your local **utility or the state energy office (SEO)** closest to your home.

Find contact information for SEOs: <http://www.naseo.org/members/states>; More information on State PBFs from the Center for Climate and Energy Solution: http://www.c2es.org/what_s_being_done/in_the_states/public_benefit_funds.cfm Find updated info about state PBFs, as well as funding and/or incentives for developing EE or RE programs using the Database of State Incentives for Renewable Energy (DSIRE): <http://www.dsireusa.org/index.cfm?&CurrentPageID=9> or the American Council for an Energy-Efficient Economy Policy Database: <http://www.aceee.org/sector/state-policy>

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes air quality-related objectives. Adapting these needs to take advantage of the best opportunities for EE and RE technologies in a specific reservation or tribal community is encouraged. EPA Regional Offices are available to coordinate training and provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline or milestones* are then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

Develop a comprehensive clean energy plan to support economic growth and emissions reductions.

Energy Planning:

- Designate a tribal clean energy manager to champion and lead planning efforts;
- Conduct an inventory of energy use and forecasts on tribal land, specifying end-use sectors and energy supply sources (natural gas, propane, type of power generation on tribal land, electricity imports)

Evaluating Options:

- Calculate emissions attributable to energy use by end use sectors, estimate energy efficiency to reduce emissions;
- Investigate EE technologies and RE sources on tribal land (distributed renewables, waste heat, etc) and their potential for their use to reduce emissions.

Organization Development:

- Research revenue sources for tribal investment in EE and clean energy sources (utility programs, power sales agreements, performance contracts, etc);
- Identify effective implementation strategies for the tribal energy plan;
- Conduct education and outreach programs on emissions and climate change effects.

Improve energy performance of tribally owned or managed buildings such as schools or childcare facilities:

- Determine how much energy buildings are using;
- Develop plans to improve energy performance
- Implement plans and track results using ENERGY STAR's [portfolio manager benchmarking tool](#);
- Promote awareness and utilization of training available from EPA for building owners and facility managers;
- Establish tribal purchasing and procurement policies and raise awareness for energy efficient products such as ENERGY STAR rated products

Improve EE in homes:

- Promote tools to help improve EE in homes by using online tools such as the [Home Energy Advisor](#), [Home Energy Yardstick](#), and the [consumer home improvement website](#);
- Promote [do-it-yourself EE measures](#) such as sealing air leaks and installing insulation;
- Provide training to tribal community members on how to perform EE improvements and/or how to assess a home's EE.

Produce and use renewable and clean energy

- Look for opportunities to integrate distributed RE into the tribe's energy procurement process. Examples might be: agricultural methane to electricity, landfill methane, biomass, wind, combined heat and power, geothermal and photovoltaics (particularly when electricity is required for remote usages);
- Develop plans to identify renewable and clean energy resources on tribal lands;
- Utilize EPA's [Green Power Partnership](#) (GPP) tools to integrate green power purchasing options into tribal electricity procurement;
- Become a member of EPA's [Combined Heat and Power](#) (CHP) Partnership program by promoting combined heat and power resources.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective: there may be others]

- Draft of tribal clean energy plan.
- Track number and square footage of facilities benchmarked.
- Number of training sessions and number of building managers, home builders, etc. trained.
- Number of residential home assessments and energy audits conducted.
- Purchasing policies adopted and implemented.

Possible Outcomes: [These are examples of *outcomes* for this objective: there may be others.]

Expressed as a result of an individual Tribal grant:

- Increased understanding of energy use and supply on tribal land.
- Increased knowledge of methods for improving EE based on number of residents participating in programs.
- Percentage improvements in energy performance at benchmarked facilities.
- Increase in installed RE and combined heat and power capacity enabled by grant.

Expressed as a measure of overall Tribal program performance (over a stated baseline or a cumulative total)

- Inventories of energy use and supply completed for tribal lands.
- Cumulative total emissions reduction potential identified by tribal clean energy plans.
- Number of tribal facilities and square footage benchmarked along with percentage improvements in energy, GHG emissions, and energy costs in EPA's Portfolio Manager tool over baseline.
- Increase in energy generated by renewable sources and combined heat and power capacity over baseline.

NATIONAL EPA PERFORMANCE MEASURE(S): No factor has been specifically established to measure EPA's performance in this area. The following would be an example of such measures.

- Number of tribal facilities benchmarked.
- Number of tribes and businesses that are ENERGY STAR, Green Power Partnership, and Combined Heat and Power partners.
- Number of ENERGY STAR labeled homes and buildings constructed on tribal lands.
- Total energy use reductions in tribal facilities.
- Amount of green power purchased (kWh).

Menu Item for FARR Implementation

OBJECTIVE: To partner with EPA Region 10 on implementation of the Federal Air Rules for Reservations in Idaho, Oregon and Washington (FARR) and build tribal capacity to implement a regulatory program.

Background: FARR implementation includes many different types of activities that contribute toward the prevention of air pollution within the boundaries of Reservations. Tribes can assist EPA in carrying out the FARR in a variety of ways depending upon their capacity, experience, and air quality priorities. They also can request to be delegated administrative responsibility for implementation of specific FARR sections on their Reservation, increasing their CAA regulatory capabilities. The FARR currently applies on 39 Reservations in ID, OR, and WA, listed in the Appendix to 40 CFR Part 49, Subpart M.

Grant Funding: This objective and supporting activities may qualify for EPA financial support through the authority of Indian General Assistance Program (IGAP), Clean Air Act 103 project grants, or CAA 105 program grants. For further information Tribes in Oregon and Washington should contact Justin Spenillo (206/553-6125 or spenillo.Justin@epa.gov) and in Idaho Michael McGown (206/378-5764 or mcgown.Michael@epa.gov).

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to include in a work plan that includes FARR-related objective. Adapting these to respond to the needs of a specific reservation or tribal community is encouraged. EPA Region 10 Air Program staff should be contacted for technical and programmatic advice on what steps may be needed to accomplish the objectives for specific situations.

- **FARR Knowledge:** Become informed on the FARR rules and how they apply to your Reservation through Region 10 training and guidance, participation in FARR workshops and conferences and online information. Share information on the FARR with Tribal environmental, resource management and fire safety staff and managers, as well as the reservation community See: <http://www.epa.gov/r10earth/farr.htm>
- **Outreach:** Provide education and outreach to the community, tribal leadership, and to emission sources on FARR requirements – particularly outdoor burning rules and source registration requirements. Communicate and work cooperatively with local fire departments and local air agencies with regard to FARR and related air quality issues.
- **Burn Bans:** Participate in EPA conference calls to declare and publicize burn bans when warranted by pollution levels and weather conditions.
- **Complaint Response:** Assist EPA FARR Complaint Hotline with response by complaints and referring possible violations of the FARR to EPA enforcement staff. Work with EPA to develop a protocol for handling FARR complaints received by the Tribe. Provide records on the number and nature of complaints to EPA on quarterly

basis.

- **Source Registration:** Help EPA verify applicability of FARR registration rule to point sources on the Reservation.
- **FARR Delegation:** Explore the value of seeking delegation of one or more FARR rules that will help manage air pollution within the Tribe's boundaries.
- **FARR Rule Revision:** Participate in the FARR rule revision process by providing input and information to EPA on how new rules or changes to existing rules could increase the effectiveness of the FARR in reducing air pollution risks.

WORK PLAN RESULTS: These are ways to measure and document that the above activities and tasks are achieving the intended objective. These measures (outputs/outcomes) need to be tracked for purposes of individual grant accountability, reporting to tribal community and leadership, and describing the value of funding such work more broadly to Congress, taxpayers, and the public.

Suggested Outputs: Parameters to set goals, track progress, and document accomplishments and deliverables. Grant workplans must have clear outputs that will be produced for each objective. Outputs should be linked to short term, medium term, and long term outcomes.

- **FARR Outreach:**
 - Number of complaint response or outreach events at which FARR information was provided to raise awareness about applicability of rules
 - Number of people reached at each encounter or event.
 - Report of other evidence of increased public awareness of the FARR and behavior changes resulting.
- **Burn Bans:**
 - Number of burn ban calls actively participated on along with EPA Region 10 and Tribes,
 - Number of times a burn ban was called on the Reservation, and associated efforts made to publicize the burn ban on the Reservation.
- **Complaint Response:** Number and summary of air pollution complaints:
 - (a) ...responded to and the outcome,
 - (b) ...referred to FARR Complaint Hotline or
 - (c) ...on which assistance was given to the Region 10 Hotline.
- **Source Registration:**
 - Number of sources contacted in order to further their compliance with FARR registration requirements.
- **Delegation Agreement:**
 - A request to have one or more sections of the FARR delegated to the Tribe has been formally submitted for consideration and approval.

- A Delegation Agreement has been entered into with EPA for the Tribe to assume administrative responsibility for implementation of particular sections of the FARR.
- Delegation Agreement terms are carried out successfully each year and results reported to EPA.

Targeted Outcomes: Evidence of increased public awareness, changed behaviors, reduced health risks, and/or improved air quality.

To be reported by Tribe as a measure of progress and/or evidence of accomplishments:

- **Compliance with Outdoor Burning and Burn Ban Rules:** Change in knowledge, attitudes or behavior of community members regarding *Outdoor Burning* practices, and *Burn Ban* regulations, and other pertinent FARR rules based upon outreach, education, compliance assistance and complaint response.
- **Prohibited Outdoor Burning:** Number of complaints received about prohibited outdoor burning decline over time.
- **Registration Compliance:** Point sources made aware of their need to register under the FARR sources assisted with registering, and sources that subsequently do register as a result of increased awareness and assistance provided.

To be reported as a Regional measure of progress - to which tribal outputs may contribute:

- **Burn Ban and Outdoor Burning Compliance:** Amount of illegal burning during burn bans or in violation of the FARR outdoor burning rule decreases over time improving air quality on reservation.
- **Registration:** Percentage of known sources that have had the applicability of the FARR registration requirement verified and, if applicable, have submitted all required registration information.
- **Delegation Agreements:** Number of Tribes that have signed Delegation Agreements with EPA for one or more FARR rules.

NATIONAL EPA PERFORMANCE MEASURE(S): These are ways in which grant funded activities can produce national level outputs that Regions and Tribes are tracked and which can impact that allocation of funding and resources to a Region.

- Number of tribes that have been delegated responsibility for implementation of one or more sections of the Clean Air Act or of a Federal Implementation Plan, such as the Federal Air Rules for Reservations. [*Note: This measure impacts the amount of CAA Tribal grant funding allocated to a Region under the OAR formula of 2006 as evidence of a Tribe that has taken on regulatory responsibilities for protecting air quality on their Reservation.*]
- Number of tribes with reservations or tribal trust lands that have CAA protections through the implementation of comprehensive FIPs (such as the Region 10 FARR) or TIPs to effectively “level the playing field” with surrounding air regulatory jurisdictions. [*Note: At this time, this is a possible future measure.*]

TRIBAL AIR WORK PLAN OBJECTIVE: To assess the extent of indoor air pollution in reservation and tribal buildings and respond to indoor air quality (IAQ) complaints; to evaluate the potential relation of adverse health impacts to poor IAQ; and to provide training for tribal housing, health, and environmental professionals and members of the public on IAQ issues.

Background: Poor *Indoor Air Quality* has the potential to produce severe adverse human health impacts. EPA supports voluntary measures to educate and help homeowners and building managers understand the causes and prevention of poor indoor air quality and measures they may wish to undertake to ensure that the air will not have detrimental effects on the health of inhabitants. Assessment is often the first step in determining whether such voluntary measures are appropriate. Addressing the causes of indoor air pollution often involves no or little cost; such mitigation costs do not fall within the financial authority of EPA.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of either the Clean Air Act §103, Indian General Assistance Program, and special Indoor Air Quality grant opportunities. Contact your nearest Regional Tribal, Air Program Office for further information. You may also wish to contact your nearest Housing & Urban Development (HUD) or Indian Health Service (IHS) offices to find out what assistance they may be authorized to provide.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a workplan that includes indoor air quality-related objectives. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged, taking into consideration the types of buildings that may be of highest priority and potential resources available for remediation. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

Possible Activities:

- Educate tribal elders, Tribal leadership (Housing, Health, Education, Environmental, etc.) to build community partnership and advocacy to ensure safe and healthy indoor environments in Tribal homes, schools, and buildings.
- Obtain assistance and/or training on conducting IAQ assessments and community outreach.
- Conduct basic assessment of tribal homes and buildings; conduct walkthrough inspections that are primarily observational looking for pollutant sources, water and moisture problems, ventilation, hygiene, bio-contaminants, and observations about

temperature and humidity, etc. Checklists may be beneficial to this effort. A Quality Assurance Project/Program Plan may be required, depending on the extent of any monitoring pursued.

- Gather information about health issues related to IAQ in tribal buildings or housing.
- Provide indoor air training for tribal facilities, health, and environmental staff, including common pollutants, health effects, prevention, assessment, and clean up.
- Provide training to building residents/members of the public on IAQ issues, including common pollutants, health effects, prevention, assessment, and clean up. Focus on what a residents and building occupants can do to prevent IAQ problems.
- Incorporate Indoor Air improvements as part of tribal construction and renovation planning.
- Introduce Green building codes with IAQ provisions (e.g. Energy Star/IAQ *Plus*).
- Include IAQ planning in tribal new home construction and renovations.

Note: *Remediation* work that may be needed to resolve IAQ problems is typically not a fundable activity under CAA grants. However, plans for *how* needed remediation will be accomplished should be considered in developing an indoor air quality program. Many needed changes can be accomplished easily by the building owner. Also, there may be other funding sources available to carry out larger renovations.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective: there may be others.]

- Summary report of home IAQ assessments including the number of homes assessed, a summary of all data and ongoing concerns or issues identified.
- Summary of health issues related to IAQ in tribal buildings.
- Summary report of training & workshops held for tribal staff or professionals and community members, including number of tribal personnel trained. Include a course evaluation and a summary of evaluation results (Note: Results from training could be an outcome. See ‘Possible Outcomes’ below).
- Demonstration projects to train tribal members/personnel/others in IAQ assessment and remediation.
- Establishing tribal healthy building targets and plans in four areas: culturally sensitive IAQ awareness & education, IAQ assessments, IAQ remediation activities, new construction/renovation projects addressing IAQ.
- Green (including Healthy IAQ) Building codes introduced / passed
- Tribal Weatherization projects that address IAQ

Possible Outcomes: [These are examples of *outcomes* for this objective: there may be others]

- Report on any available data that indicates improvement in indoor air quality, health outcomes, behavior changes as a result of grant-funded work.
- Documented change in knowledge, attitudes or behavior of students successfully completing IAQ training courses.
- Development and application of Tribal technical skills & capabilities for IAQ assessment and remediation.
- Development of tribal building codes incorporating IAQ provisions.
- Increase in the number of reservations or tribal communities where IAQ assessments or training were provided.
- Increase in the number of indoor air quality assessments in buildings on reservations and problems subsequently remedied.

NATIONAL EPA PERFORMANCE MEASURE(S):

No factors have been established to measure performance by EPA in this area. The following would be examples of what such measures might be:

- Number of tribal residences and buildings that have had indoor air quality assessments.
- Number of residents or building owners that have been reached with training or information on how to assess or improve indoor air quality.
- Number of tribes that have implemented the Tools for Schools program.
- Number of tribes that have instituted smoking reduction campaigns targeted to reduce smoking rate generally and to protect children and others at risk populations from the risks of second hand smoke.

Menu Item for addressing **Local or Unique Air Quality Issues**

TRIBAL AIR WORK PLAN OBJECTIVE: To identify special or unique local air quality issues, their impact on human health and the environment, options for addressing the concerns identified, and, as appropriate, implementing solutions.

Background: *Local or Unique Air Quality Issues* encompass a variety of air pollution problems that do not fall within any of the broader, more common, concerns that are found on reservations or in tribal communities. These, perhaps more than most Menu Item objectives, may require a customized response and may require research to determine what would be appropriate to the particular circumstances.

Funding Mechanism: This objective and supporting activities *may* qualify for EPA financial support through the grant authority of the Indian General Assistance Program (IGAP), or either of the Clean Air Act Sections §103 or §105 depending upon if the work is assessment of or investigation into causes and prevention the air quality problem, or actual implementation of a control strategy. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that include activities related to unique or local air quality issues. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged; taking into consideration for what purpose the information will be used. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Based upon an initial air quality assessment (See menu topic: “Basic Air Quality Needs Assessment”), evaluate the existence and significance of any unique air quality issues or concerns, through direct observation, conversations with community, managers, council, adjoining air quality jurisdictions, EPA and other federal agencies, and other appropriate sources. Such unique concerns may include: open burning of solid waste, agricultural field burning, forestry prescribed-burning, developments such as casinos, pollutants that may affect cultural resources and indoor air quality, radon and others.
- Network with others involved in addressing the same problem such as the solid waste program. Participate in policy groups that may exist for developing a regulatory response.
- Attend training to understand the causes and possible solutions to the problem.
- Provide education and outreach to the reservation community and tribal leadership on the issue, impact on tribe, and options for responding to the problem. Determine public and tribal position on the seriousness of the problem to the community,

- preferred responses, priority among other environmental and air quality concerns.
- Develop recommended approach to mitigating or monitoring the problem in the future.
- If regulatory response is an option, develop a plan for instituting a regulatory response and subsequent enforcement.
- For burning on Indian-owned land that is not on the reservation (e.g., land clearing for off-reservation casino development), evaluate the affected state’s open-burning rules and consider them as guidelines for Tribal activities.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- A report analyzing the nature of the problem, its impact on human health and environment on the reservation, and sources of information used to identify the problem and its potential impact.
- A report on the networking with potential collaborators/resources, policy groups and other agencies contacted, meetings attended, membership in policy groups and outcomes from such connections.
- A report on courses attended and how information gained was useful or not to understanding the problem and potential solutions.
- A report on education and outreach conducted and what was learned about the various positions held with regard to the air quality problem. This could include number of pamphlets distributed, number of speaking engagements, and changes to school environmental curricula.
- A report which evaluates options for addressing the problem, and recommends options, including why they are preferred. This should include coordination with the tribe’s environmental management programs and include documentation of the report being presented to tribal leadership and their response.
- Report on any regulatory type activities, copies of regulations proposed or passed, records of enforcement, improved practices, and *any evidence of mitigation* of the problem.

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others.]

Expressed as a result of an individual Tribal grant:

Please, note: Several of the outputs (noted above with *italics*) can also be *outcomes* for an individual grant under this Menu Item. Thus, a report produced or a meeting held is indeed an *output*. However, if the report describes information gained, or changes resulting, or ameliorative actions, etc. then it is describing an *outcome*.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in the number of tribes that have participated in addressing a particular air quality concern and the nature of participation.
- Increase in instances where tribal effort on a local issue has made a documented impact in its being addressed, either by the tribe, or other state, local or federal agencies. For example, creation of an ongoing work group that developed a new strategy for dealing with the problem that became a model for others.
- Reduction in the number of complaints received regarding outdoor burning practices

TRIBAL AIR WORK PLAN OBJECTIVE: To identify special or unique local air quality issues, their impact on human health and the environment, options for addressing the concerns identified, and, as appropriate, implementing solutions.

Background: Local or Unique Air Quality Issues encompass a variety of air pollution problems that do not fall within any of the broader, more common, concerns that are found on reservations or in tribal communities. These, perhaps more than most Menu Items objectives, may require a customized response and may require research to determine what would be appropriate to the particular circumstances.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of the Indian General Assistance Program (IGAP), or either of the Clean Air Act §103 or §105 depending upon if the work is assessment of or investigation into causes and prevention the air quality problem, or actual implementation of a control strategy. Contact your nearest Regional EPA Tribal or Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes participation in air policy development workgroups. Adapting these needs to respond to those of a specific tribal professional's interests is encouraged. EPA Regional Offices are available to provide guidance on the workgroups that are currently involved in policy development and how a tribal professional may become involved. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Participate in Regional Planning Organizations (RPOs), national tribal organizations/ forums/ workgroups, or other tribal, local, state, regional or national/EPA organizations, such as: National Tribal Air Association, EPA's 8 Hour Ozone Designations Workgroup, RTOCs, or NTOCs, the TAMS Steering Committee, etc.
- Select a particular work group of an air related organization that tribal professional can join and commit to actively become involved. Commit to a specific amount of time that will be devoted to this participation or percentage of work under the grant.
- Periodic reports on contributions made to the group and information and issues addressed in the group to EPA and the tribal council and community, as a means of building tribal capacity to understand broader air quality issues and participate in policy development.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as "deliverables") are characterized as either *outputs* or *outcomes*. Both are important means of

documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Report of meetings attended and subjects addressed at each, as well as how this information was then communicated to the tribal government and/or community, including at council meetings, powwows, schools, or similar events.

Possible Outcomes: [These are examples of *outcomes* for this objective; there may be others]

Expressed as a result of an individual Tribal grant:

- Documentation of participation, including details of participation in the various groups, the nature of participation, decisions or policy developed through

Expressed as a measure of overall Tribal program performance:

- Increase in number of tribes that have participated in development of air quality policy at regional or national level.
Increase in breadth of policymakers' understanding of the tribal perspective on air quality issues.
- Policy development that better takes into consideration the air quality issues on reservations and in tribal communities and the unique tribal perspectives on these.

NATIONAL EPA PERFORMANCE MEASURE:

No specific measures for tribal participation in policy development exist at this time.

Menu Item for: **Radon Risk Reduction in Tribal Indoor Radon Grants**
(as described in State Indoor Radon Grant – SIRG Program)

PROGRAM OBJECTIVE: To assist states and federally recognized Indian Tribes in the development and implementation of programs and projects reducing health risks associated with radon exposure.

Background: Each year EPA Headquarters allocates funds to the ten EPA Regional Offices for award to recipients. The Regional Offices are responsible for determining the amount of Federal funding for each individual recipient within its jurisdiction. Subsequent funding is dependent on EPA's evaluation of recipients' performance during the current and prior grant years, on the most recent radon risk information available for the recipient, and on the degree of success and documented risk reduction being achieved.

Funding Mechanism: The Office of Radiation and Indoor Air oversee the State (Tribal) Indoor Radon Grant Program (SIRG). Funding authorities include the Indoor Radon Abatement Act, 15 U.S.C. 2661, Section 306, which are awarded with a match requirement.

Activities/Tasks: The following *tasks* or *activities* are options for grantees to consider in developing a work plan that includes radon risk reduction objectives. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged; taking into consideration for what purpose the monitoring data will be used. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. Applicants should refer to the SIRG Program Guidance and Handbook - Chapter 3, for specific program and project information. A *timeline* is created for the activities by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Educating tribal members, real estate professionals, tribal housing authority and home inspectors, builders, Tribal Council and local building code officials, and others;
- Persuading home builders to include radon-resistant techniques in their new homes;
- Encouraging Tribal Council to adopt radon-resistant building codes; and
- Promoting testing and mitigating in residential real estate transfers by home sellers and buyers.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Development of plans for radon testing and mitigation in homes and schools.
- Setting targets for programmatic results in four areas: testing, mitigation, radon resistant new homes, and innovative educational awareness activities (i.e. conferences, workshops, press/media events).
- Report on the number of activities which result in increased radon testing and mitigation in homes.
- Report on the number of demonstration projects to train participants in radon risk reduction techniques.
- Participation in Radon outreach activities, particularly in conjunction with Radon Action Month (January).
- Number of project results to support radon risk reduction such as: calls received, meetings held, etc.
- Incorporation of weatherization techniques in mitigation practices. (DOE study)

Possible Outcomes: [These are examples of *outputs* for this objective; there may be others]

- Number of new homes and tribal facilities built radon-resistant.
- Number of home mitigations in conjunction with Tribal outreach programs.
- Number of school mitigations.
- Number of results-oriented, collaborative partnerships formed.
- Number of homes and facilities retested after mitigation and homes retested every 2-3 years.
- Less lung cancer deaths.

NATIONAL EPA PERFORMANCE MEASURES:

EPA has not established specific factors to measure performance in this area. The following would be examples of possible measures:

- Number of tribes with established radon mitigation programs and the total number of mitigations.
- Number of tribes which have adopted radon-resistant building codes or practices.
- The total number of new homes built radon-resistant.

Menu Item for Residential Wood Smoke Reduction Program

TRIBAL AIR WORK PLAN OBJECTIVE: To reduce emissions from residential wood burning and improve ambient and indoor air quality; mitigate the negative health effects of wood smoke exposure for community residents; and contribute to area compliance with Clean Air Act requirements.

Background: Emissions from *Wood Smoke* can result in adverse human health impacts. EPA supports measures, including education, outreach, and more proactive control measures to reduce the detrimental effects of wood smoke emissions on the health of inhabitants.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of either the Clean Air Act §103, Indian General Assistance Program, and special Indoor Air Quality grant opportunities. Contact your nearest Regional Tribal, Air Program Office for further information. You may also wish to contact your nearest Housing & Urban Development (HUD) or Indian Health Service (IHS) offices to find out what assistance they may be authorized to provide.

Activities/Tasks: The following *tasks* or *activities* are options for grantees to consider in developing a work plan that includes wood smoke risk reduction objectives. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* should be created for the activities by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Assess the level of residential wood combustion at Tribal community to see if it is a problem. Note, EPA has county inventories available that may help.
- Obtain funding for remediation activities if a wood smoke problem is perceived.
- Identify any wood burning appliances that have generated complaints against nearby residents.
- Make use of any secured funding for remediation activities to replace non-EPA certified wood appliances, mainly through implementation of change-out programs. Prioritize appliances generating complaints.
- Discourage installation or continued use of hydronic heaters.
- Distribute information available on EPA's Burn Wise website.
- Evaluate impact of program via EPA's wood stove and fireplace calculator.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”) are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective; there may be others]

- Report the number of wood burning appliances that have generated complaints against nearby residents.
- Report if funds were secured for remediation activities.

- Report the number of wood stoves, wood heaters, fireplaces and outdoor wood-fired boilers changed out, scrapped and destroyed or converted.
- Report the number of residents educated on and regularly using clean burning practices.
- Report the impact of program via EPA's wood stove and fireplace calculator.

Possible Outcomes: [These are examples of *outputs* for this objective; there may be others]

- Reduction of indoor and outdoor particulate levels.
- Reduction of occurrence of asthma and other health impacts of wood smoke.
- Improvement in visibility.
- Reduction in the number of chimney fires.
- Reduction of visible smoke reports on burn curtailment days.
- Reduction in total volume of wood burned community-wide.

NATIONAL EPA PERFORMANCE MEASURES:

EPA has not established specific factors to measure performance in this area. The following would be examples of possible measures:

- Number of tribes with established wood smoke reduction programs and the total number of mitigations.
- The total number of wood stoves, wood heaters, fireplaces and outdoor wood-fired boilers changed out.

Guidance for developing a Grant Workplan element to address Road Dust in rural Alaska

TRIBAL AIR WORK PLAN OBJECTIVE: To address road dust emissions in tribal communities and on reservations through activities that will reduce human exposure to particulate matter.

Background: Emissions from *Road dust* have the potential to result in adverse human health impacts. EPA supports measures, including education, outreach, and more proactive control measures to reduce the detrimental effects that road dust emissions may have on the health of inhabitants.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of either the Clean Air Act §103, Indian General Assistance Program, and special Indoor Air Quality grant opportunities. Contact your nearest Regional Tribal, Air Program Office for further information. You may also wish to contact your nearest Housing & Urban Development (HUD) or Indian Health Service (IHS) offices to find out what assistance they may be authorized to provide.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a workplan that includes indoor air quality-related objectives. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged, taking into consideration the types of buildings that may be of highest priority and potential resources available for remediation. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

Education and outreach to the community on how they can help to reduce the impacts from dirt roads by:

- Reducing unnecessary driving, particularly during the dust season. Plan trips such that several things can be accomplished at once.
- Prohibit unnecessary four-wheeler or other vehicle use when conditions are dry.
- Make public announcements when driving needs to be curtailed due to dust and wind conditions.
- Have teachers talk to their classes about the harm that road dust can cause to health and the environment. Dust aggravates existing heart and lung disease, damages lung tissue and most seriously impacts children, seniors and people with asthma and heart conditions.
- Encourage driving at steady but slow speeds to avoid kicking up dust. Stop and start evenly.

Speed limits and speed bumps: Impose speed limits and create speed bumps that will force traffic to slow down.

Road treatments:

Water applications: Applying water on the days when road dust is high seems to be a common solution. It requires a water spreader and the availability of water for application, of course. A tank truck for water is sometimes used or water can be applied by an appropriate trailer pulled by a truck or four-wheel vehicle. Most air strips need to have some method to reduce their runway dust and may be able to be a partner in the operational and maintenance costs. Someone needs to be available to drive the water truck on an as needed basis.

Palliatives: Chemical palliatives are available commercially that will bind with the road dust and form a harder surface for varying periods of duration. The factors to consider with these is whether the chemicals then degrade into the soil or water in a way that will be harmful to vegetation or health "down the road." Searching on "road dust control" on the Web will generate some of these options. Gravel amendments: Gravel can help substantially to reduce road dust, although how long it lasts can vary and whether it is cost effective depends upon how readily available it is in the local area.

Paving: Although paving may temporarily help with road dust, paved roads are costly to install and maintain in rural Alaska. Also, when they are used for a while, dust gets tracked onto them and is then re-entrained into the air by traffic, just as with unpaved roads.

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as "deliverables") are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*.

Possible Outputs: [These are examples of *outputs* for this objective: there may be others.]

- Report on the strategy developed for addressing and reducing road dust, including options considered and advantages of the approach selected.
- Outreach events conducted and people reached with information on how they can help reduce road dust and its impacts.
- Measures of success in reducing road dust.

Possible Outcomes: [These are examples of *outcomes* for this objective: there may be others]

Expressed as a result of an individual Tribal grant:

- Report on any available data that indicates improvement in air quality, health outcomes, behavior changes as a result of work on road dust.
- Documented change in knowledge, attitudes or behavior of public, community leaders, students, etc. on how they can help reduce road dust.

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in the number of reservations or tribal communities where a strategy for

reducing road dust problems have been developed and number implemented, including results of implementation on reduction in road dust and its impacts on public health.

Menu Item for Participating in Rulemaking and Enforcement

TRIBAL AIR WORK PLAN OBJECTIVE: To reduce emissions of criteria pollutants or air toxics by setting and enforcing emission standards or work practice requirements for stationary, area, or mobile sources of air pollution on tribal lands.

Background: Participating in *Rulemaking and Enforcement* activities normally follows after a Tribe has assessed the nature and seriousness of air pollution and its impact on their reservation communities and evaluated what types of rules are needed to protect air quality and prevent pollution. Rulemaking may involve the drafting and promulgation of tribal rules or a Tribal Implementation Plan (TIP), or participating in the federal rulemaking process, either through a Federal Implementation Plan (FIP) or a State Implementation Plan (SIP), for example to bring a NAAQS *Non-attainment Area* into attainment or to maintain the air quality of a NAAQS *Attainment Area*. Enforcement of air quality rules may be under tribal authority, through assisting with federal rules enforcement or through delegation of enforcement authority under specific Clean Air Act sections.

Funding Mechanism: This objective and supporting activities may qualify for EPA financial support through the grant authority of, principally, Clean Air Act §105 program grants. Contact your nearest Regional Air Program Office for further information.

ACTIVITIES / TASKS: The following *tasks* or *activities* are options for a grant applicant to consider in developing a work plan that includes rulemaking and enforcement. Adapting these needs to respond to those of a specific reservation or tribal community is encouraged. EPA Regional Offices are available to provide technical advice on what a particular tribe may require to adequately support their proposed workplan activities. A *timeline* is then created by estimating the dates by which each task, and sub-task, will be completed in order to accomplish the objective by the planned date.

- Assist EPA with enforcement responsibilities, as appropriate, by:
 - Identifying point sources on the reservation subject to EPA regulation and enforcement.
 - Discussing the opportunities for Tribal involvement with compliance monitoring and compliant response with EPA Regional Enforcement Office.
 - Obtaining appropriate training on inspection and enforcement procedures of value to the reservation sources.
 - If of mutual interest to EPA Region and Tribe, consider applying for EPA federal inspector credentials for tribal staff to assist EPA with compliance monitoring of sources.
 - If tribe and EPA agree that tribal inspectors with federal credentials will be valuable in assisting EPA and will build tribal capacity, take required steps to get training and approval for authorized credential issuance.

- When EPA inspector credentials are issued tribal staff will conduct inspections on EPA's behalf and prepare appropriate reports for EPA's enforcement.
- Preparation of delegation request for federal regulations (such as Part 71, PSD, NSPS, NESHAP, MACT, etc.) following delegation guidance.
- Adopt and implement regulations with emission standards or work practice requirements for:
 - stationary sources (e.g., reasonably available control technology or RACT standards for NO_x and VOC sources)
 - area sources (e.g., burn barrel restrictions, asbestos demolition work practice standards, waste dumping restrictions)
 - mobile sources (e.g., idling prohibitions, motor vehicle inspection and maintenance requirements)
- Adopt and implement New Source Review (NSR) permit regulations for major or minor stationary sources.
- Adopt and implement Title V permit program regulations.
- Adopt and implement source-specific regulations to restrict potential emissions.
- Preparation of TIP following TIP guidance.

Note: TIPs give tribal programs federal authority and backing, however, tribes have inherent authority to develop regulations in an Air Quality Management Program without federal authority and backing, if they choose.

- Preparation of TIP continued:
 - regulatory programs
 - source specific programs
 - area-wide limits/controls
 - mobile source issues
 - point source issues (e.g., burn barrel restrictions)
 - inspection/enforcement
 - NO_x attainment strategies
 - source pre-construction permits
 - regional haze plans
- Operate an air enforcement program:
 - Plan enforcement activities and target inspections/investigations
 - Conduct inspections, draft inspection reports, and conduct compliance analyses
 - Review compliance certifications and stack test or continuous emission monitor (CEM) reports
 - Issue notices of violations (NOVs), administrative orders or administrative complaints
 - Negotiate settlements or proceed with enforcement actions

WORK PLAN RESULTS: Results from EPA grant funded activities (also known as “deliverables”)

are characterized as either *outputs* or *outcomes*. Both are important means of documenting grant accomplishments. For explanation of *outputs* and *outcomes* see the Menu Item for *Air Quality Administration Infrastructure*

Possible Outputs:

- Tribe with EPA inspector credentialed staff and sources inspected by tribal inspectors.
- Compliance assistance provided to sources and complaints responded
- Reduced complaints about air pollution from regulated sources.
- Regulations codified or ordinances enacted by Tribal government.
- Enforcement actions taken (e.g., number of NOVs, administrative orders or complaints).
- TIP submitted to EPA.
- Delegation request submitted to EPA.
- Dollars in penalties collected or dollars in value of environmentally beneficial supplemental enforcement projects (SEPs) completed impacting tribal air quality.

Possible Outcomes:

Expressed as a result of an individual Tribal grant:

- Number of tons/pounds of pollution removed from the air as result of promulgated regulations.
- Number of people breathing cleaner air and resulting improved health

Expressed as a measure of overall Tribal program performance (over a stated baseline or cumulative total):

- Increase in the number of tribes who have enacted tribal air quality regulations or ordinances.
- Increase in the number of tribes who have submitted a Tribal Implementation Plan (TIP).
- Increase in the number of Tribes who have been granted an approved TIP.
- Increase in the number of tribes assisting with implementation of Federal Implementation Plans or other regulations.
- Increase in the number of Tribes who have requested delegation of a Clean Air Act regulatory program.
- Increase in the number of Tribes who have been granted delegation of a Clean Air Act regulatory program
- Increase in the number of tribal air quality enforcement actions taken.
- Increase in the number of tons/pounds removed from the air as result of tribal regulations.

NATIONAL EPA PERFORMANCE MEASURE(S):

The following illustrates how EPA may measure performance in this area.

- Number of tribes actively participating in regulatory air quality management, including submitting a TIP to EPA for approval, substantial assistance with the implementation of a FIP, or direct implementation of their own tribal air quality regulations to reduce the level or impact of air pollution

Glossary of Terms and Acronyms

Area Sources: Sources, either facilities or activities whose individual emissions do not qualify them as point sources.

AQI: *Air Quality Index* - Used to inform the public about the potential health impacts of ambient air quality at a particular time and location.

CAA: *Clean Air Act* - Federal Laws enacted to improve the air quality or prevent its deterioration so that it is not a danger to public health and welfare. 42 United States Code §§7401 et seq.

EI: *Emissions Inventory* - A detailed listing of pollutants emitted from specific sources in a defined area. EIs can include *point sources*, *area sources* and *mobile sources*.

EPA: *Environmental Protection Agency* - Executive Branch agency responsible for implementation and enforcement of the CAA and other environmental statutes.

FIP: *Federal Implementation Plan* - Federal rules in the Code of Federal Regulations that are established to manage air quality on one or more reservations.

HAP: *Hazardous Air Pollutant* - An air pollutant (other than the six criteria pollutants) that is regulated through control measures applicable to the sources through Maximum Available Control Technology (MACT) standards, rather than ambient standards.

Major Sources: Generally point sources that have the potential to emit over a certain number of tons of specified pollution per year and are regulated under Title 5. Often called a Title V source.

Mobile Sources: On-road and off-road vehicles, including trucks, cars, buses, motorcycles, airplanes, trains, farm and construction equipment, marine engines, and lawn mowers

NAAQS: *National Ambient Air Quality Standards* - Standards or maximum levels set for the six criteria pollutants (PM, ozone, NO_x, Sox, lead, and CO) in the ambient air as measure of whether an area is in “attainment” or “non-attainment” for air quality purposes.

NO₂: *Nitrogen Dioxide*

SO₂: *Sulfur Dioxide*

Pb: *Lead*

O₃: *Ozone*

CO: *Carbon Monoxide*

PM₁₀: *Particular matter less than 10 microns in size*

PM2.5: *Particulate matter less than 2.5 microns in size*

NESHAP: *National Emissions Standard for Hazardous Air Pollutants* - National standards applicable to point and area sources of hazardous air pollutants.

NSPS: *New Source Performance Standards* - EPA standards that apply to new point sources of air pollution.

NSR: *New Source Review* - EPA rules that govern the construction and modification of stationary sources.

NTAA: *National Tribal Air Association* - An organization for tribes to develop and participate on air policy issues in a similar manner as the State and Territorial Air Pollution Program Administrators/Association of Local Air Pollution Control Officials (STAPPA/ALAPCO).

Point Sources: Large, stationary sources of emissions that release pollutants in quantities above an emission threshold.

PSD: *Prevention of significant deterioration* - A standard that prevents sources of pollution from causing a significant deterioration in the air quality in areas that meet the NAAQS.

RPO: *Regional Planning Organization* - Organizations of federal, state, local, and tribal air quality managers who work on air policy issues for a particular region. Examples are the Western Regional Air Partnership (WRAP) and CENRAP (Central Regional Air Partnership).

SIP: *State Implementation Plan* - State rules that have been approved by EPA and made part of the Code of Federal Regulations.

TAR: *Tribal Authority Rule* - This 1998 rule establishes a flexible approach to tribal air quality management, a modular approach, allowing tribal governments to implement those provisions of the Clean Air Act that will address most effectively the air quality concerns of their individual reservations. Includes TAS (see below) requirements.

TAS: *Treatment in the Same Manner as a State* - Also known as an “Eligibility Determination” for a tribe to exercise a authority under a particular CAA section, this process and approval requires that the tribe demonstrate that it: (1) is federally recognized; (2) has a governing body carrying out substantial governmental duties and powers; and (3) is capable of implementing the program consistent with the CAA and applicable regulations. The tribe must also identify the exterior boundaries of the reservation and, for non-reservation areas, must demonstrate the basis for jurisdiction.

TIP: *Tribal Implementation Plan* - Tribal rules to manage air quality on a reservation that have been approved by EPA, entered into the Code of Federal Regulations and become federally enforceable.

VOC: *Volatile Organic Compounds*

Sample Workplan Template

Tribe or Entity Name	
Program Project Name	
Project Period	
Project Cost	
Date drafted/edited	
Tribal Grant Contact Information	Name: Phone: E-mail:
EPA Project Officer Contact Information	Name: Phone: E-mail:
Background Information and Problem Statement	
Reference to Strategic Plan - Goal and Objective	

Commitment 1:	Air Quality Administration & Infrastructure Development			
<i>Workplan Commitments</i>	<i>Outputs and Deliverables</i>	<i>Outcomes</i>	<i>Timeframes and cost estimate</i>	<i>Progress Report</i>
<i>Task 1:</i> Write job/position descriptions for staff that will be needed to accomplish work plan tasks and objectives.	Staff hired appropriate to the job description with the capabilities to complete the work plan activities by the end of the project.	Tribe demonstrates successful grant management and air project management capabilities.	Within 2 months from project start date	

<i>Task 2:</i> Identify training needs of staff and write a training plan; make necessary arrangements for registration and attending the appropriate classes.	Training plan written that supports the work plan objectives.	Highly trained staff is able to successfully execute projects activities.	Within 2 months of project start date	
<i>Task 3: add more tabs as needed</i>				
Commitment 2:	Indoor Air Quality Management			
<i>Task 1:</i> Obtain training on conducting IAQ assessments and community outreach.	IAQ walk through training completed.	Staff able to conduct assessments and provide findings to the residents, as well as begin to collect information about IAQ risks on the reservation.	First 3-5 months of the project start date	
<i>Task 2:</i> Develop a QAPP for conducting IAQ Assessments	Information on QAPP requirements gathered. QAPP written and submitted for approval.	The Tribe is able to gather quality assured data that can be replicated if necessary.	Within 90 days from project start date	
Commitment #: Add more tabs as needed				

Quality Assurance statement	
Other relevant/ required information	

Sample Budget Template

Name of Project -Tribe's Name				
Category	Detail	Federal Share	Tribal Match	Total
1. Personnel Provide a breakdown for personnel. (Applicant’s budget detail must identify the personnel and Title by Full-Time Equivalent (FTE), including percentage of FTE for part-time employees and number of personnel proposed for each category. This will include the FTE Title, Salary per hr./monthly/or yearly.)	Air Monitoring Specialist \$20.00/hr x 2080 hours =\$41,600	\$39,520	\$2,080	\$41,600
	Program Manager- \$22/hr*40 hr*52 weeks= \$45,760	\$34,320		\$34,320
				\$0
				\$0
				\$0
				\$0
Total Personnel Cost		\$73,840	\$2,080	\$75,920
2. Fringe Benefits Fringe benefits include, but are not limited to, employee insurance, pensions, and unemployment benefit plans. The cost of leave can be included under either Personnel or Fringe Benefits, at the applicant’s discretion. Please indicate how the fringe benefits are calculated (i.e. % x Personnel).	Based on 30% of Personnel costs Air Specialist salary \$41,600 x 30% = \$12,480	\$11,856	\$624	\$12,480
	Based on 30% of Personnel costs Program Manager salary \$45,760 x 30%= \$13,728	\$13,728		\$13,728
				\$0
				\$0
				\$0
				\$0
Total Fringe Cost		\$25,584	\$624	\$26,208
3. Travel Travel costs are the expenses for proposed/estimated transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. In a narrative statement, for each trip list the title of all travelers, the reason	Annual Tribal Air Conference Air Quality Technician Traveling for 4 days. Air Fare = \$250, hotel = \$120*4, per diem = \$75*4	\$1,030	\$0	\$1,030
				\$0
				\$0
				\$0
				\$0

and purpose of the travel, number of days, which types of costs are included (i.e. lodging, per diem, air fare, other). If specific destinations are known for each trip indicate those. Additional information on travel expenses may be found at 2 CFR 225, App B.				\$0	
Total Travel Cost		\$1,030	\$0	\$1,030	
4. Equipment This category includes only equipment proposed to be purchased as a direct cost. Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit although a lower dollar amount threshold can be established by the applicant. If the applicant uses a lower threshold for equipment, please indicate this in the budget information. (Note: Equipment does not include: 1) equipment planned to be leased/rented, including lease/purchase agreements; or 2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category.)	Logging Equipment at \$22,000	\$1,045	\$348	\$1,393	
				\$0	
		..			\$0
					\$0
					\$0
Total Equipment Cost		\$1,045	\$348	\$1,393	
5. Supplies Supplies are tangible personal property other than equipment. Any single item valued at \$5,000 or more in this category should be moved to the “Equipment” category. Non-tangible goods and services associated with supplies, such as printing services, photocopy	Very Sharp Cut cyclone at \$1500 x 2 = \$3000	\$2,000	\$1,000	\$3,000	
				\$0	
				\$0	

<p>services, and rental costs should be included in the “Other” category. The budget narrative must include a brief description of the supplies required to perform the work. These costs should be listed by major supply categories and include the estimated costs by category.</p>				\$0
				\$0
				\$0
Total Supplies Cost		\$2,000	\$1,000	\$3,000
<p>6. Contractual Contractual/consultant services are those services to be carried out by an individual or organization other than the applicant in the form of a procurement relationship.</p> <p>For each planned contract, the applicant should list the proposed contract activities along with a brief description of--the scope of work or services to be provided, proposed duration, proposed procurement method (competitive or non-competitive), and deliverables if known. Also provide a basis for the cost calculation (e.g., number of samples x price per analysis, average hourly rate x estimated hours, etc.).</p>	ERG Contract for AQS Data Entry at \$5000 for 12 months	\$4,000	\$1,000	\$5,000
				\$0
				\$0
				\$0
				\$0
				\$0
Total Contractual Cost		\$4,000	\$1,000	\$5,000
<p>7. Other This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing</p>	Printing and Photocopying \$100	\$100	\$0	\$100
				\$0
				\$0

or photocopying, and sub-award costs and USGS costs.				\$0
				\$0
If the Tribe chooses to categorize costs that are regularly considered indirect costs (i.e. rent, phone, utilities, space allocation, etc.), please include a statement that these are not part of the Tribe's indirect cost rate pool and indicate how these costs are calculated.				\$0
Total Other Cost		\$100	\$0	\$100
8. Total Direct Charges Summary of all costs associated with each object-class category.		\$59,551	\$5,052	\$64,603
Total Direct Costs		\$107,599	\$5,052	\$64,603
9. Total Indirect Costs Include Indirect Cost Rate (IDC) amount and costs covered under the IDC rate. Provide how the IDC rate was calculated (i.e. rate x base included).				
Total Indirect Costs		\$0	\$0	\$0
Total Cost Indicate overall figure of all direct and indirect costs.				
Total Costs		\$107,599	\$5,052	\$112,651