



U.S. Environmental Protection Agency, Region 9 Indian Environmental General Assistance Program (GAP)

Funding Announcement Covering Fiscal Year 2021 GAP Cooperative Agreement Workplan Activities

Eligible Applicants: Federally-recognized tribes and eligible inter-tribal consortia falling under the jurisdiction of the U.S. EPA Region 9

Applicant Type:	Submit GAP workplan and budget to your EPA project officer by:	Submit complete application to grants.gov by:
Individual tribe applying for a stand-alone GAP grant	Thursday, January 16, 2020	Thursday, January 16, 2020
Individual tribe applying for GAP funding through a Performance Partnership Grant (PPG)	Thursday, January 16, 2020	Thursday, April 30, 2020
Inter-tribal consortium applying for GAP funding	Thursday, January 30, 2020	Thursday, January 30, 2020
Important: Late submissions may not be accepted or considered and/or may be given a reduced award. Applicants are strongly encouraged to submit materials early.		

GAP stand-alone: Use the Funding Opportunity Number (FON) "EPA-CEP-02" for Catalog of Federal Domestic Assistance (CFDA) Number **66.926**

PPGs: Use the Funding Opportunity Number FON "EPA-CEP-01" for Catalog of Federal Domestic Assistance (CFDA) Number **66.605**

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IMPORTANT INFORMATION

This updated GAP Notification reflects feedback the U.S. EPA Region 9 Tribal Branch received from grantees. The notification has been designed to convey information clearly by reordering content and providing additional attachments. The notification is organized to provide targeted information for tribal GAP grantees, PPG grantees with GAP, and consortia grantees, respectively. Targeted information is presented as follows:

GAP-Only:	Section 1 and Section 2
PPGs with GAP:	Section 1 and Section 3
Consortia:	Section 1 and Section 4

Workplan/Budget Planning: U.S. EPA GAP Project Officers will begin reaching out to grantees in Fall 2019 to discuss development of fiscal year (FY) 2021 workplans and budgets. The meetings will include review of existing EPA-Tribal Environmental Plans (ETEPs), as applicable, as ETEPs are designed to inform workplan components, and workplans should align with ETEPs. We strongly encourage participation in these meetings. The planning meetings are designed to confirm that workplans describe eligible activities aligned with the ETEP, include specific and clear deliverables, and that workplan costs are necessary, reasonable, allowable, and allocable.

To streamline the cooperative agreement (also referred to as assistance agreement) review and approval process, grantees are encouraged to provide Project Officers draft workplans and budgets prior to the January deadlines, during the Workplan/Budget Planning period.

Requests for Additional Information: During the review process, grantees are encouraged to respond to requests for additional information such as revised workplans or updated forms as soon as possible and no later than two weeks following requests. Quick turnaround helps to minimize delays. Prolonged delays following requests can jeopardize our ability to make a timely award by October 1, 2020.

ETEPs: Individual Tribes are required to have an ETEP in place to receive funding for FY2021. If a Tribe has not finalized an ETEP, funds awarded may be limited to incremental funding to cover completion of the ETEP.

GAP Online 3.0 (GO3): GAP Online 3.0 will continue to be an optional online tool for housing workplans, budgets, and deliverables. Applicants needing assistance with a username, password, or system navigation should contact their EPA Project Officer. See: <https://ofmext.epa.gov/apex/gap/f?p=101>

Special Opportunities: If you are interested in pursuing a grant to co-sponsor, plan and execute the 2021 and 2022 Tribal/EPA Annual Conferences or a grant to administer the Tribal Travel Fund for Region 9 tribes please see Attachment N for more information on the application process.

Application Guidance for Grants.Gov: As in past years the agency intends to update its Application Guidance which includes tips, changes and instructions for submitting applications to grants.gov. Grantees should reach out to their Grants Specialist or Project Officer for a copy of the Application Guidance.

IMPORTANT DATES

November 2019:	Funding announcement published.
January 16, 2020:	All GAP workplans and budgets from individual tribes are due to EPA Project Officers, whether they are part of a stand-alone GAP grant or part of a PPG. Email to Project Officer is recommended.
January 16, 2020:	Applications for stand-alone GAP grants (non-PPG) from individual tribes are due to grants.gov.
January 30, 2020:	All GAP workplans and budgets from tribal consortia are due to EPA Project Officers. Email to Project Office is recommended.
January 30, 2020:	Complete applications for stand-alone GAP grants from tribal consortia (non-PPG) are due to grants.gov.
April 30, 2020:	Applications for PPGs with GAP are due to grants.gov.

Note: Late or incomplete applications may not be funded.

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SECTION 1. IMPORTANT INFORMATION FOR ALL APPLICANTS

Section 1.1 Overview

The U.S. Environmental Protection Agency (EPA), Region 9, is issuing this funding opportunity notice for Indian Environmental General Assistance Program (GAP) cooperative agreement applications for activities beginning in FY21 (October 1, 2020). Opportunities include:

- General Assistance Program Grants and
- Performance Partnership Grants that include GAP Funding

To submit applications in grants.gov, applicants may be required to enter a Funding Opportunity Number (FON) and a Catalog of Federal Domestic Assistance Number. Please use the numbers below according to your grant type:

Grant Type	Funding Opportunity Number (FON)	Catalog of Federal Domestic Assistance (CFDA) Number
GAP stand-alone	EPA-CEP-02	66.926
PPG with GAP	EPA-CEP-01	66.065

A complete application includes:

- FY21 Workplan
- FY21 Budget Detail
- Indirect Cost Rate Agreement (if applicable)
- All required grants.gov attachments
 - Application for Federal Assistance (SF-424)
 - Budget Information for Non-Construction Programs (SF-424A)
 - EPA Key Contacts (Form 5700-54)
 - Assurances for Non-Construction Programs (SF-424B)
 - Grants.gov Lobbying Form/Certification Regarding Lobbying (EPA form 6600-06), with authorized signature
 - Pre-award Compliance Review Report (EPA Form 4700-4)

Grantees are not required to provide matching funds for the GAP program, and GAP is exempt from competition under sections 6(c) 1 and 2 of EPA's Policy for Competition of Assistance Agreements (EPA Order 5700.5A1). Note: other types of grants within a PPG may require matching for those grants.

Note: Please ensure that you have registered, or renewed your registration, for the System for Award Management at www.SAM.gov. **An EPA award cannot be made without a current SAM registration.**

See attachments in the appendix for additional supporting information, resources and tools.

Section 1.2 Background and Program Description

EPA provides financial assistance to tribal governments (tribes) and intertribal consortia (consortia) to assist tribes in planning, developing, and establishing the capacity to implement federal environmental programs administered by the EPA and to assist in implementation of tribal solid and hazardous waste programs in accordance with applicable provisions of law, including the Solid Waste Disposal Act (commonly known as the Resource Conservation and Recovery Act, or RCRA). See the *Indian Environmental General Assistance Program Act of 1992* (42 U.S.C. §4368b).

Indian tribal governments (tribes) and intertribal consortia are eligible to receive funds under this program. These terms are defined in 40 C.F.R. 35.502 as follows:

An Indian tribal government (tribe), except as otherwise defined in statute or applicable program specific regulation, is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village, which is recognized as eligible by the U.S. Department of the Interior for the special services provided by the United States to Indians because of their status as Indians.

An intertribal consortium is a partnership between two or more tribes authorized by the governing bodies of those tribes to apply for and receive assistance under GAP.

EPA will award GAP funds to help tribes accomplish their tribal environmental program development goals as outlined in their ETEP. To further this principle, intertribal consortia are advised to describe how their grant proposals support the program development goals outlined in the ETEPs developed by their GAP-eligible member tribes.

EPA administers this program in accordance with the GAP statute, applicable federal regulations, including 40 C.F.R. Part 35, Subpart B, and national guidance, including the Indian Environmental General Assistance Program Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia (2013; hereafter GAP Guidance). EPA's GAP Guidance provides a consistent national framework for building tribal environmental program capacity under GAP and is designed to improve the management of GAP resources.

As described in the GAP Guiding Principles (See Attachment A: GAP Guiding Principles), this support promotes tribal government efforts to develop core environmental program capacities (administrative, financial management, information management, environmental baseline needs assessment, public education/communication, legal, and technical/analytical) and baseline capacities for media-specific programs such as ambient air quality, water quality, managing waste (See Attachment B: GAP Allowable/Unallowable Solid Waste Chart), and other EPA-administered statutory programs.

Section 1.3 Review and Evaluation

The process begins before the new workplan, budget, and application deadlines. Throughout FY19, EPA project officers reviewed FY19 quarterly progress and expenditure reports (if applicable). At the start of FY20, EPA project officers began working together with existing grantees to evaluate overall progress on FY19 and develop end-of-year and/or close-out reports and to review expenditure reports and Federal Financial Reports (FFRs). In accordance to the grant regulation 2 C.F.R. §200.205 EPA is required to evaluate the risk posed by all applicants for federal assistance. Awarding decisions will be informed by an evaluation of the risks posed by the applicant the applicant's history of performance in managing grants, financial stability, internal controls, etc.

In-person planning meetings and phone calls between EPA project officers and grantees/applicants are scheduled to occur between November 1 and January 16. These meetings and calls should include discussion of past progress, review of ETEPs, discussion of ideas for FY21 grant workplan activities, and cost principles (how to confirm costs are necessary, reasonable, allowable, and allocable).

During the planning period, grantees and applicants are encouraged to share draft workplans and budgets with their GAP project officers prior to deadlines.

Please note: If U.S. EPA has not received timely or complete FY19 and FY20 quarterly reports, an FY2019 Federal Financial Report, or sufficient information to assess progress of FY19 work, the Agency will be unable to process the grant application until those materials have been received. Delayed responses to requests for these items may jeopardize the Agency's ability to make a timely award by October 1, 2020.

EPA GAP project officers will begin reviewing the GAP workplans and budgets once they are received. In awarding GAP grants to tribes and intertribal consortia, EPA will apply the GAP Guiding Principles (See Attachment A: GAP Guiding Principles).

GAP funding amounts are based on the following factors:

- Completeness of applications based on the information requested in this grant notification and applicable regulations;
- The degree to which costs are necessary, reasonable, allowable, and allocable;
- The extent to which the proposed activities reflect the purpose of GAP (i.e., development of tribal environmental protection program capacities consistent with EPA statutory programs, implementation of allowable solid waste activities);
- Description of tribal environmental program capacity building needs and environmental or health risks (existing or potential);
- The clarity, complexity, and scale of work plan activities, including well-defined commitments and outputs (deliverables) as well as overall outcomes (environmental results) for components;
- Feasibility and likelihood of completing work plan activities, considering the budget, personnel and available resources;
- The degree to which the activities in the work plan support achieving the long-term goals identified in the negotiated EPA-Tribal Environmental Plan (See Attachment C: EPA-Tribal Environmental Plans), or other Tribal long-range planning document;
- Past performance under EPA grants, including fiscal accountability, amount of unexpended funds, quality and timeliness of progress reports and the ability to complete work plan activities on time. It is in the best interests of tribes and the GAP program that all funds awarded are expended according to the approved work plan and budget and drawn down as soon as costs are incurred. Grantees that have large balances with no reasonable expectation of spending the funds by the end of the grant period may receive reduced awards or no awards.

During the review process, grantees are encouraged to respond to requests for additional information such as revised workplans or updated forms as soon as possible and no later than two weeks following requests. Quick turnaround helps to minimize delays. Prolonged delays following requests can jeopardize our ability to issue an award or award funds by October 1, 2020.

Section 1.4 Required Components of a Workplan

GAP work plans **must** contain the following elements:

- A description of each work plan *component* to be funded;
- Estimated *work years* (i.e. FTE) and *funding amounts* for each work plan component;
- Dollars and FTE totals presented in workplan must match corresponding totals in budget;
- *Measures*¹ associated with each component;
- The expected *outcomes* and *environmental results* associated with each work plan component;
- The work plan *commitments* for each work plan component, and a *timeframe* for their completion;

¹ Measures: Identify capacity indicators from the GAP Guidebook to be developed. For work plans not developed in GAP Online 3.0, please write out the full indicator that the Tribe is pursuing. For work plans developed in GAP Online 3.0, for each commitment, select the applicable capacity indicator from the drop-down menu.

- The expected specific outputs and deliverables² that will be submitted to EPA for each commitment;
- Descriptions of tribal and EPA roles and responsibilities in carrying out the work plan commitments (i.e., explain who will do what); and
- A performance evaluation process and reporting schedule in accordance with 40 C.F.R. §35.515 including a description of the process for jointly evaluating and reporting progress and accomplishments under the work plan. This may be a workplan activity.

EPA welcomes workplans developed in tables or spreadsheets (e.g., Excel). See Attachment D for Example Workplan and Budget Templates.

Section 1.5 Required Components of a Budget

Budget details **must** contain a breakdown of the following elements.

- Personnel
 - Dollars
 - Time (i.e., FTE)
- Fringe Benefits
- Travel
- Equipment (See Attachment L)
- Supplies
- Contractual
- Other
- Indirect Costs (if applicable)

Budgets should be clear, concise, detailed, and logical. Budget format must be detailed, organized and easy to understand. Calculations must total up in the budget to match the exact amount of the workplan total. EPA welcomes budgets developed using tables or spreadsheets (e.g., Excel).

Budgets must correspond to activities in the workplan. Any item in the budget must support a workplan commitment. All personnel in GAP workplan must mirror those in the budget. All travel and training cost details (purpose, lodging, transportation, per diem, hotels, etc.) must be included in the budget.

All budget costs must be necessary/reasonable/allowable/allocable, in alignment with the Cost Principles which can be found at 2 C.F.R. Part 200 Subpart E (Sections 200.400-200.475).

For additional budget information please review the guidance, “Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance, RAIN-2019-G02.” It is now available to EPA applicants through the Recipient/Applicant Information Notice (RAIN) internet site located at: <https://www.epa.gov/grants/rain-2019-g02>.

See Attachment D for Example Workplan and Budget Templates.

² Commitment outputs and deliverables should be specific and measurable (e.g., “copy of final plan”, “written assessment of activity and how results will be applied to environmental program,” “copies of training certificates,” etc.)

Section 1.6 Funding Availability

Total funding available for FY21 will be determined after EPA receives its full budget from Congress. As of the writing of this document, EPA is funded through November 21, 2019 under a Continuing Resolution. In FY19, EPA Region 9 was allocated \$15.8 million. Similar funding is expected in FY20, but not guaranteed.

Our objective is to provide funding for new GAP grantees and to continue to support capacity-building efforts for existing grantees. First-time GAP applicants receive \$75,000 to support their first year of GAP activities, which must include the development and completion of an ETEP.

For all applications, requests for funds will be considered based on the factors listed in Section 1.3. Funding is not guaranteed. Because the total amount requested among all applicants generally exceeds the total available budget, the Agency may not be able to fully fund each request. For example, in FY19, EPA Region 9 received a total of \$21.6 million in application requests, nearly \$6 million more than the regional allocation of \$15.8 million.

Early coordination between grantee and project officer and familiarity with the funding factors described in Section 1.3 increase the likelihood a grant application will be fully funded.

Although Indian tribal governments and intertribal consortia are eligible to receive funds under this program (See Attachment E: Eligibility of Tribes and Intertribal Consortia), GAP funds are prioritized *first* for tribes, *second* for existing consortia, and *lastly* for new consortia.

GAP grant project periods may not exceed four years. At the end of a four-year grant period, tribes and intertribal consortia may apply for a new GAP grant to continue environmental capacity building and/or solid and hazardous waste program implementation activities (See Attachment F: Planning, Developing, Establishing, and Implementing Tribal Waste Management Capacity).

Award amounts will depend on the following:

- GAP funding allocation received by EPA Region 9;
- The number of tribes and consortia submitting on-time applications;
- How well each application meets the review factors (see the Application Review Factors section); and
- Past grantee performance (see the Application Review Factors section for more detail).

Current recipients whose current GAP grant expires in FY2022 or later are encouraged to submit two-year work plans and budgets. A separate work plan and budget must be included for FY21 and FY22 activities.

Section 1.7 Award Information

Regulations governing the award and administration of environmental program grants for tribes, including GAP, can be found at 2 CFR Part 200 (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and 40 CFR Part 35, Subpart B (<http://www.ecfr.gov/>).

General terms and conditions can be found at <https://www.epa.gov/grants/grant-terms-and-conditions>. EPA reserves the right to include additional programmatic terms and conditions that must be met to maintain compliance with the award. Recipients are expected to read and comply with these additional requirements to maintain sufficient and satisfactory progress with their award.

Required expenditure and progress reports: Tribes must report actual accomplishments for each work plan commitment in their reports. Cumulative expenditures must also be provided in the reports. Please

refer to the Term and Condition in your GAP Award for further information about reporting requirements. The table below pertains specifically to tribes who are in a grant cycle that starts on October 1st and ends on September 30th of the following year. Please note that tribes who have an earlier or later start date will have varying due dates for quarterly reports.

Quarter	Months	Final Quarter Day	Quarterly Report Due
Quarter 1	October, November, December	December 31st	January 30th
Quarter 2	January, February, March	March 31th	April 30th
Quarter 3	April, May, June	June 30th	July 30th
Quarter 4	July, August, September	September 30th	October 30th

***Quarterly Reports are due **30 days** after the end of each quarter.

Federal Financial Report (SF425): A final FFR must be submitted within 90 days of grant expiration. Interim FFRs are required annually, as described in your GAP award terms and conditions. Please note that the final FFR is due to EPA no later than December 30th, 2020.

Disputes between EPA and recipients regarding the administration of the award will be addressed as stipulated in 2 C.F.R. §§ 1500.12 -1500.19.

Confidentiality: Applicants must clearly mark information they consider confidential, and EPA will make confidentiality decisions in accordance with Agency Regulations found at 40 CFR, Part 2, Subpart B.

Confidential Business Information/Proprietary Business Information: EPA recommends that you do not include confidential business information (CBI)/proprietary business information (PBI) in your proposal/application. However, if CBI/PBI is included, it will be treated in accordance with 40 C.F.R. §2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI/PBI. EPA will evaluate such claims in accordance with 40 C.F.R. Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 C.F.R. 2.204(c)(2) prior to disclosure.

SECTION 2. STAND-ALONE GAP APPLICANT INFORMATION

Section 2.1 Stand-Alone GAP Application Process & Timeline

Grant Applications in grants.gov: Applications must be submitted to grants.gov by Thursday, January 16, 2020. **Reminder:** GAP work plans and budgets for individual tribes must also be submitted to EPA project officers (e.g., via email) by Thursday, January 16, 2020, for stand-alone GAP grants.

Please ensure that all the following document are included and completed in your application packet in grants.gov:

1. Work Plan (See Section 1.4)
2. Budget Detail (See Section 1.4)
 - One-time work plan commitments such as equipment purchase requests and their associated costs should be included in a workplan components as well as the budget.
3. Indirect Cost Rate Agreement (if applicable)
4. All required grants.gov attachments
 - Application for Federal Assistance (SF-424)
 - Budget Information for Non-Construction Programs (SF-424A)

- EPA Key Contacts (Form 5700-54)
- Assurances for Non-Construction Programs (SF-424B)
- Grants.gov Lobbying Form/Certification Regarding Lobbying (EPA form 6600-06), with authorized signature
- Pre-award Compliance Review Report (EPA Form 4700-4)

Important Reminder: Please be sure that all your quarterly reports are submitted and accounted for. Check with your GAP Project Officer if you are unsure. If U.S. EPA has not received timely and completed quarterly reports and a FY2019 Federal Financial Report (FFR), we will be unable to process the FY21 grant application until those materials have been received. Delayed responses to requests for these items may jeopardize our ability to award a new grant by October 1, 2020.

GAP Program Award Milestones: In response to feedback requesting more information on the GAP application review process, please see Attachment G. The figures presented explain the process and internal milestones EPA Project Officers meet in order to be able to award GAP grants by October 1, 2020. For example, the Tribal Branch has an internal goal making final funding recommendations of at least 50% of applications by May 15, 2020 and 100% of applications by August 1, 2020.

Confirming the following items have been met in a timely manner will help the Agency to meet these interim goals and award all grants by October 1, 2020, as applicable:

- Submittal of all FY19 quarterly reports and an FY19 FFR;
- Completion of FY19 joint evaluation;
- Submittal of FY20 quarterly reports required to date;
- Submittal of workplan and budget to Project Officer on or before the January 16, 2020;
- Submittal of application to grants.gov on or before the January 16, 2020 deadline.

SECTION 3. GAP AWARDS IN PPGs APPLICANT INFORMATION

Section 3.1 Eligibility

PPGs allow eligible tribes and intertribal consortia to combine funds from at least two eligible environmental financial assistance programs into a single grant, improve environmental performance, increase programmatic flexibility, achieve administrative savings (like reduction in cost share), and strengthen the partnerships between the Tribe and EPA. The 20 EPA grant programs eligible for inclusion in a tribal PPG are listed in Section 3.2 below. Tribes receiving two or more EPA grants must discuss the prospect of forming a PPG with their grant project officers **before** developing individual grant applications.

Section 3.2 PPG with GAP Application Process and Timeline

Grant Applications in grants.gov: Applications for PPGs with GAP must be submitted to grants.gov by Thursday, April 30, 2020.

Reminder: The GAP workplan and budget must be submitted to GAP Project Officers by January 16, 2020. Please also include a list of PPG programs the grantee intends to include in the April 30, 2020 application.

For all applications to be considered complete, they must follow the Region 9 Grant Application Guidance and include the following:

1. Work Plan (See Section 1.4)
2. Budget Detail (See Section 1.4)

- a. One-time work plan commitments such as equipment purchase requests and their associated costs should be including in a workplan components as well as the budget.
3. Indirect Cost Rate Agreement (if applicable)
4. All required grants.gov attachments
 - Application for Federal Assistance (SF-424)
 - SF-424 (Application for Federal Assistance) should reflect the total amount of federal assistance requested across these grant programs
 - Budget Information for Non-Construction Programs (SF-424A)
 - EPA Key Contacts (Form 5700-54)
 - Assurances for Non-Construction Programs (SF-424B)
 - Grants.gov Lobbying Form/Certification Regarding Lobbying (EPA form 6600-06), with authorized signature
 - Pre-award Compliance Review Report (EPA Form 4700-4)
 - A list of PPG eligible grant programs the tribe intends to include in the final FY2020 PPG

After the PPG application is submitted into grants.gov, any subsequent workplan and budget modifications for programs within the PPG should be submitted by email to the program-specific project officer and the lead PPG project officer.

Additional dates and program-specific requirements for other funding programs will be announced in their respective funding notifications.

List of PPG-eligible programs: Provide a list of PPG-eligible programs that will be included in the FY21 PPG application. Eligible grant programs that may be included in a PPG are listed below:

- The Indian Environmental General Assistance Program (GAP)
- Air Pollution Control (Clean Air Act (CAA) §105)
- Water Pollution Control (Clean Water Act (CWA) §106 and §518))
- Water Quality Cooperative Agreements (CWA §104(b)(3))
- Wetlands Development Grant Program (CWA §104(b)(3))
- Nonpoint Source Management (CWA §319(h))
- Pesticide Cooperative Enforcement (Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) §23(a)(1))
- Pesticide Applicator Certification and Training (FIFRA §23(a)(2))
- Pesticide Program Implementation (FIFRA §23(a)(1))
- Pollution Prevention Grants (PPA § 6605)
- Public Water System Supervision (Safe Drinking Water Act (SDWA) §1443(a) and §1451)
- Underground Water Source Protection ((SDWA §1443(b))
- Lead-Based Paint Program (Toxics Substances Control Act (TSCA) §404(g))
- Indoor Radon Grants (TSCA §306)
- Toxics Substances Compliance Monitoring (TSCA §28)
- State/Tribal Response Program – Brownfields (Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) §128(a))
- National Environmental Information Exchange Network-(EPA Appropriation Acts)
- Hazardous Waste Management Program Grants (Solid Waste Disposal Act (SWDA) § 3011(a))
- Underground Storage Tanks Program Grants (SWDA § 6991)
- Multi-Purpose Grants

SECTION 4. INTER-TRIBAL CONSORTIA APPLICANTS

Section 4.1 Inter-tribal Consortia GAP Application Process & Timeline

Grant Applications in grants.gov: Applications must be submitted to grants.gov by Thursday, January 30, 2020.

Reminder: GAP work plans and budgets for consortia must also be submitted to EPA project officers (e.g., via email) by Thursday, January 30, 2020, for stand-alone GAP grants. Consortia pursuing PPGs should follow deadlines in Section 3. Please ensure that all the following items are included and completed in your application packet in grants.gov:

1. Work Plan (See Section 1.4)
2. Budget Detail (See Section 1.4)
 - One-time work plan commitments such as equipment purchase requests and their associated costs should be including in a workplan components as well as the budget.
3. Indirect Cost Rate Agreement (if applicable)
4. All required grants.gov attachments
 - Application for Federal Assistance (SF-424)
 - SF-424 (Application for Federal Assistance) should reflect the total amount of federal assistance requested across these grant programs.
 - Budget Information for Non-Construction Programs (SF-424A)
 - EPA Key Contacts (Form 5700-54)
 - Assurances for Non-Construction Programs (SF-424B)
 - Grants.gov Lobbying Form/Certification Regarding Lobbying (EPA form 6600-06), with authorized signature
 - Pre-award Compliance Review Report (EPA Form 4700-4)
 - For tribal consortia GAP grants that are part of a PPG, applications should include a list of PPG eligible grant programs the tribe intends to include in the final FY2020 PPG

Section 4.2 Requirements for a Complete Application

Intertribal Consortia Work Plans: Consortia narratives, work plan components, or work plan commitments should identify which environmental capacities of their member tribes are being developed by the proposed work. Consortia will also need to demonstrate or describe how their GAP work plans align with, but do not duplicate work plan activities of their member tribes. Intertribal consortia are advised to describe how their grant proposals support the program development goals outlined in the ETEPs developed by their GAP-eligible member tribes.

Consortia Member Work Plans: Tribes that participate with intertribal consortia should ensure their tribal work plans demonstrate how they will work with their specific consortium, including how they will utilize consortium efforts and work plan products to further the goals of their own tribe, etc. We suggest tribes who are members of a consortium develop “Consortium” work plan components to demonstrate those points.

Intertribal Consortia Applications: These applications must include written authorizations from each tribal government that is a member of the consortia. Authorizations should clearly demonstrate that all consortium members support the consortia’s proposed work plan and budget. Tribal government authorizations must indicate consortia work plan commitments that compliment, but do not duplicate, commitments in tribal work plans. Please allow adequate time to obtain the tribal government authorization prior to the application due date.

SECTION 5. ATTACHMENTS

- A. GAP Guiding Principles Memo
- B. Allowable Solid Waste and Recovered Resource Program Implementation, Collection, Transportation, Backhaul and Disposal Costs
- C. EPA/Tribal Environmental Plans (ETEP)
- D. Example Workplan and Budget Templates
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- H. Section Relating to Authority under the Consolidated Appropriations Act of 2016
- I. GAP Deadlines Reminder Flyer
- J. Workplan and Budget Development Tips and Completion Checklist
- K. Sample SF424 Forms from Grants.Gov for GAP Standalone and PPGs
- L. Equipment Purchase Request
- M. Region 9 Indian Environmental General Assistance Program Allowable Activity Flow Chart
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- O. U.S. EPA Region 9 GAP and GMO Contacts

FY21 GAP Notification: ATTACHMENT A



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

SEP 19 2017

SEP 19 2017

Office of
International and
Tribal Affairs

MEMORANDUM

SUBJECT: Indian Environmental General Assistance Program Guiding Principles

FROM: Jane Nishida 
Acting Assistant Administrator, OITA

TO: Regional Administrators and Assistant Administrators

As FY 2017 draws to a close, the Office of International and Tribal Affairs looks forward to continuing our collective efforts to advance EPA's mission to protect human health and the environment in Indian country as we focus on the new EPA Administration's strategic priorities. These priorities are to (1) deliver real results to provide Americans with clean air, land and water (i.e., core mission); (2) rebalance the power between Washington and the states and tribes to create tangible environmental results for the American people (i.e., cooperative federalism); and (3) administer the law, as Congress intended, to refocus the Agency on its statutory obligations under the law (i.e., rule of law and process). These EPA priorities and Administrator Pruitt's "Back-to-Basics Agenda" align well with the critical support EPA provides to tribal governments through the Indian Environmental General Assistance Program.

EPA provides GAP grant funds to tribal governments and intertribal consortia to assist tribes in planning, developing, and establishing the capacity to implement federal environmental programs administered by the EPA and to assist in implementation of tribal solid and hazardous waste programs in accordance with applicable provisions of law, such as the Solid Waste Disposal Act. Beginning in FY 2018, to ensure national consistency in approach, communication, and application, OITA will work with regions to carry out the GAP guiding principles set forth below through all of EPA's actions related to soliciting, awarding and overseeing GAP financial assistance agreements. To implement this memo, OITA's American Indian Environmental Office will work with the regions to develop boilerplate language for all GAP grant solicitation packages to promote national consistency with these guiding principles. AIEO will update OITA's FY 2018-2019 DRAFT National Program Manager Guidance to clearly reflect the GAP guiding principles and further describe the process for AIEO review of draft GAP grant solicitation packages that include region-specific guidance.

EPA will apply the following guiding principles in awarding GAP grants to tribes and intertribal consortia:

1. Ensure tribal governments have the opportunity to build the capacity to:
 - a. Implement federal environmental programs through EPA delegations, authorizations, and primacy designations; and

- b. Meaningfully participate and engage in environmental protection activities that inform, support, or enhance direct implementation under federal environmental statutes administered by EPA.
2. Promote tribal self-governance by working closely with tribes to:
 - a. Accomplish tribal environmental program goals in EPA-Tribal Environmental Plans that reflect federal environmental program areas of need to protect human health and the environment;
 - b. Support tribes' development of strong core environmental program capacities for media-specific programs administered by EPA; and
 - c. Foster tribes' capacity to assume the authority to implement programs administered by EPA (e.g., Treatment as a State status or through Direct Implementation Tribal Cooperative Agreements).
3. Promote intergovernmental collaboration and cooperative federalism among EPA, tribes, states and other partners, and focus EPA financial and technical assistance to protect human health and the environment.
4. Support implementation of established solid and hazardous waste regulatory programs in accordance with the purposes and requirements of applicable provisions of law, including the Solid Waste Disposal Act (commonly known as the Resource Conservation and Recovery Act).
5. Maintain strong national program management practices to produce compelling results that align with EPA's statutory authorities.

These guiding principles underscore GAP's role in fostering partnerships between EPA and federally-recognized Indian tribes through collaboration and shared accountability. In addition, they clarify how activities funded under GAP will support EPA's priorities consistent with the Indian Environmental General Assistance Program Act of 1992, *EPA Policy for the Administration of Environmental Programs on Indian Reservations* (1984), EPA's national guidance on the award and management of GAP financial assistance agreements for Tribes and Intertribal Consortia, and the forthcoming FY 2018-2022 EPA Strategic Plan. EPA's management of GAP will continue to strive to support all federally recognized tribes that are building capacity to implement the full spectrum of environmental regulatory programs administered by the EPA.

We look forward to working with you on implementation of this memorandum. Should you have any questions regarding the GAP guiding principles, please contact Felicia Wright (wright.felicia@epa.gov or 202-566-1886) or have your staff contact Rebecca Roose (roose.rebecca@epa.gov or 202-566-1387).

cc:

EPA Indian Program Policy Council
Felicia Wright, Acting Director, AIEO
Denise Polk, Director, OARM/OGD
Kathy O'Brien, Director, OCFO/OPAA

FY21 GAP Notification: ATTACHMENT B

Allowable Solid Waste and Recovered Resource Program Implementation, Collection, Transportation, Backhaul and Disposal Costs under the Consolidated Appropriations Act, 2018

The tables below present lists of example allowable and unallowable tribal solid waste program implementation activities based on the FY 2018 Consolidated Appropriations Act. This table is a resource for Indian Environmental General Assistance Program (GAP) project officers and grantees negotiating solid waste program implementation work plan components and commitments.

As with all funding decisions under GAP, project officers are encouraged to work with grantees to consider if the costs of delivering governmental solid waste and recovered materials services are reasonable and consistent with the recipient's documented program development goals.

Allowable Solid Waste Implementation Activities Under GAP	
Description	Examples
E.4(a) Tribal Waste Management Program Administration	
Program administration generally includes all administrative oversight functions to ensure proper program implementation (e.g., financial management, human resources management, program performance evaluation, scheduling).	Personnel costs for tribal environmental department management and administrative staff who oversee/coordinate waste management programs and workers, including recycling and other source separation projects. Costs associated with <i>oversight of work</i> performed by transfer station, source separation facility and landfill operators are allowable (scheduling, performance reviews, training requirements, program evaluation, tracking revenues/expenditures, administering fee collection system, managing contractors, administering records retention systems, etc.). Common positions funded under this provision include: Administrator; Supervisor; Manager; Coordinator.
E.4(b) Tribal Compliance and Enforcement Programs	
GAP may fund solid waste program implementation activities associated with tribal waste management laws, codes, and/or regulations, such as compliance assurance (including inspections) and enforcement consistent with the extent of their authorities.	Investigating incidents of unauthorized trash disposal violating specific provisions of a tribal waste management law, code, or regulation. Inspecting landfills, transfer stations, recycling centers, or other waste management facility to ensure compliance with tribally promulgated facility design and operating procedures requirements. Inspecting transportation activities to ensure compliance with tribally promulgated requirements. Reviewing compliance reports and records from tribally regulated entities. Inspecting regulated businesses that may have recycling, composting, or other source separation/resource recovery compliance requirements established under tribal law, code, or regulation. Providing compliance assistance to regulated businesses. Issuing violation notices. Following up on citizen complaints related to potential violations of tribal waste management laws, codes, or regulations. Preparing and submitting enforcement orders to tribal courts for subsequent judicial action.
GAP may fund tribes to support compliance with federal requirements, including: (1) compliance assurance (including inspections) under tribal authority at non-hazardous waste disposal facilities to help verify that such facilities are in compliance with 40 C.F.R. Part 257 and/or Part 258;	Conducting inspections and providing compliance assistance to non-hazardous waste disposal facilities and providing results of such inspections to appropriate EPA personnel. (For tribal solid and hazardous waste programs, implementing capacities established under GAP Guidance Section B.7, <i>Establishing Core Legal Capacities</i> , are allowable.)

Allowable Solid Waste Implementation Activities Under GAP	
Description	Examples
(2) compliance assistance and inspections to help verify that hazardous waste generators are in compliance with 40 C.F.R. Parts 261 and/or 262;	Conducting inspections and providing compliance assistance to hazardous waste facilities and providing results of such inspections to appropriate EPA personnel.
or (3) compliance assurance (including inspections) to help verify that hazardous waste transporters are in compliance with 49 C.F.R. Parts 172, 173, 178, and 179.	Conducting inspections and providing compliance assistance to hazardous waste transporters and providing results of such inspections to appropriate EPA personnel.
In accordance with a tribally approved Integrated Waste Management Plan (IWMP), tribes may also use GAP funds to conduct community outreach and education programs on solid waste, hazardous waste, source reduction and diversion, and USTs.	Activities to assess community knowledge and interest in source reduction, resource recovery, alternatives for managing household hazardous waste, recycling, composting, and the use of green materials in construction and to promote the use of integrated waste management/resource recovery systems and requirements (e.g., if a tribe establishes a waste diversion goal, anti-littering code, open burning ban, construction and demolition debris management requirements, or systems for collecting mercury containing light bulbs, e-waste, or other source separation programs, GAP may fund education and outreach activities designed to achieve these program objectives). Community cleanup events (including those directed towards the collection of household hazardous waste, e-waste, white goods, etc.) and roadside cleanup events that are designed to inform community members of proper waste management practices, to promote waste reduction/source separation, and influence waste disposal practices. Activities to provide the public with information on environmental compliance requirements, a regulated entity's compliance status, and any history of formal and informal enforcement actions taken to address noncompliance. (For tribal solid and hazardous waste programs, the implementation of capacities established under GAP Guidance Section B.6, <i>Establishing Core Public Participation, Community Involvement, Education, and Communication Capacities</i> , are allowable.)
E.4(c) Activities to Support Solid Waste Management, Resource Recovery, and Resource Conservation	
Facility planning and feasibility studies	Costs associated with determining appropriate size, location, design characteristics, and estimated operating costs for potential solid waste management and/or disposal facilities (e.g., transfer stations, recycling centers, other source separation/resource recovery facilities).
Expert consultation	Contracting for professional services required to plan and design solid waste management and/or disposal facilities.
Surveys and analysis of market needs	Costs associated with conducting waste stream analysis and potential options for disposition of recovered resources; includes economic modeling of recovered resource markets. Survey and analysis of recovered resource market is necessary to make sure that the prices that could be charged for recovered materials are realistic.
Marketing of recovered resources	Costs associated with establishing voluntary or contractual arrangements with public or private sector organizations willing to accept recovered resources.
Technology assessments	Costs associated with assessing appropriate technologies for recovering resources (separators, compact sorters, crushers, bailers, etc.).
Legal expenses	Costs associated with obtaining legal assistance in designing and reviewing contracts, intergovernmental agreements, tribal laws/codes/regulations, or other legal documents.

FY21 GAP Notification: ATTACHMENT B

Allowable Solid Waste Implementation Activities Under GAP	
Description	Examples
Construction feasibility studies	Costs associated with designing appropriate construction plans, including whether the project is viable, identifying feasible options, and developing a business/operating plan.
Source separation projects (activities that are part of a sustainable waste management program designed to increase waste source reduction, recycling, composting, and sustainable materials management)	Source separation supplies and equipment (regulations governing the use, management, and disposition of equipment acquired under a grant are found at 40 CFR 31.32). Activities to provide technical assistance and education to schools, businesses, and other organizations to promote adoption of waste minimization activities in accordance with an IWMP. Conducting voluntary "community clean up events" (typically co-sponsored with schools, businesses, or other organizations) to promote awareness, knowledge, and behavioral changes in accordance with an IWMP.
Fiscal or economic investigations or studies.	Waste management facility economic viability analysis, including costs associated with establishing and implementing an effective pay-for-service system, pay-as-you-throw system, or other fee-collection or cost recovery system.
The purchase, repair, upgrade, and replacement of resource recovery, resource conservation, and source separation supplies and equipment .	<p>Repair, upgrade, and replacement of source separation/ resource recovery supplies and equipment (e.g., vehicles, scales, crushers, shredders, sheds, fencing, containers/bins, and signage). Allowable costs do not extend to regular trash collection program supplies and equipment.</p> <p>Repair, upgrade, and replacement of resource recovery, resource conservation, and source separation supplies and equipment are not the same as routine maintenance, which is a prohibited cost (see below).</p>
The construction, repair, upgrade, and replacement of resource recovery, resource conservation, and source separation facilities .	Recycling centers, compost facilities, household hazardous waste collection facilities, bulk waste/appliance/electronic waste collection facilities, used oil collection stations, source separation elements of a transfer station, and other similar facilities. Due to the general prohibition on use of GAP funds for construction, Section 1.4 of the GAP Guidance establishes a requirement to receive approval from the AIEO Director for all construction activities.
Leading circuit rider, train the trainer, and peer-match programs.	Providing technical assistance to other tribes working to establish effective solid waste management programs.
E.4(d) Cleanup and Closure Activities	
A wide range of cleanup activities are deemed eligible under GAP; see subsections E.4(d)(i), E.4(d)(ii), and E.4(d)(iii) for specific requirements. If funded, cleanup and closure work should include documentation on the amount of waste removed/recycled, the types of wastes removed, and the disposition of the waste. Applicable solid waste regulatory standards for classification of disposal facilities and practices found at 40 C.F.R. Part 257 apply. Cleanup activities must also comply with all applicable closure and post closure criteria found at 40 CFR Part 258.	Abandoned waste removals; abandoned vehicle removals; open dump cleanups and closures. Some cleanup activities may require terms and conditions to ensure proper handling of hazardous waste, including but not limited to practices for packaging, temporary storage, and manifest forms used for identifying the quantity, composition, and the origin, routing, and destination of hazardous waste during its transportation from the point of generation to the point of disposal, treatment, or storage. In accordance with the GAP Guidance, Section E.4(d), AIEO Director approval is required prior to funding cleanup activities (page 31 of 42).

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Allowable Solid Waste Implementation Activities Under the FY 2016 Consolidated Appropriations Act	
Description	Examples
Collection, transportation, storage, backhaul, and disposal of solid waste and/or recovered resources (recyclables, compost, e-waste, bulk waste, construction debris, light bulbs, batteries, household hazardous waste, etc.).	Door-to-door collection; retrieval of materials from collection stations; transporting materials to waste management and recovered materials processing facilities (such as a tribal transfer station or recycling center); transporting materials to disposal facilities (such as a landfill or incinerator); disposal fees.
Equipment, vehicle, and facility operations and maintenance (including fuel).	Salaries and wages for drivers, technicians, operators, or other workers responsible for conducting facility and service delivery operations (trash/recycling collectors, separators, environmental sanitation engineers, etc.); Staffing costs for crushing cans, baling paper, boxing light bulbs, securing/handling of household hazardous waste, sweeping/cleaning the facility, weighing materials, operating equipment, and driving trucks or other vehicles; and routine scheduled maintenance for vehicles and equipment.
Subsidies for the price of recovered resources.	Payments to incentivize increased participation in the source separation and recovered resource market.
The repair, upgrade, and replacement of municipal solid waste supplies and equipment.	Repairing, upgrading, and replacing regular trash collection program supplies and equipment.
The construction, repair, upgrade, and replacement of municipal solid waste facilities.	Constructing, repairing, upgrading, and replacing regular trash collection program facilities. Due to the general prohibition on use of GAP funds for construction, Section 1.4 of the GAP Guidance establishes a requirement to receive approval from the AIEO Director for all construction activities.

Unallowable Solid Waste Activities Under GAP	
Description	Examples
The following unallowable activities fall outside the scope of programs authorized under GAP. Consistent with the authority to fund tribal solid waste program implementation under GAP, EPA applies statutory allowances and prohibitions under the Solid Waste Disposal Act, also known as the Resource Conservation and Recovery Act (RCRA), to GAP funding decisions. In addition, “general costs of government services normally provided to the general public” are prohibited by 2 C.F.R. §225, Appendix B(19)(a)(5): “Cost Principles for State, Local, and Indian Tribal Governments.”	
Acquisition of land or interest in land.	GAP and RCRA do not authorize payments for the acquisition or interest in land.
Other general government expenses described at 2 C.F.R. §225, Appendix B(19)(a)(5): “Cost Principles for State, Local, and Indian Tribal Governments.”	(1) Salaries and expenses of the chief executive of federally-recognized Indian tribal government; (2) Salaries and other expenses of a tribal council; (3) Costs of the judiciary branch of a government; (4) Costs of prosecutorial activities; and (5) Costs of other general types of government services normally provided to the general public.

EPA/TRIBAL ENVIRONMENTAL PLANS

In accordance with the GAP Guidance, EPA will work with each tribe to develop and implement an EPA-Tribal Environmental Plan (ETEP), which sets the stage for stronger environmental and human health protection in tribal communities. The purpose of an ETEP is to develop the complete picture of the particular environmental issues facing the tribe, establish a shared understanding of the issues the tribe will be working on, and a shared understanding of those issues that EPA will address consistent with its responsibility to protect human health and the environment. ETEPs are instrumental for tribes and EPA to define mutual roles and responsibilities for environmental protection program implementation on tribal lands, and help prioritize the tribal work funded under GAP, and work conducted by EPA in the tribal arena. GAP work plans should direct funds toward developing environmental program capacities that support the long-term priorities and goals in the ETEP.¹

When applying for GAP financial assistance, tribes should describe how their proposals respond to the program development goals documented in their ETEP. Tribes and EPA should jointly review the ETEP at least annually and update it as appropriate to reflect greater clarity on environmental program administration priorities over time, to adjust performance expectations, or account for changing environmental and administrative conditions. As a result, tribes may include activities to update their ETEP in their work plan proposals.

Consistent with the ETEP completion schedule established pursuant to GAP guidance, Section 4.4 (p. 19 of 22), EPA set December 31, 2018 as a deadline for tribes and EPA to establish ETEPs. In accordance with this established schedule, the following guidance applies to any tribe that does not have a complete ETEP (i.e., that includes the four components outlined in the GAP Guidance, Section 4 (p. 13 of 22)), at the time of applying for GAP funding during Federal Fiscal Year 2019 and beyond:

1. The EPA Regional Office may request approval from the director of EPA's American Indian Environmental Office to modify its schedule, and have a documented agreement for an ETEP completion date that is later than December 31, 2018, and the tribe's work plan includes a component to finalize the ETEP by the new agreed-upon date. Note: If an EPA regional office fails to establish an ETEP with a tribe in accordance with the approved schedule, EPA may consider the ETEP grant condition to be unmet and the GAP grant could be denied.
2. EPA reserves the right to award new, incremental or supplemental funding only for work plan activities related to finalizing the ETEP.
3. For any tribe seeking GAP funding for the first time or after several years without GAP funding that does not have an ETEP, EPA expects ETEP development to be included as a component of the tribe's work plan.

Please see Section 4.0 of the GAP Guidance for specific information on the purpose, format, components and use of an EPA-Tribal Environmental Plan. See Appendix III of the GAP Guidance for a sample GAP work plan component for this task.

See additional U.S. EPA Region 9 Guidance on ETEPs at: <https://www.epa.gov/tribal-pacific-sw/region-9-sample-tribal-environmental-plans-teps>

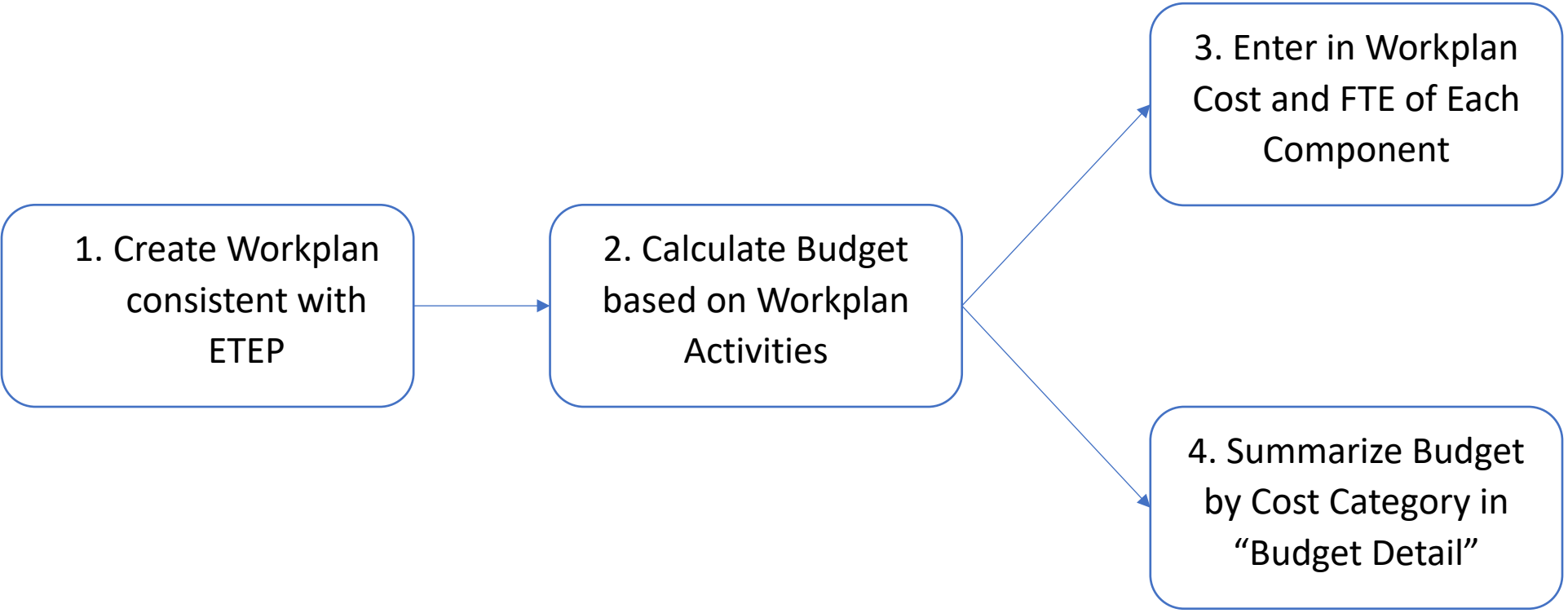
¹ See GAP Guidance Section 4: "Developing EPA-Tribal Environmental Plans (ETEPs)" (p. 13 of 22).

Attachment D – Example Workplan and Budget Templates

Attachment D provides an example step-wise approach grantees may take to develop a workplan (See D.2) and to estimate costs for each component (See D.3) and for the overall workplan, as summarized in the Budget Detail (See D.4). Attachment D.5 provides useful definitions.

Note: Many grantees already use spreadsheet-based estimators to develop estimates of costs and FTE. Please let your project officer know if you are interested in learning more about these existing tools.

D.1 – Example Stepwise Approach for Developing Workplan and Budget



D.2 – GAP Workplan Template

Attachment D.2 provides an example workplan template in table format. Workplans in table format are encouraged. Costs to complete eligible activities should be documented in the budget, and any item in the budget should be noted somewhere in the workplan. Total workplan cost should match total budget cost.

	Components and Commitments	Outcome(s)/Environmental Results (Component only) Outputs and Deliverables (Commitments only)	Capacity Indicators	Completion Date	Estimated Cost	Estimated FTE
1	Component 1 [Component Name]: [General Description of Component]	Enter component environmental outcome(s)/environmental results here - these can be <u>long-term</u> and <u>general</u> .			Enter the total cost to complete all commitments under the component.	Enter the total FTE to complete all commitments under the component.
	Commitment 1.1 [Insert more detailed description. Who will do what? What will be done?]	Enter commitment outputs and deliverables here. These are <u>time-bound</u> and <u>specific</u> . This should indicate succinctly and specifically the final product or result and indicate what will be submitted. This space should not describe how activity will be completed.	Enter the capacities this work is helping to develop.	Enter the date by which this commitment is anticipated to be completed.	Enter estimated cost to complete the commitment (optional).	Enter the estimated FTE to complete the commitment (optional).
Example						
3	Component 3 Water Quality Baseline Assessment: Tribe will assess available water quality information needed to build a water quality program.	Outcomes/Environmental Results: Tribe has an effective water quality program and observes improved water quality.	D.3.9 D.3.5		\$2,402	0.05
3.1	Water Quality Baseline Assessment. Environmental Technician (ET) will gather existing information on tribal water resources, associated environmental and human health issues, and water quality data from available sources including EPA, state and local agencies, universities, and researchers. Local travel is anticipated. Environmental Director (ED) and ET will meet quarterly to discuss. ED will provide report summarizing available data and identifying data gaps.	Outputs and Deliverables: <ul style="list-style-type: none"> Summary of activities in each quarterly report By August 30, 2020, provide summary report, including photos. 	D.3.9 D.3.5	January 31, 2021, April 30, 2021, July 31, 2021: Status update. August 30, 2021: Summary report.	\$2,402	0.05

Note: In this simplified example, only one commitment is presented (to allow the entire example to fit onto a single page for simplicity). In many cases, each component would have more than one commitment, and the commitment subtotals would add up to the component totals.

D.3 – Estimating the Cost at the Component Level

Costs can be developed from the ground-up. For each eligible activity, identify how many personnel hours will be required to complete the task, as well as any necessary supplies, travel, equipment, contractor, or other costs. Documenting assumptions helps to confirm costs are reasonable.

D.3.1 Estimating Labor Hours Non-Labor Direct Costs for Component 3

		Environmental Director (hours)	Environmental Technician (hours)	Supplies (\$)	Travel (\$)	Equipment (\$)	Contractor (\$)	Other (\$)	Notes / Assumptions
3	Water Quality Baseline Assessment								
3.1	Water Quality Baseline Assessment	10	100	\$100	\$58	\$ -	\$ -	\$100	ET: 60 hours of research; 40 hours to develop report ED: 10 hours to review 100 miles of local driving (\$0.58/mile) Supplies: camera to visually document conditions of tribal waterways (\$100) Fees to acquire studies/reports: \$100.
	Subtotals	10	100	\$100	\$58	\$ -	\$ -	\$100	

Using this example approach, to develop the total cost of an individual component:

- Apply hourly rates to total number of hours
- Apply Fringe (as applicable) and IDC (as applicable) to calculate subtotal of personnel costs for the component
- Apply IDC (as applicable) to supplies, travel, and other. Note: IDC normally does not apply to equipment or contractor costs. Check your IDC agreement.
- Sum the subtotals from each cost category to arrive at the total cost for the component.

D.3.2 Subtotal of Personnel Costs for Component 3

Position	Total Hours (from above)	FTE (hours/2080)	Rate	Subtotal	Fringe (10%) ¹	Subtotal	IDC (if applicable) (10%) ¹	Subtotals
Environmental Director	10	0.0048	\$25	\$250	\$25	\$275	\$27.50	\$302.50
Environmental Technician	100	0.048	\$15	\$1,500	\$150	\$1,650	\$165.00	\$1,815
							Total	\$2,118²

Notes:

1. 10% used as example for simplicity purposes. Use only approved fringe and IDC rates.
2. Round to nearest dollar.

D.3.3 Subtotal of Supply Costs for Component 3

Total Calculated Supplies Cost	IDC (if applicable)	Subtotals
\$100	\$10	\$110
Total		\$110

D.3.6 Subtotal of Contractor Costs for Component 3

Total Contractor Costs	IDC (if applicable)*	Subtotals
<i>[Contract cost would be listed here]</i>	*IDC usually does not apply here.	\$0
Total		\$0

D.3.4 Subtotal of Travel Costs for Component 3

Total Calculated Travel Cost	IDC (if applicable)	Subtotals
\$58	\$5.80	\$63.80
Total		\$64*

*Suggest rounding to the nearest dollar.

D.3.5 Subtotal of Equipment Costs for Component 3:

Total Calculated Equipment Cost	IDC (if applicable) *	Subtotals
<i>[Equipment costs would be indicated here]</i>	*IDC usually does not apply here.	\$0
Total		\$0

D.3.7 Subtotal of Other Costs for Component 3

Total Other Costs	IDC (if applicable)	Subtotals
\$100	\$10	\$110
Total		\$110

D.3.8 Subtotal of Costs for Component 3:

Category	Total
Personnel (FTE)	0.05
Personnel with fringe and IDC (\$)	\$2,118
Supplies with IDC (\$)	\$110
Travel with IDC (\$)	\$64
Equipment	\$0
Contractor	\$0
Other with IDC (\$)	\$110
Total for Component 3 (\$)	\$2,402

D.4 – Developing the Budget Detail

Grant applications require submittal of a “Budget Detail” that summarizes costs for the workplan by category. Using this step-wise approach, grantees would already have subtotals for personnel, fringe, travel, equipment, supplies, contracts, and other costs, for each individual component. The budget detail summarizes the sum of costs for all components, representing the total cost for the workplan.

Note: For the budget detail, provide the subtotals for each category without fringe or IDC. Fringe (if applicable) should be presented as a separate line item below personnel. IDC (if applicable) should be presented as a separate line item at the bottom of the budget detail.

D.4.1 Subtotal of Personnel for Overall Budget Detail

Positions	Base Rate/Hour ¹	Total Hours ²	FTE ³	Total ⁴
Environmental Manager	\$25			
Environmental Technician	\$15			
Personnel subtotal				

Notes:

1. Exclude IDC and Fringe here.
2. Sum hours for each GAP-funded position across all components/commitments.
3. Sum FTE for each GAP-funded position across all components/commitments.
4. Multiply base rate by total hours for each GAP-funded position to calculate total (exclude IDC and fringe).

D.4.2 Subtotal of Fringe for Overall Budget Detail

Positions	Subtotal ¹ (\$)	Fringe Rate ²	Personnel with Fringe (\$) ³
Environmental Manager		10%	
Environmental Technician		10%	
Fringe subtotal			

Notes:

1. Use subtotals from Personnel table
2. Use only approved fringe rates. 10% is used here as example only.
3. Exclude IDC here.

D.4.3 Subtotal of Travel for Overall Budget Detail

Description	Trips	People	Days	Total ²	Notes ^{3,4}
Mileage	4 (day trips)	1	4	\$58	4 trips. 25 miles each. Supports Commitment 3.1.
[Travel] ¹					
Travel subtotal				\$58	

Notes:

1. List travel (without IDC) required for workplan activities. Indicate which commitment travel supports.
2. Exclude IDC here.
3. Explain which commitment(s) each trip supports.
4. Include any additional supporting information.

D.4.4 Subtotal of Equipment for Overall Budget Detail

Description	Price	Qty	Total ²	Notes ³
[Equipment] ¹				
Equipment Subtotal				

Notes:

1. List equipment (without IDC) required to complete workplan activities.
2. Exclude IDC here. Usually IDC does not apply to equipment costs.
3. Explain which commitment(s) each piece of equipment supports.

D.4.5 Subtotal of Supplies for Overall Budget Detail

Description	Price	Qty	Total ²	Notes ³
Camera	\$100	1	\$100	Corresponds to Commitment 3.1
[supplies] ¹				
Supplies Subtotal				

Notes:

1. List supplies (without IDC) required to complete workplan activities.
2. Exclude IDC here.
3. Explain which commitment(s) each supply supports.

D.4.6 Subtotal of Contract Costs for Overall Budget Detail

Description	Price	Qty	Total ²	Notes ³
[contract costs] ¹				
Contract Subtotal				

Notes:

1. List contract cost(s) required to complete workplan activities.
2. Exclude IDC here. Usually IDC does not apply to contract costs.
3. Explain which commitment(s) each supply supports.

D.4.7 Subtotal of Other for Overall Budget Detail

Description	Price	Qty	Total ²	Notes ³
Fees to acquire studies/reports	\$100	1	\$100	Corresponds to Commitment 3.1
[Other] ¹				
Other Subtotal				

Notes:

1. List other costs (without IDC) required to complete workplan activities.
2. Exclude IDC here.
3. Explain which commitment(s) each supply supports.

D.4.8 Totals for Overall Budget Detail

Present a summary of total costs required to complete workplan activities. An example summary table is provided below.

Category	Subtotal
FTE (decimal of full-time equivalent employee(s))	
Personnel (\$) (without IDC)	
Fringe Rate (if applicable) (%)	
Fringe (\$) (without IDC)	
Travel (without IDC)	
Equipment (without IDC)	
Supplies (without IDC)	
Contract (without IDC)	
Other (without IDC)	
Base for Applying IDC (if applicable) ¹ :	
IDC Rate (if applicable) (%)	
IDC (\$)	
Total²	

Notes:

1. Usually includes all direct costs less capital expenditures and pass through funds like contracts)
2. Total in budget detail should match total in workplan.

D.5 – Budget Definitions

Personnel - List all staff positions for the project by title. Give hourly salary rate, number of hours allotted to the project, and total cost for the project period. For proposed salary increases, please verify that the increase is due to a tribal government policy (e.g., cost of living, promotion) or Tribal Council Action (such as a resolution) to support the increases.

Fringe Benefits - Identify the percentage used for your calculation and what benefits are included.

Travel - Travel costs should be itemized each staff person and trip. Indicate the budgeted travel purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc.

Equipment - Identify each item to be purchased which has an estimated acquisition cost (including shipping) of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies. Please provide a detailed justification and identify the appropriate work plan component and/or commitment number and explain how you arrived at your estimates. If applicable, indicate why it is more cost effective to purchase rather than lease.

Supplies - "Supplies" means all tangible personal property, other than "equipment". The detailed budget should identify categories of supplies to be procured (e.g., office supplies), and their cost. If requesting items previously purchased, explain why they are being purchased again. Explain how you arrived at your estimates.

Contractual - Identify each proposed contract, procurement method, and specify its purpose and estimated cost. Provide information on how the estimates were arrived at.

Note: Applicants should review the 2 CFR Part 200 concerning procurement, and the need to provide justification for sole source agreements and documentation concerning cost-price analysis for contracts and other agreements. If your project requires the hiring of consultants (individuals with specialized skills who are paid at an hourly or daily rate), the maximum allowable consultant rate cannot exceed the maximum daily rate for a Level IV of the Executive Schedule, adjusted annually. You may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages", and select "Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

Other - Include items here which do not fit in the other specific budget categories. Give a brief description of the expense and how you arrived at the estimate. *Grantees who own their building are not entitled to reimbursement for rent; however, they may directly charge for utilities, insurance, depreciation and maintenance costs using a cost allocation plan. If an expense is being shared with other programs, please provide the cost share formula.

Indirect Costs (IDC) - If indirect charges are budgeted, indicate the approved rate and base. The base amount is usually total direct costs, less capital expenditures and pass through funds. Pass through funds are normally defined as major subcontracts, payments to participants, stipends to eligible recipients, and subgrants, all of which normally require minimal administrative effort. However, please refer to your negotiated agreement for specific guidance. Provide a copy of your most recent indirect cost rate agreement that qualifies. For budgeting purposes only, the rate cannot have expired more than 3 years prior to the proposed project start date for the grant you are applying for.

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Eligibility of Tribes and Intertribal Consortia

Indian tribal governments and intertribal consortia are eligible to receive funds under this program. These terms are defined in 40 CFR 35.502 as follows:

An *Indian tribal government*, except as otherwise defined in statute or applicable program specific regulation, is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village, which is recognized as eligible by the U.S. Department of the Interior for the special services provided by the United States to Indians because of their status as Indians.

An *intertribal consortium* is a partnership between two or more tribes authorized by the governing bodies of those tribes to apply for and receive assistance under the Indian Environmental General Assistance Program.

Under EPA's tribal grant regulations, an intertribal consortium is eligible to receive GAP financial assistance when the consortium can adequately document compliance with the following requirements:

1. A majority of its members are eligible to receive GAP grants;
2. All member tribes that meet GAP eligibility requirements authorize the consortium to apply for and receive the award; and
3. Adequate accounting controls are in place to ensure that only members that meet the eligibility requirements will benefit directly from the award and the consortium agrees to an award condition to that effect.

This means that a consortium may receive a GAP grant even if the consortium includes members that are not federally recognized tribes, so long as the consortium meets the three regulatory requirements specified above. Authorization of the consortia to apply for and receive the GAP award is required from all GAP-eligible member tribes.

For purposes of determining intertribal consortia eligibility, a "GAP-eligible tribe" is any tribe that meets the definition of Indian tribal government (tribe) in 40 CFR 35.502. With each new or supplemental GAP grant application, an intertribal consortium must provide EPA with "adequate documentation" of: (1) the existence of the partnership between eligible tribal governments; and (2) authorization by all GAP-eligible member tribes for the consortium to apply for and receive the new or supplemental GAP grant. This documentation ensures clear communication between consortia and member tribes so that EPA is able to appropriately consider individual tribal needs and priorities when awarding GAP funds to intertribal consortia. As an example, tribal authorization may be provided by a tribal council resolution or other written certification from a duly authorized representative of each GAP-eligible member tribe.

Tribal government endorsements and authorizations must indicate consortia work plan commitments that compliment but do not duplicate commitments in tribal work plans. Applications that do not contain adequate documentation from all GAP-eligible tribes will be considered incomplete.

In accordance with Guiding Principle #2, EPA will award GAP funds to help tribes accomplish their tribal environmental program development goals as outlined in their EPA-Tribal Environmental Plan. To further this principle, intertribal consortia are advised to describe how their grant proposals support the program development goals outlined in the ETEPs developed by their GAP-eligible member tribes.

Planning, Developing, and Establishing Tribal Waste Management Capacity

Tribal environmental departments develop waste management program capacity through a range of planning and development activities. Please see **Section E.3** of the [GAP Guidebook](#) for a non-exclusive list of tribal environmental protection program capacity indicators that EPA will use to evaluate progress under GAP.

EPA's main tribal solid waste priority is the promotion of sustainable waste management programs through the development and implementation of Integrated Waste Management Plans (IWMPs).

Development of IWMPs will be prioritized ahead of any implementation work that is proposed if a tribe does not have a plan in place.

Tribes may use GAP funds for any activity identified in an approved work plan designed to establish an applicable capacity indicator, and tribes may choose which capacities apply to their own situations. The list of capacity indicators is meant to be a non-exclusive list, but tribal environmental programs will need to establish suggested capacities to move into solid waste implementation activities consistent with the Solid Waste Disposal Act.

Once a Tribe has established the appropriate capacities (listed under **Section E.3.** in [GAP Guidebook](#)), GAP funds can be used for the following implementation activities in order of priority: (a) program administration; (b) compliance and enforcement; (c) solid waste management, resource recovery, and resource conservation support; and (d) cleanup and closure.

- (a) Tribal Waste Management Program Administration:** Program administration generally includes all administrative oversight functions to ensure proper program implantation (e.g. financial management, human resources management, program performance evaluation, scheduling). **Examples: Personnel costs for tribal environmental department and administrative staff who oversee/coordinate waste management programs and workers.**
- (b) Tribal Compliance and Enforcement Programs:** GAP may fund implementation activities associated with tribal waste management laws, codes, and/or regulations, such as compliance assurance (including inspections) and enforcement consistent with extent of the tribe's authority. In addition, GAP may fund tribes to support compliance with federal requirements, including: (1) compliance assurance (including inspections) under Tribal authority at non-hazardous waste disposal facilities to help verify compliance under 40 CFR Part 257 and/or Part 258. Examples: Conducting inspections, providing compliance assistance, to non-hazardous waste disposal facilities and providing results to of such inspections to appropriate EPA personnel. (2) compliance assistance and inspections that help verify that hazardous waste generators are in compliance with 40 CFR Parts 172, 173, 178, and 179. In accordance with a tribally approved IWMP, tribes may also use GAP funds to conduct community outreach and education programs on solid waste, hazardous waste, source reduction, and diversion, and USTs. Examples: Conducting inspections and providing compliance assistance to hazardous waste facilities and providing results of such inspections to appropriate EPA personnel.
- (c) Activities to Support Solid Waste Management, Resource Recovery, and Resource Conservation:** Consistent with RCRA § 4008, activities funded under GAP may include: facility planning and feasibility studies; expert consultation; surveys and analysis of market needs; marketing recovered resources; technology assessments; legal expenses; construction feasibility studies; source separation projects; and fiscal or economic investigations or studies, **but shall not include any other element of construction or any acquisition of land or interest in land, or any subsidy for the price of recovered resources.** Activities that are part of a sustainable waste management program designed to increase waste source reduction, recycling, composting, and sustainable materials management are also allowed. Purchase, repair, upgrade, or replacement of resource

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recovery, resource conservation, and source separation supplies and equipment (e.g. vehicles, scales, containers, crushers, shredders, sheds, fencing, and signage) may be eligible for GAP funding. Similarly, construction, repair, upgrade, and replacement of source separation facilities (e.g. transfer stations (costs associated with determining appropriate size, location, design characteristics, and estimated operating costs for potential solid waste management and/or disposal facilities), recycling centers, and compost facilities, household hazardous waste collection facilities, bulk waste/appliance/electronic waste collection facilities, construction and demolition debris facilities, used oil collection stations, and other similar facilities) may also be funded under GAP. **Other examples:** expert consultation, surveys and analysis of market needs, marketing of recovered resources, technology assessments, legal expenses, construction feasibility studies, source separation projects (activities that are part of a sustainable waste management program designed to increase waste source reduction, recycling, composting, and sustainable materials management).

- (d) **Cleanup and Closure Activities:** GAP funds can be used to implement solid and hazardous waste programs consistent with the GAP statute, including cleanup activities, however, the focus will remain on supporting tribal government efforts to develop a sustainable program designed to prevent new, or reoccurring, unauthorized dumping on tribal lands. Indian Health Service is the primary agency responsible for identifying, assessing and funding open dump cleanup and closure.

If a tribe does propose cleanup and closure activities in their GAP work plan, it must have either

(1) established capacity under the following indicators (as described in the [GAP Guidebook](#)) E.3.5, E.3.6, E.3.7, E.3.8, E.3.17, and E.3.18 or (2) be “substantially pursuing tangible elements” of a program. Please look in the [GAP Guidebook](#) and consult your Project Officer for more specifics. **If a tribe has not developed, or is not “substantially pursuing” the listed capacities, EPA will not prioritize providing financial assistance under GAP for cleanup and closure activities UNLESS the open or unauthorized dump presents an imminent or substantial endangerment to human health or the environment.**

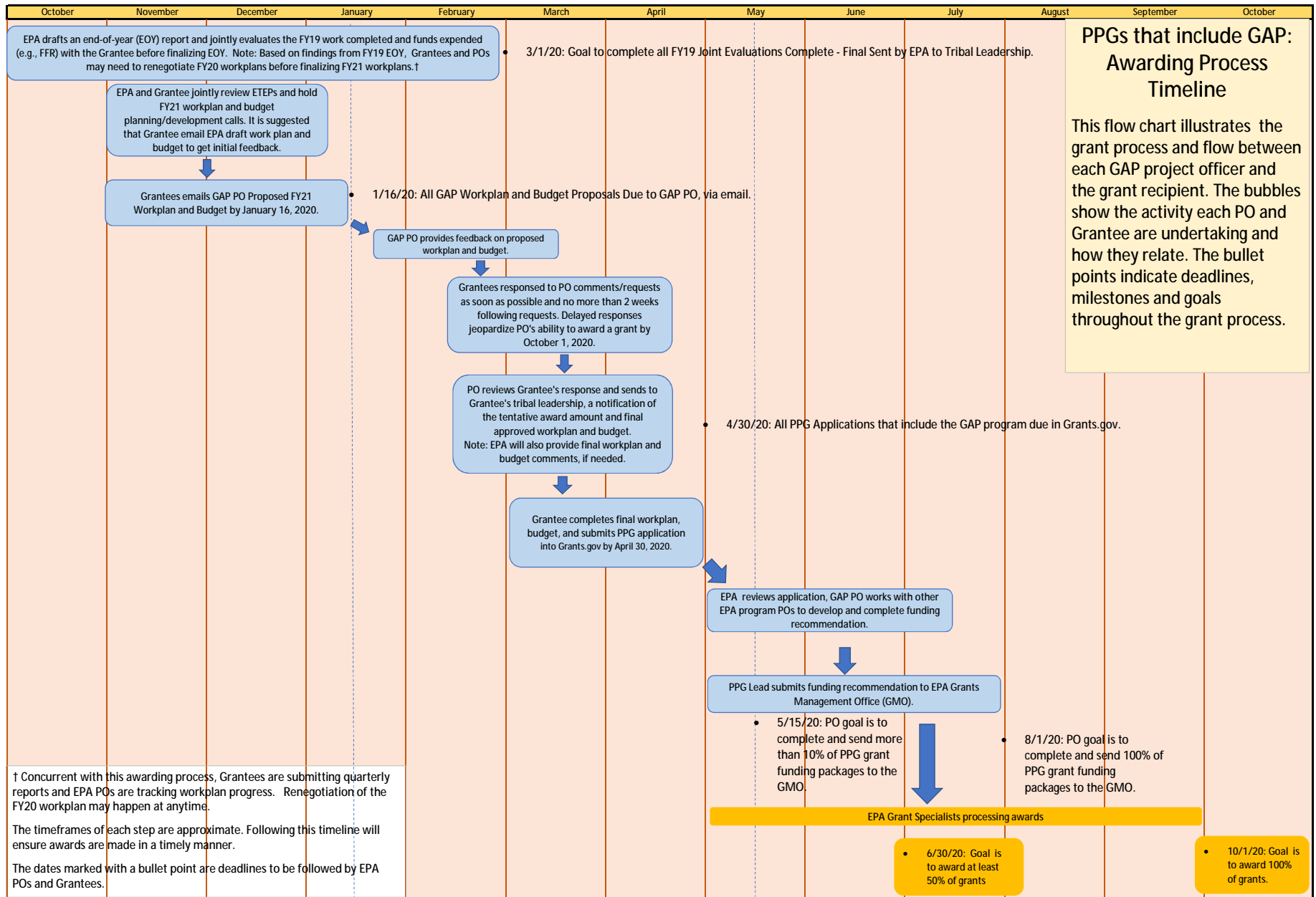
Allowable solid waste and recovered resource collection, transportation, backhaul and disposal costs under the Consolidated Appropriations Act of 2018 will need to be identified with a separate work plan component and budget. One-time work plan commitments such as **solids waste clean-ups** and associated costs should also be described in separate work plan components and budgets. Tribes seeking GAP financial assistance for collection, transportation, backhaul and disposal activities should structure their proposals to identify: (1) where the serviced materials came from (residential, institutional, or commercial sources); (2) the type of serviced materials (solid waste or recoverable materials like metal, glass, organics, electronics, etc.,) and (3) how much material was serviced (weight/volume estimate). For more information about waste and recovered materials classifications, see: <https://www.epa.gov/smm/advancing-sustainable-materials-management-facts-and-figures>. Applicants should review the following supplemental GAP guidance before seeking GAP funds for solid waste and recovered materials collection, transportation, backhaul, and disposal services: *Allowable Solid Waste and Recovered Resource Program Implementation, Collection, Transportation, Backhaul and Disposal Costs under the Consolidated Appropriations Act, 2016* (available at <https://www.epa.gov/tribal/implementation-activities-related-solid-waste-and-recovered-materials-are-allowable-gap>).

FY21 GAP Notification: ATTACHMENT F

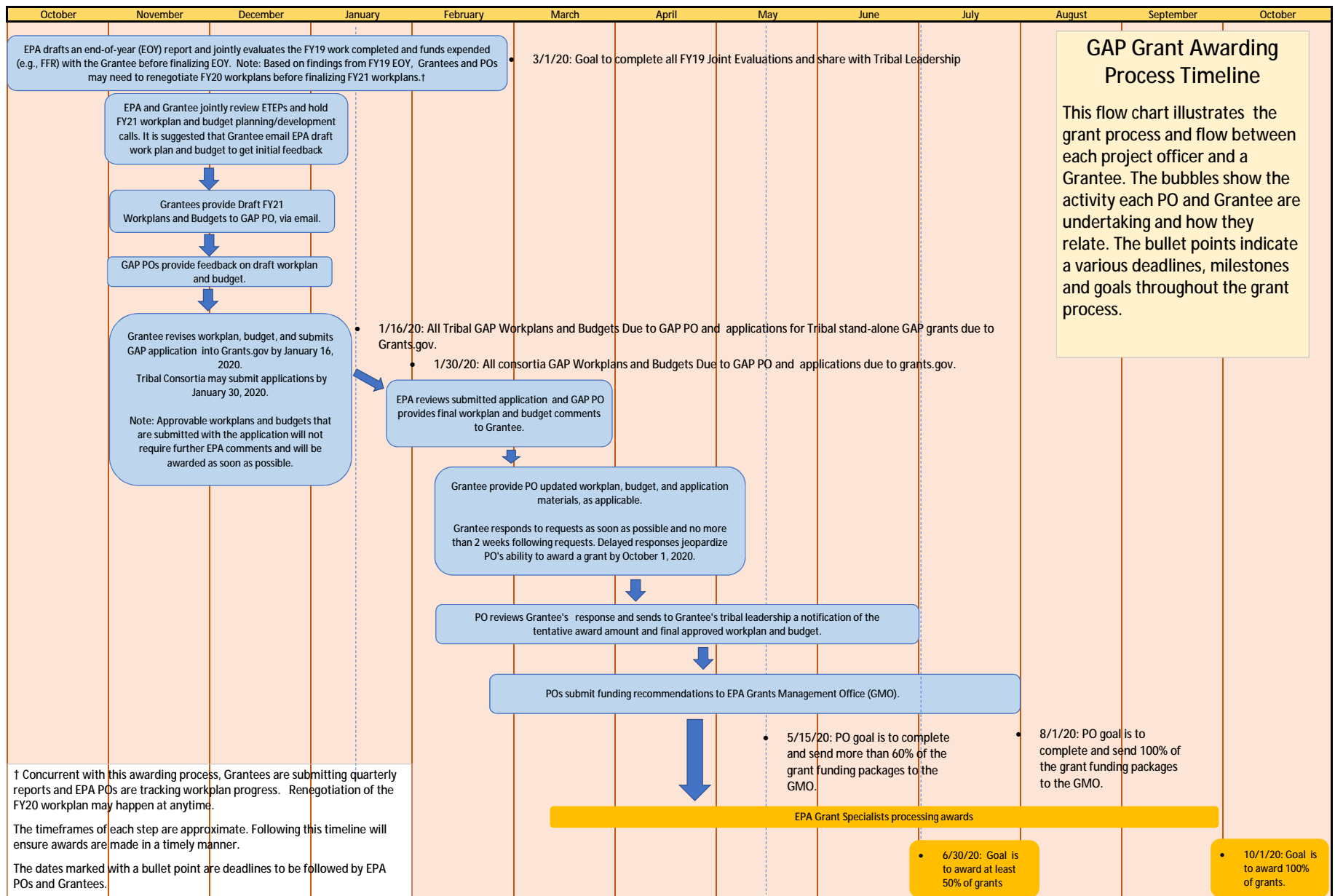
The Tribal Waste Management Funding Resources Directory is a searchable tool that provides a list of financial waste management assistance resources that are available to tribes and nonprofit organizations: <https://www.epa.gov/tribal-lands/tribal-waste-management-funding-resources-directory>.

The Technical Assistance Directory is a comprehensive list of waste management technical assistance providers that are available to tribes: <https://www.epa.gov/tribal-lands/tribal-waste-management-technical-assistance-directory>.

GAP Grant Awarding Process Timeline Flowchart for PPGs



GAP Grant Awarding Process Timeline Flowchart



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Section Relating to Authority under the Consolidated Appropriations Act of 2016

The Consolidated Appropriations Act, 2016 (Public Law No: 114-113) states that funds appropriated for Federal Fiscal Years 2016 through 2020 shall be available to tribes for financial assistance under GAP for, “solid waste and recovered materials collection, transportation, backhaul, and disposal services.” Tribes seeking GAP financial assistance for these unique activities should structure their proposals to identify: (1) where the serviced materials came from (residential, institutional, or commercial sources); and (2) how much material was serviced (weight/volume estimate). For more information about waste and recovered materials classifications, see: <https://www.epa.gov/smm/advancing-sustainable-materials-management-facts-and-figures>. Applicants should review the following supplemental GAP guidance before seeking GAP funds for solid waste and recovered materials collection, transportation, backhaul, and disposal services: Allowable Solid Waste and Recovered Resource Program Implementation, Collection, Transportation, Backhaul and Disposal Costs under the Consolidated Appropriations Act, 2016 (available at <https://www.epa.gov/tribal/implementation-activities-related-solid-waste-and-recovered-materials-are-allowable-gap>).

FY21 GAP GRANT Application

IMPORTANT DEADLINES:

Individual Tribe Applying for a Stand-Alone GAP grant

- Complete Application to grants.gov
 - Thursday, January 16, 2020
- GAP Workplan and Budget to Project Officer
 - Thursday, January 16, 2020

GAP Funding Through a Performance Partnership Grant (PPG)

- Complete Application to grants.gov
 - Thursday, April 30, 2020
- GAP Workplan and Budget to Project Officer
 - Thursday, January 16, 2020

Tribal Consortium

- Complete Application to grants.gov
 - Thursday, January 30, 2020
- GAP Workplan and Budget to Project Officer
 - Thursday, January 30, 2020

Contact Information: Jeremy Bauer, Tribal Branch Manager
Tribal Branch, TIP-3 75 Hawthorne Street
San Francisco, California 94105
Phone: (415) 972-3054

FY21 GAP Notification: ATTACHMENT J

WORKPLAN and BUDGET DEVELOPMENT TIPS and COMPLETION CHECKLIST

This attachment provides some general tips and checklist to help grantees develop and finalize their workplans, budgets, and applications.

Component-level content

Name	A brief description of the program area.
Long-term Outcome	Broad description of the environmental or human health goal that usually extends beyond workplan period; e.g. reduction of environmental risks, increase of environmental awareness
Capacity Indicator	GAP Guidebook Indicators in the components will either achieve or build towards achieving over a longer time period, e.g. "B.2.2 Staff with appropriate skills, knowledge, and experience to manage the environmental program."
Intermediate Outcome	Tangible outcomes that are directly tied to the activities described in the component and are likely to be achieved within the workplan period, e.g. "Completed Integrated Solid Waste Management Program Plan."
Estimated Component cost	Total cost of the component including personnel, fringe, direct and indirect costs as appropriate. If you have detailed costs at the commitment level, please ensure commitment costs sum to total component cost.
Estimated Work Years	The total personnel time expressed as a proportion of 1 Full-Time-Equivalent work year (2080 hours). For example, if a component will take 104 hours to complete, that component is equal to 0.05 FTE (104/2080).

Commitment-level content

Description	The actual activities that will be undertaken to achieve the commitment with specific details on who will do what, how often, and when. If some combination of activities will be included but are not yet firmly determined, this description should include a firm number and some potential examples, e.g. "Personnel will research new grants and apply for at least 2 of the following: BIA Wildlife Grant, Water 106 Grant, Water 319 Grant."
Estimated Cost	While this is <u>not</u> required, it can be helpful for EPA to receive commitment cost estimates and can be useful for the Tribe's planning purposes and to help EPA see how the component costs will be broken down.
Milestone/ End Date/ Completion	The actual date the commitment itself will be completed. Should not be the same day for all commitments, but rather should reflect their timing throughout the year.
Positions	The actual personnel who will be working on this activity. Note: the personnel listed here should all be included in the budget as directly billable to the GAP Grant.
Outputs and Deliverables	The specific, tangible products of this commitment that will be delivered to EPA. These outputs need not be exhaustive (i.e. they do not need to include all documents produced as part of the commitment), but rather should demonstrate satisfactory completion of the commitment.

Words indicating "Capacity Building" include...

Develop	Build	Create	Design	Guidelines	Schedule
Organize	Delegate	Designate	Innovate	Elaborate	Assemble
Progress	Expand	Outline	Plan	Workout	Craft
Compose	Frame	Evolve	Generate	Model	Paradigm
Formulate	Produce	Change	Better	Modernize	Improve
Train	Prepare	Enhance			

FY21 GAP Notification: ATTACHMENT J

Workplan Dos and Don'ts

Dos	Don'ts
Submit workplans that build on the work of prior years.	Do not submit identical workplans, components, or commitments (with rare exceptions, e.g., qtrly reporting & annual EOY)
Specify interim deliverables in current workplan if activity is anticipated to be part of a larger, multi-year effort.	For RTOC and Tribal EPA Conference deliverables, do not submit the agenda as part of deliverables
Build in time for approvals in advance of deadlines. Tribal Government approvals for workplan, budget, or application may take some time.	Do not wait until the week before application is due to develop work plan
Separate unrelated activities into discrete components or commitments.	Do not combine unrelated activities into the same component or commitment (e.g., RTOC/Conference travel and developing grant applications are unrelated tasks that should be separate).
Round budget subtotals and totals to whole dollars (no cents).	Do not include cents in budgets
Specify what training you plan to attend if training activities are included in workplan. (<i>Grantee can work with their Project Officer later if updates are needed or a course is no longer available</i>). At a minimum, indicate topic(s) of interest, number of trainings, anticipated fee(s), anticipated staff hours, and whether travel will be required.	Do not Include commitments with a general statement about taking training
Review Tribe's ETEP prior to developing workplan.	
Include only GAP-eligible activities in workplan. Contact your project officer if you have an eligibility question.	
Know how to apply IDC (if applicable)	
Ensure budget detail total matches budget total presented in workplan	
Ensure budget detail totals match totals requested in 424.	
Ensure details in budget are consistent with workplan (e.g., list of trips in budget detail aligns with workplan; list of equipment aligns with workplan).	
Assign capacity indicator(s) to each component.	
Review your Integrated Solid Waste Plan (if applicable) and/or any new waste stream data) as you begin drafting waste-related components	
For meetings and travel, including RTOC and Conference participation, include as a deliverable a short summary of outcome, what was learned, and/or how the activity will support the environmental program and increase its capacity.	
Do respond with requests for additional or updated application materials as soon as possible and no later than two weeks following requests.	

Budget Final Checklist

- ☐ Every item on budget is reflected and addressed in workplan.
- ☐ Component personnel cost corresponds to the FTE allocated for the component.
- ☐ All categorical and full budget calculations add up and are rounded.
- ☐ Each workplan component has an accurate estimated cost and they all total to the same amount in the budget.
- ☐ All items on budget are eligible per EPA regulations and GAP guidebook.
- ☐ Fringe is a current rate and is the same across ALL grants, GAP and otherwise.
- ☐ Indirect cost rate is up to date, and a copy of the signed agreement is submitted with application.
- ☐ Whoever is listed on budget should be in workplan.

GAP Workplan Final Checklist

- ☐ Workplan aligns with the ETEP.
- ☐ Each component includes one or more indicators.
- ☐ Workplan contains NO duplicate components/commitments from previous year's workplan (with rare exceptions, e.g., reporting).
- ☐ All workplan activities are GAP eligible (refer to GAP Guidance/Guidebook).
- ☐ Each Commitment addresses: who, why, what, when, where, and how.
- ☐ Commitment End Dates reflect actual expected completion date of Commitment rather than the end of fiscal year.
- ☐ All deliverables are succinct and specific, tangible, concrete.
- ☐ Workplan travel activities align with travel budget.
- ☐ Final Review of verbiage/word choice. No language referring to "implementation" work only "capacity" building.
- ☐ FFR is up to date.
- ☐ Final Grammar and Spell Check.

SAMPLE GAP - New Funding Form

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text" value="Insert Organization/Tribal Entity's name"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="xx-xxxxxxx"/>		* c. Organizational DUNS: <input type="text" value="xxxxxxxxx"/>	
d. Address:			
* Street1: <input type="text" value="Insert street address"/> Street2: <input type="text"/> * City: <input type="text" value="Insert City Name"/> County/Parish: <input type="text"/> * State: <input type="text" value="State"/> Province: <input type="text"/> * Country: <input type="text" value="USA: UNITED STATES"/> * Zip / Postal Code: <input type="text" value="xxxxx-xxxx"/>			
e. Organizational Unit:			
Department Name: <input type="text" value="Insert name of your environmental department"/>		Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application: <i>Typically, this is the Environmental Coordinator</i>			
Prefix: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Insert Last Name"/> Suffix: <input type="text"/>		* First Name: <input type="text" value="Insert First Name"/>	
Title: <input type="text" value="Enter main contact's job title"/>			
Organizational Affiliation: <input type="text" value="Insert Tribal Entity's Name"/>			
* Telephone Number: <input type="text" value="xxx-xxx-xxxx"/>		Fax Number: <input type="text" value="xxx-xxx-xxxx"/>	
* Email: <input type="text" value="Insert email address of the main contact"/>			

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.926

CFDA Title:

Indian Environmental General Assistance Program (GAP)

* 12. Funding Opportunity Number:

EPA-CEP-02

* Title:

EPA Mandatory Grant Programs

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

FY20 IGAP Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="AK-00"/>	* b. Program/Project <input type="text" value="AK-00"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2019"/>	* b. End Date: <input type="text" value="09/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="128,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="(if relevant) 1,500.00"/>
* g. TOTAL	<input type="text" value="129,500.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative: <i>Typically, this is the First Chief, Tribal Council President, or Tribal Administrator. The name on the 424 and the Key Contact Form must match.</i>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Insert First Name"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Insert Last Name"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Insert Authorized Representative's Job Title"/>	
* Telephone Number: <input type="text" value="xxx-xxx-xxxx"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Insert valid e-mail address for the Authorized Representative"/>	
* Signature of Authorized Representative: <input type="text" value="Insert digital signature"/>	* Date Signed: <input type="text" value="Insert date"/>

SAMPLE PPG - New Funding Form

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text" value="Enter Organization/Tribal Entity's name"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="xx-xxxxxxx"/>		* c. Organizational DUNS: <input type="text" value="xxxxxxxxx"/>	
d. Address:			
* Street1: <input type="text" value="Enter street address"/> Street2: <input type="text"/> * City: <input type="text"/> County/Parish: <input type="text"/> * State: <input type="text" value="State"/> Province: <input type="text"/> * Country: <input type="text" value="USA: UNITED STATES"/> * Zip / Postal Code: <input type="text"/>			
e. Organizational Unit:			
Department Name: <input type="text" value="Enter name of your department"/>		Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application: <i>Typically, this is the Director or Coordinator</i>			
Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text"/>		
Suffix:	<input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Enter main contact's job title"/>			
Organizational Affiliation: <input type="text" value="Enter tribal entity's name"/>			
* Telephone Number: <input type="text" value="xxx-xxx-xxxx"/>		Fax Number: <input type="text" value="xxx-xxx-xxxx"/>	
* Email: <input type="text" value="Enter email address of the main contact"/>			

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type:			
<input type="text" value="I: Indian/Native American Tribal Government (Federally Recognized)"/>			
Type of Applicant 2: Select Applicant Type:			
<input type="text"/>			
Type of Applicant 3: Select Applicant Type:			
<input type="text"/>			
* Other (specify):			
<input type="text"/>			
* 10. Name of Federal Agency:			
<input type="text" value="Environmental Protection Agency"/>			
11. Catalog of Federal Domestic Assistance Number:			
<input type="text" value="66.605"/>			
CFDA Title:			
<input type="text" value="Performance Partnership Grant"/>			
* 12. Funding Opportunity Number:			
<input type="text" value="EPA-CEP-01"/>			
* Title:			
<input type="text" value="EPA Mandatory Grant Programs"/>			
13. Competition Identification Number:			
Leave blank			
Title:			
<input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:			
<input -="" fy20\""="" name\"="" ppg="" tribal="" type="text" value="\"/>			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424			
16. Congressional Districts Of:			
* a. Applicant			* b. Program/Project
Attach an additional list of Program/Project Congressional Districts if needed. <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 30%; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div>			
17. Proposed Project: <i>Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.</i>			
* a. Start Date:	10/01/2019		* b. End Date:
18. Estimated Funding (\$):			
* a. Federal	239,000		
* b. Applicant	5,842		
* c. State			
* d. Local			
* e. Other			
* f. Program Income	(if applicable)		
* g. TOTAL	244,842		
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?			
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on .			
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.			
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.			
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes", provide explanation and attach			
		Add Attachment	Delete Attachment
		View Attachment	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
<input checked="" type="checkbox"/> ** I AGREE			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
Authorized Representative: <i>Typically, this is the Tribal Council Chair or Tribal Administrator, as identified on the Key Contacts form.</i>			
Prefix:			
Middle Name:			
* Last Name:			
Suffix:			
* Title:	Enter Authorized Representative's Job Title		
* Telephone Number:	xxx-xxx-xxxx	Fax Number:	xxx-xxx-xxxx
* Email:	Enter email address for the Authorized Representative		
* Signature of Authorized Representative:	Enter digital signature		* Date Signed:

SAMPLE GAP - Supplemental Funding Form

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <div style="border: 1px solid black; padding: 2px;">AC: Increase Award, Increase Duration</div>	
		* Other (Specify): <div style="border: 1px solid black; height: 20px;"></div>	
* 3. Date Received: <div style="border: 1px solid black; height: 20px;"></div>		4. Applicant Identifier: <div style="border: 1px solid black; height: 20px;"></div>	
5a. Federal Entity Identifier: <div style="border: 1px solid black; height: 20px;"></div>		5b. Federal Award Identifier: <div style="border: 1px solid black; padding: 2px;">Insert your current grant number</div>	
State Use Only:			
6. Date Received by State: <div style="border: 1px solid black; height: 20px;"></div>		7. State Application Identifier: <div style="border: 1px solid black; height: 20px;"></div>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <div style="border: 1px solid black; padding: 2px;">Insert Organization/Tribal Entity's name</div>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">xx-xxxxxxx</div>		* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">xxxxxxxxx</div>	
d. Address:			
* Street1: <div style="border: 1px solid black; padding: 2px;">Insert street address</div>			
Street2: <div style="border: 1px solid black; height: 20px;"></div>			
* City: <div style="border: 1px solid black; padding: 2px;">Insert City Name</div>			
County/Parish: <div style="border: 1px solid black; height: 20px;"></div>			
* State: <div style="border: 1px solid black; padding: 2px;">State</div>			
Province: <div style="border: 1px solid black; height: 20px;"></div>			
* Country: <div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>			
* Zip / Postal Code: <div style="border: 1px solid black; padding: 2px;">xxxxx-xxxx</div>			
e. Organizational Unit:			
Department Name: <div style="border: 1px solid black; padding: 2px;">Insert name of your environmental department</div>		Division Name: <div style="border: 1px solid black; height: 20px;"></div>	
f. Name and contact information of person to be contacted on matters involving this application: <i>Typically, this is the Environmental Coordinator</i>			
Prefix: <div style="border: 1px solid black; height: 20px;"></div>		* First Name: <div style="border: 1px solid black; padding: 2px;">Insert First Name</div>	
Middle Name: <div style="border: 1px solid black; height: 20px;"></div>			
* Last Name: <div style="border: 1px solid black; padding: 2px;">Insert Last Name</div>			
Suffix: <div style="border: 1px solid black; height: 20px;"></div>			
Title: <div style="border: 1px solid black; padding: 2px;">Enter main contact's job title</div>			
Organizational Affiliation: <div style="border: 1px solid black; padding: 2px;">Insert Tribal Entity's Name</div>			
* Telephone Number: <div style="border: 1px solid black; padding: 2px;">xxx-xxx-xxxx</div>		Fax Number: <div style="border: 1px solid black; padding: 2px;">xxx-xxx-xxxx</div>	
* Email: <div style="border: 1px solid black; padding: 2px;">Insert email address of the main contact</div>			

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="I: Indian/Native American Tribal Government (Federally Recognized)"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>			
* 10. Name of Federal Agency: <input type="text" value="Environmental Protection Agency"/>			
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="66.926"/> CFDA Title: <input type="text" value="Indian Environmental General Assistance Program (GAP)"/>			
* 12. Funding Opportunity Number: <input type="text" value="EPA-CEP-02"/> * Title: <input type="text" value="EPA Mandatory Grant Programs"/>			
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.): <div><input type="text"/><div>Add AttachmentDelete AttachmentView Attachment</div></div>			
* 15. Descriptive Title of Applicant's Project: <input type="text" value="FY20 IGAP Project"/>			
Attach supporting documents as specified in agency instructions. <div>Add AttachmentsDelete AttachmentsView Attachments</div>			

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="AK-00"/>	* b. Program/Project <input type="text" value="AK-00"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project: <i>Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.</i>	
* a. Start Date: <input type="text" value="10/01/2019"/>	* b. End Date: <input type="text" value="09/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="128,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="(if relevant) 1,500.00"/>
* g. TOTAL	<input type="text" value="129,500.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative: <i>Typically, this is the First Chief, Tribal Council President, or Tribal Administrator. The name on the 424 and the Key Contacts Form must match.</i>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Insert First Name"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Insert Last Name"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Insert Authorized Representative's Job Title"/>	
* Telephone Number: <input type="text" value="xxx-xxx-xxxx"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Insert valid e-mail address for the Authorized Representative"/>	
* Signature of Authorized Representative: <input type="text" value="Insert digital signature"/>	* Date Signed: <input type="text" value="Insert date"/>

SAMPLE PPG - Supplemental Form

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☐ New
☐ Continuation
☒ Revision

* If Revision, select appropriate letter(s):

AC: Increase Award, Increase Duration

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

Enter current grant number

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Enter Organization/Tribal Entity's name

* b. Employer/Taxpayer Identification Number (EIN/TIN):

xx-xxxxxxx

* c. Organizational DUNS:

xxxxxxxxx

d. Address:

* Street1:

Enter street address

Street2:

* City:

Enter City Name

County/Parish:

* State:

State

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

xxxxx-xxxx

e. Organizational Unit:

Department Name:

Enter name of your department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application: Typically, this is the Director or Coordinator

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title: Enter main contact's job title

Organizational Affiliation:

Enter tribal entity's Name

* Telephone Number:

xxx-xxx-xxxx

Fax Number:

xxx-xxx-xxxx

* Email: Enter email address of the main contact

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="I: Indian/Native American Tribal Government (Federally Recognized)"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>			
* 10. Name of Federal Agency: <input type="text" value="Environmental Protection Agency"/>			
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="66.605"/> CFDA Title: <input type="text" value="Performance Partnership Grant"/>			
* 12. Funding Opportunity Number: <input type="text" value="EPA-CEP-01"/> * Title: <input type="text" value="EPA Mandatory Grant Programs"/>			
13. Competition Identification Number: <input type="text" value="Leave blank"/> Title: <input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.): <div><input type="text"/><div><div>Add Attachment</div><div>Delete Attachment</div><div>View Attachment</div></div></div>			
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Enter 'Tribal name' FY20 PPG"/>			
Attach supporting documents as specified in agency instructions. <div><div>Add Attachments</div><div>Delete Attachments</div><div>View Attachments</div></div>			

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input style="width: 80px;" type="text"/>	* b. Program/Project <input style="width: 80px;" type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input style="width: 300px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project: <i>Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.</i>	
* a. Start Date: <input style="width: 80px;" type="text" value="10/01/2019"/>	* b. End Date: <input style="width: 80px;" type="text" value="09/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input style="width: 100px;" type="text" value="239,000.00"/>
* b. Applicant	<input style="width: 100px;" type="text" value="5,842.00"/>
* c. State	<input style="width: 100px;" type="text" value="0.00"/>
* d. Local	<input style="width: 100px;" type="text" value="0.00"/>
* e. Other	<input style="width: 100px;" type="text" value="0.00"/>
* f. Program Income	<input style="width: 100px;" type="text" value="(if applicable)"/>
* g. TOTAL	<input style="width: 100px;" type="text" value="244,842.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 80px;" type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input style="width: 300px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative: <i>Typically, this is the Tribal Council Chair or Tribal Administrator. The name on the 424 and the Key Contacts Form must match.</i>	
Prefix: <input style="width: 80px;" type="text"/>	* First Name: <input style="width: 150px;" type="text"/>
Middle Name: <input style="width: 150px;" type="text"/>	
* Last Name: <input style="width: 250px;" type="text"/>	
Suffix: <input style="width: 80px;" type="text"/>	
* Title: <input style="width: 450px;" type="text" value="Insert Authorized Representative's Job Title"/>	
* Telephone Number: <input style="width: 150px;" type="text" value="xxx-xxx-xxxx"/>	Fax Number: <input style="width: 150px;" type="text"/>
* Email: <input style="width: 650px;" type="text" value="Enter e-mail address for the Authorized Representative"/>	
* Signature of Authorized Representative: <input style="width: 200px;" type="text" value="Enter digital signature"/>	* Date Signed: <input style="width: 100px;" type="text"/>

FY21 GAP Notification: ATTACHMENT L

Equipment Purchase Requests

To justify equipment purchases (i.e. GIS, vehicle, trash compactor, etc), a purchase analysis is required. The basic elements of a purchase analysis will include the following information:

- A justification for the use of the equipment is required. This should explain *why* the equipment is necessary, and *how* the equipment will be used to carry out specific workplan tasks or used for environmental program capacity building needs. (GAP allowability)
- For vehicle requests, an estimate of expected annual vehicle mileage is required.
- A cost analysis (completed under the tribe's procedures), for the alternatives of renting the equipment, leasing the equipment, or splitting costs among other programs is required. This analysis needs to include options to purchase the equipment as *new* and options to purchase the equipment *used*. Cost estimates *each of these options* must be submitted. The most cost- effective option will be evaluated for approval. (GAP reasonableness).
- An explanation of how upkeep and maintenance will be funded, including such costs as insurance, gas, and registration for vehicles and similar costs for other equipment like software upgrades, etc. is required.
- A description of when the tribe previously purchased this or similar equipment with GAP funds is required (GAP eligibility). If so, include the date when was the last item purchased.
- If requesting a vehicle, include the current mileage of the vehicle. Describe if the item/vehicle still in use, and *where* will the item/vehicle go if replaced.
- Please describe a reason for replacing the previous GAP funded item/vehicle.

If the equipment is requested during the grant award:

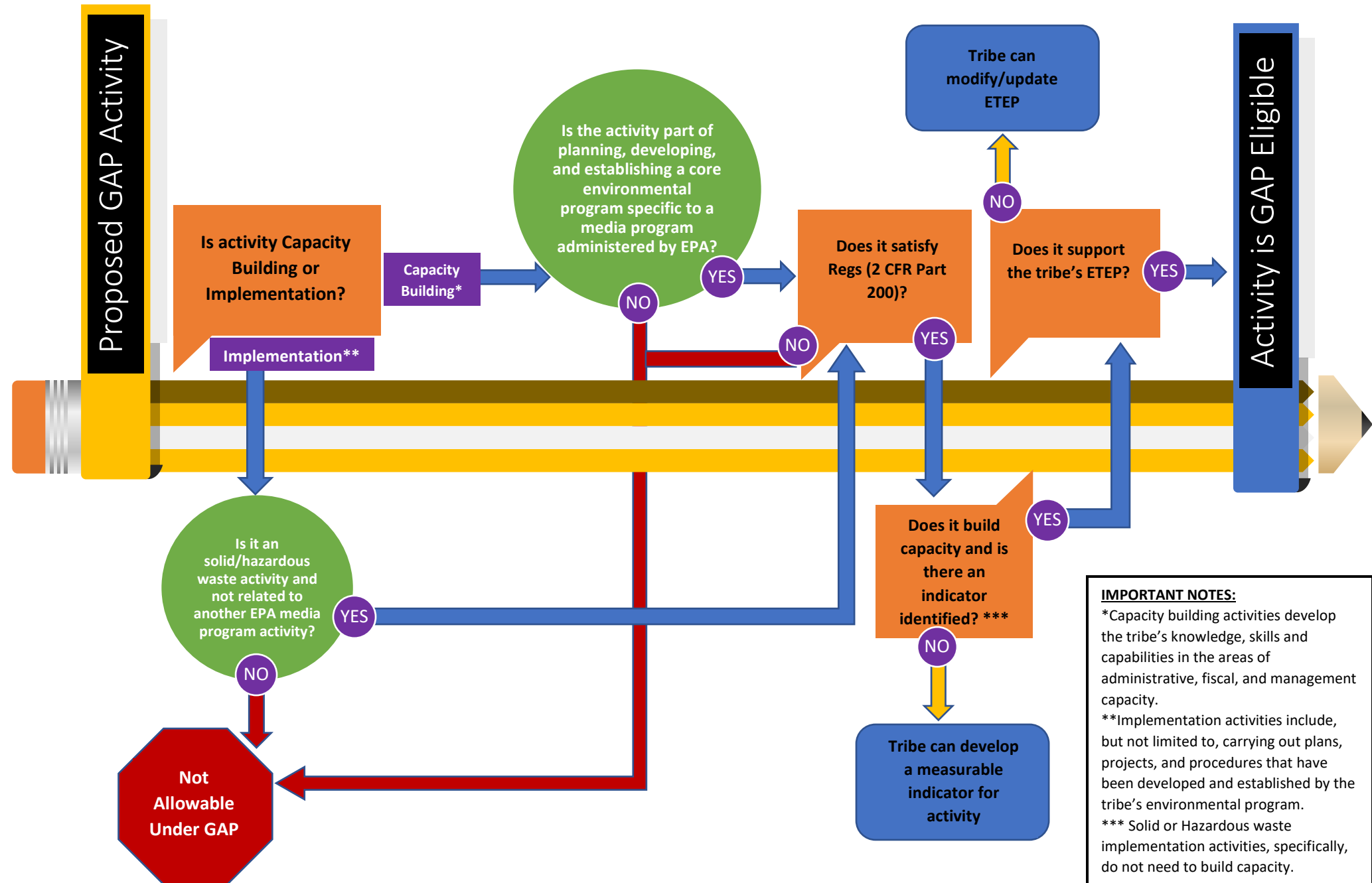
- Please present a side by side comparison of the existing (current FY) vs new budget categories. This should clearly show which budget categories are being reduced and which ones are being increased.
- If the equipment purchase modifies any tasks, please send in a revised workplan as well (GAP budget revision).

Federal Surplus Personal Property Donation Program (aka GSAXcess or Federal Excess)

Tribes are encouraged to explore the possibility of finding used equipment under this program. The program allows certain organizations, including tribes, to obtain personal property the federal government no longer needs. Everything from vehicles, boats, and office furniture is available in the system. As funding becomes limited, the Federal Excess is a great way to obtain some of the equipment and supplies tribal environmental programs need. For more information or to sign-up, please visit:

<https://www.gsa.gov/portal/content/100733>.

Region 9 Indian Environmental General Assistance Program Allowable Activity Flow Chart



**U.S. EPA Region 9 General Assistance Program
Funding Opportunity
Tribal Travel Program Fund
For Activities Beginning Fiscal Year 2021**

Letter of Intent Due January 31, 2020

Overview: The U.S. Environmental Protection Agency (EPA), Region 9, is requesting by January 31, 2020 letters of intent from eligible tribes or tribal consortia interested in managing the Tribal Travel Program. The selected entity will receive a grant that includes funds to administer the program as well as funds to reimburse travelers. The current award for the Tribal Travel Fund will expire on September 30, 2020. This funding opportunity is for the administration of the fund beginning in Fiscal Year 2021.

Eligibility: Federally-recognized Indian tribes and eligible inter-tribal consortia falling under the jurisdiction of U.S. EPA Region 9.

Tribal Travel Program Fund Purpose: The Tribal Travel Program is designed to provide reimbursements to GAP-eligible tribal representatives attending EPA approved meetings, training courses and conferences throughout Region 9 and other sites in the nation for those cases in which the travel builds tribal environmental capacity and is GAP-eligible, but was not included in an existing, approved GAP workplan (e.g., because the travel was not anticipated at the time of workplan development and approval).

Description of Responsibility: The recipient of the Tribal Travel Program funds travel requests and processes reimbursements. The recipient will coordinate with the U.S. EPA Region 9 Tribal Branch to approve requests for approval to travel using the travel fund. Approved travelers will then travel using their own funds. Following their travel, they will request reimbursement from the recipient. It is anticipated that the recipient will receive and process approximately 30-50 requests per year. Past funding amounts has been in the range of \$30,000 to \$100,000 per year, which includes program administration costs, indirect costs if applicable, and funds to reimburse eligible travelers. Award amount is subject to funding availability.

Proposal and Application Process: Any interested GAP-eligible entity is invited to submit a letter of intent by January 31, 2020. Interested parties will be provided with additional information to allow them to compile a final submittal, which will be due on March 6, 2020. The selection will be based on previous performance under GAP and demonstration of fiscal and administrative capabilities. A selection will be made by April 30, 2020.

Please provide a letter of intent (email preferred) to:

Marisol Anaya
U.S. EPA, Region 9; TIP-3-1
75 Hawthorne St
San Francisco, CA 94105

Phone: (415) 972-3874
Email: anaya.marisol@epa.gov

**U.S. EPA Region 9 General Assistance Program
Funding Opportunity
Co-sponsorship of the 29th and 30th Annual Tribal-EPA Conference
(October 2021 and October 2022)**

Letter of Intent Due January 31, 2020

Overview: The U.S. Environmental Protection Agency (EPA), Region 9, is requesting by January 31, 2020 letters of intent from eligible tribes or tribal consortia interested in co-sponsoring the 29th and 30th Annual Tribal-EPA Conference (Fall 2021 and 2022).

Conference Purpose: The purpose of the Annual Tribal-EPA Conference is to provide tribes in Region 9 with a broad array of environmental information, a forum for discussing critical environmental issues, and the opportunity to network with other environmental professionals. The conference is expected to last three days, may draw approximately 500 registrants, and is usually held in the Fall. It is anticipated that the 2021 conference will be held outside of San Francisco, preferably on tribal lands in Region 9 and that in 2022, the conference will be held within a 50-mile radius of San Francisco, or in the metropolitan area of Sacramento.

Primary Responsibilities: Grant recipient works closely with U.S. EPA Region 9 Tribal Branch to plan and execute the Annual Tribal-EPA Conference, including identification of venue, solicitation and selection of presentation topics and speakers, management of logistics, etc. The selected Tribal Co-sponsor will have the option to shadow and be mentored by the San Pasqual Band of Mission Indians during the planning of the 28th Annual Tribal-EPA Conference to be held in the Fall of 2020. *The estimated funding amount is \$75,000 to \$120,000 per year, not including program income from registration fees.*

Proposal and Application Process: Any interested GAP-eligible entity is invited to submit a letter of intent by January 31, 2020. Interested parties will be provided with additional information to allow them to compile a final submittal, which will be due on March 6, 2020. The selection will be based on previous performance under GAP and demonstration of fiscal and administrative capabilities. A selection will be made by April 30, 2020.

It is highly recommended that the tribal co-sponsor consult EPA's green meetings Web site when planning the conference at <http://www.epa.gov/oppt/greenmeetings/pubs/who.htm>

**Please provide a letter of intent (email preferred) to the EPA Tribal/EPA Annual
Conference Coordinator:**

Ruben Mojica Hernandez
U.S. EPA Region 9, TIP-3
75 Hawthorne Street | San Francisco, California 94105
Phone: (415) 972-3268 | Email: mojica-hernandez.ruben@epa.gov

FY21 GAP Notification: ATTACHMENT O

U.S. EPA Region 9 Contacts

Grants Office (Grants Specialists) and Tribal Branch (GAP Project Officers)

Grants Branch (MSD-6)	Contact	Tribal Branch (TIP-3)	Contact
Carolyn Truong (Manager)	(415) 947 -4268	Jeremy Bauer (Manager)	(415) 947-3054
Veronica Adams	(415) 972-3677	Marisol Anaya	(415) 972-3874
Fareed Ali	(415) 972-3665	Nicholas Anderson	(415) 972-3865
Elizabeth Armour	(415) 947-4264	Michelle Baker	(415) 972-3206
Danielle Carr	(415) 947-3871	Willard Chin	(415) 972-3796
Renee Chan	(415) 972-3675	Destinee Cooper	(415) 972-3790
Susan Chiu	(415) 972-3674	Ruben Mojica Hernandez	(415) 972-3268
Alba Espitia	(415) 972-3667	Pamela Overman	(415) 972-3781
Darlene Fernandez	(415) 972-3664	Gilbert Pasqua	(415) 972-3788
Angela Mendiola	(415) 972-3284	Juliann Schroeder	(415) 947-4109
Abimbola Odusoga	(415) 972-3437	Veronica Swann	(415) 947-3699
Kimberli Smith	(415) 972-3778	Timothy Wilhite	(530) 841-4577
Nelly Sun	(415) 947-4237	Christopher Mishima	(415) 972-3278
Maria Roverso	(415) 972-3573	Jeanette Sasek	(415) 947-4115
Martha Villarreal	(415) 972-3666		