

**GAP Narrative Template for Tribes
EPA Region 10**

Name of Tribe (as listed in the Federal Register):
Address:
Telephone Numbers:
Duns Number:
System Award Management (SAM) Registration Renewal Date:
Governing Body Name (if different from Federal Register):
Date:

I. INTRODUCTION

Describe your tribe, including details such as:

- Where it is located
- Population
- Cultural groups

II. ADMINISTRATIVE CAPACITY

Describe the tribe’s administrative capacity:

- Is the tribe a compacting or self-governance tribe?
- Does the tribe have regular audits?
- What other programs does the tribe administer?
- How many employees does the tribe have?
- Does the tribe have current policies and procedures?
- Does the tribe have financial policies and systems in place consistent with the Code of Federal Regulations, Part 200 ([CFR200](#))?
- Have there been any administrative or financial issues in the past? List any changes or corrective actions.

Document the tribe’s history with the GAP program:

- How long has the tribe had a GAP grant?
- What accomplishments has the tribe made with GAP?
- Have there been any programmatic issues in the past? List any changes or corrective actions.

List other environmental funding sources/amounts (both federal and non-federal) that the tribe

has managed or plans to pursue.

III. ENVIRONMENTAL ISSUES

If the following information is included in the tribe's EPA-Tribal Environmental Plan (ETEP), it does not need to be repeated here.

Provide background information about the environmental issues to be addressed by your work plan. This section could include a narrative description of risks to human health and the environment and their relation to any Tribal Environmental Plan, environmental assessment, or strategy efforts conducted to date.

- Describe the environmental problems to be addressed with this work plan.
- What has been tried in the past to address these problems?
- Who are your partners?

List the long-term environmental goals that will be supported by the work plan.

- What is the change that the Tribe is working toward?
- Is this a long-term outcome?
- Remember that outcomes can be accomplished after the grant's project period is completed.

IV. ROLES AND RESPONSIBILITIES

Please select the appropriate paragraph and delete the other:

The assistance agreement is funded as a grant. EPA will have no substantial involvement in the accomplishment of work plan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion.

or

The assistance agreement is funded as a cooperative agreement. EPA will be substantially involved in work plan activities, and EPA roles and responsibilities must be clearly negotiated and defined in the work plan.

V. JOINT PERFORMANCE

Within 30 days of the end of each fiscal quarter (*or semi-annually, if approved by your Project Officer*), Environmental Program staff will submit a performance report detailing the accomplishments toward the completion of work plan commitments, discussing the work performed for all workplan components, and identifying any existing problem areas that could

affect or delay project completion. This evaluation process will help to ensure that the grant is being administered properly and that work conducted under the grant is in accordance with approved work plan.

VI. STATUTORY AUTHORITY

The Tribe has developed this proposal under the statutory authority provided by the Indian Environmental General Assistance Program Act of 1992.