



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

Fiscal Year (FY) 2023 Funding Announcement

Eligible Applicants

Federally recognized tribes and eligible intertribal consortia within of U.S. Environmental Protection Agency Region 9 (EPA)

Deadlines

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 standalone GAP cooperative agreement	Thursday, January 13, 2022	Thursday, January 13, 2022
Individual tribe applying for GAP funding through a Performance Partnership Grant (PPG)	Thursday, January 13, 2022	Date specified by EPA Project Officer in “please apply” letter, likely in spring or early summer 2022
Intertribal consortium applying for GAP funding	Thursday, January 27, 2022	Thursday, January 27, 2022

Note: Grantees are strongly encouraged to discuss FY23 workplans and budgets with EPA Project Officers and share drafts prior to deadlines. Applicants are also encouraged to submit applications early. Late submissions may not be funded or may be given a reduced award amount.

Funding Information & Opportunity Numbers

Funding Information: <https://www.epa.gov/tribal-pacific-sw/epa-region-9-tribal-environmental-gap-funding>

GAP stand-alone: Use the Funding Opportunity Number “EPA-CEP-02” Assistance Listing **66.926**

PPGs: Use the Funding Opportunity Number “EPA-CEP-01” for Assistance Listing **66.605**

Contact Information

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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 stand-alone GAP grantees, PPG grantees with GAP, and intertribal consortia grantees, respectively. Targeted information is presented as follows:

GAP-Only:	Section 1, Section 2, and Section 3
PPGs with GAP:	Section 1, Section 2, and Section 4
Tribal Consortia:	Section 1, Section 2, and Section 5

Workplan/Budget Planning: We strongly encourage meeting with U.S. EPA GAP Project Officers (POs) in Fall 2021 to confirm that workplans describe eligible activities aligned with the tribe's Environmental Tribal Environmental Plan (ETEP), that workplan commitments include specific and clear deliverables, and that workplan costs are necessary, reasonable, allowable, and allocable.

GAP Guidance: This Guidance identifies Agency policies and recommended procedures for coordinating activities related to assistance agreements awarded under the Indian Environmental General Assistance Program (GAP).

<https://www.epa.gov/sites/default/files/2017-05/documents/2013-gap-guidance-final.pdf>

GAP FAQs: https://www.epa.gov/sites/default/files/2016-11/documents/gap_faq_november_2016_0.pdf

Region 9 Interim Grants Handbook: This includes topics related to applying for and managing an EPA grant.

https://www.epa.gov/sites/default/files/2020-05/documents/epa_region_9_grants_handbook_interim-2020-05-15.pdf

Application Review Process: During the application review process, grantees are expected 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, 2022.

ETEPs: Individual tribes are required to have an ETEP to receive funding for FY2023. If a tribe has not finalized an ETEP, funds may not be awarded or may be reduced. See Attachment C for more details. Please reach out to your PO or the Tribal Branch manager if you are a first-time applicant or returning grantee. (See Attachment L).

Virtual Office Hours: On December 10, 17, and 20 (details will be sent out by the end of November) the Project Officers of the Tribal Branch will host a new forum on the Microsoft Teams platform, Virtual Office Hours. These drop-in, optional forums are intended to provide an additional avenue to assist GAP applicants in developing a strong workplan and budget prior to the application deadline. Virtual Office Hours will focus on the mechanics of writing a strong workplan and budget, rather than on individual workplan activities, eligibility, or costs. If you struggle with writing detailed, concise commitments, developing a budget detail, calculating Full-Time Equivalent (FTE), or completing other aspects of a GAP workplan and budget, Virtual Office Hours is a space for you to collaborate with your tribal and EPA colleagues, learn or share some tips and tricks, and practice GAP grant-writing skills.

Unexpended Funds: Please see Section 2.4

Application Guidance for Grants.Gov: Please see Attachment K.

IMPORTANT DATES

January 13, 2022:	Workplans and Budgets: GAP workplans and budgets from individual tribes are due to POs, whether they are part of a stand-alone <i>GAP grant</i> or part of a <i>PPG</i> via email.
January 13, 2022:	Applications: Applications for stand-alone <i>GAP grants</i> (non-PPG) from individual tribes are due to grants.gov.
January 27, 2022:	Workplans and Budgets: GAP workplans and budgets from <i>intertribal consortia</i> are due to POs via email.
January 27, 2022:	Applications: Applications for stand-alone GAP grants from <i>intertribal consortia</i> (non-PPG) are due to grants.gov.
Date specified in "please apply" letter:	Applications: Applications for <i>PPGs</i> 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 of Application Submission

The following items must be completed and submitted in order for the Agency to process your application and award your grant/cooperative agreement by October 1, 2022:

- Submittal of all FY21 quarterly reports and an FY21 Federal Financial Report (FFR);
- Start of FY21 end-of-year joint evaluation;
- Submittal of FY22 quarterly reports required to date;
- Submittal of workplan and budget to PO on or before January 13, 2022 via email;
 - Recommended: Submittal of draft FY23 workplan and budget *prior* to January 13, 2021 to receive PO feedback and make edits before the deadline;
- Submittal of application to [grants.gov](https://www.grants.gov) on or before the January 13, 2022 deadline.

EPA is issuing this funding opportunity notice for GAP cooperative agreement applications, or a PPG that includes GAP funding for activities beginning in FY22 (October 1, 2022). To submit applications in [grants.gov](https://www.grants.gov), applicants will be required to enter a Funding Opportunity Number (FON) and a Catalog of Federal Domestic Assistance Number (CFDA). Please use the numbers below according to your assistance agreement type:

Assistance Agreement Type	FON	CFDA Number
GAP stand-alone	EPA-CEP-02	66.926
PPG with GAP	EPA-CEP-01	66.065

A complete application must include:

- FY23 Workplan;
- FY23 Budget Detail;
- Indirect Cost Rate Agreement, if applicable; and
- Required [grants.gov](https://www.grants.gov) attachments, as applicable:
 - Application for Federal Assistance (SF-424);
 - Budget Information for Non-Construction Programs (SF-424A);
 - EPA Key Contacts (Form 5700-54);
 - Certification Regarding Lobbying (EPA 6600-06), with authorized signature; and
 - Pre-award Compliance Review Report (EPA Form 4700-4).

Please ensure that you have registered, or renewed your registration, for the System for Award Management (SAM) at www.SAM.gov. **EPA cannot issue awards without a current SAM registration.**

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). Per RAIN 2022-G01, Class Exception to the Cost Share Requirements for Tribal and Intertribal Consortia PPG's, Cost share for PPG's is no longer required for new or supplemental awards made 10/1/2021 and after. More information here: <https://www.epa.gov/grants/rain-2022-g01>

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

Section 1.2 GAP Program Review and Evaluation

Throughout FY21, EPA POs reviewed quarterly progress and expenditure reports. At the start of FY22, EPA POs began working together with existing grantees to evaluate overall progress in FY21 and develop end-of-year and/or closeout reports and to review expenditure reports and Federal Financial Reports (FFRs).

Planning meetings and phone calls between EPA POs and grantees/applicants are scheduled to occur between **October 2021 and January 12, 2022**. These meetings and calls should include discussion of past and current progress, review of ETEPs, discussion of ideas for FY23 grant workplan activities, and cost principles (e.g., 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 POs prior to deadlines.

Please note: If EPA has not received timely, complete, and accurate quarterly reports for FY22 or prior years or an FFR for FY21 or prior years, the Agency will be unable to process the assistance agreement application until those reports are received. Delayed responses to requests for these items may jeopardize the Agency's ability to issue an award or issue an award by October 1, 2022.

EPA GAP POs will begin reviewing the GAP workplans and budgets as they are received. In awarding GAP grants/cooperative agreements to tribes and intertribal consortia, EPA must comply with all applicable regulatory requirements including but not limited to 2 C.F.R. Part 200 and 40 C.F.R. Part 35, Subpart B. EPA will also consider the factors outlined in the 2013 GAP Guidance Section 6.2, Application Review, and will apply the GAP Guiding Principles (see Attachment A: GAP Guiding Principles).

In accordance with 2 CFR §200.205, EPA is required to evaluate the merit of proposals by all applicants for federal assistance. EPA will consider a number of factors when reviewing GAP Workplans and Budgets including:

- Completeness of applications based on the information requested in this funding 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 (e.g., development of tribal environmental protection program capacities consistent with EPA statutory programs, implementation of allowable solid and hazardous waste activities);
- Description of tribal environmental program capacity building needs and environmental or health risks (existing or potential);
- The clarity, complexity, and scale of workplan activities, including well-defined commitments, outputs, and deliverables, as well as overall outcomes (environmental results) for components;
- Feasibility and likelihood of completing workplan activities, considering the budget, personnel and available resources;
- The degree to which the activities in the workplan 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 documents;
- Past and current performance under EPA grants, including fiscal accountability, amount of unexpended funds, quality and timeliness of progress reports, and the ability to complete workplan activities on time. Funds awarded must be expended in accordance with regulatory requirements. In some cases, grantees that have large balances with no reasonable expectation of spending the funds by the end of the grant period may have those funds carried forward to support new workplan

activities and receive reduced new award amounts or no award , but funds should not be drawn down before work is completed.

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 EPA's ability to award funds or to award funds before October 1, 2022.

Section 1.3 Required Components of a Workplan

EPA welcomes workplans developed in tables or spreadsheets (e.g., Excel). See Attachment D for Example Workplan and Budget Templates. See also example templates provided at <https://www.epa.gov/tribal-pacific-sw/epa-region-9-tribal-environmental-gap-funding>.

GAP workplans **must** contain the following elements. See 40 CFR §35.507.

- A description of each workplan component to be funded;
- Estimated work years and funding amounts for each workplan component;
 - Estimated funding amounts for each commitment are strongly encouraged
- Dollars and Full Time Equivalent (FTE) totals presented in workplan must match corresponding totals in budget;
- Measures¹ associated with each component;
- The expected outcomes and environmental results associated with each workplan component;
- The workplan commitments for each workplan component, and a timeframe for their accomplishment;
- The expected specific outputs and deliverables² that will be submitted to EPA for each commitment;
- Descriptions of roles and responsibilities in carrying out the workplan commitments (e.g. explain who will do what); and
- A performance evaluation process and reporting schedule in accordance with 40 CFR §35.515 including a description of the process for jointly evaluating and reporting progress and accomplishments under the workplan. This may be a workplan commitment. Each report should include progress on each commitment as well as status of total actual expenditures to date.

Section 1.4 Required Components of a Budget

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

- Personnel (total dollars and time [e.g., FTE]);
- Fringe Benefits;
- Travel;
- Equipment (see Attachment I);

¹ Measures: Identify capacity indicators from the 2013 GAP Guidebook to be developed. For workplans not developed in GAP Online 3.0, please write out the full indicator that the Tribe is pursuing. For workplans developed in GAP Online 3.0, for each commitment, select the applicable capacity indicator from the dropdown menu.

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.)

- Note: one-time workplan commitments such as equipment purchase requests and their associated costs should be including in both the workplan and the budget.
- Supplies;
- Contractual;
- Other (Subawards/Subgrants should be recorded in the “Other” category); and
- Indirect Costs, if applicable.

See example templates provided at <https://www.epa.gov/tribal-pacific-sw/region-9-tribal-environmental-gap-funding>. 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 (e.g., purpose, lodging, transportation, per diem, hotels, etc.) must be included in the budget. All budgeted costs must be necessary, reasonable, allowable, allocable, and in alignment with the Cost Principles which can be found at 2 CFR 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.

Section 1.5 Funding Availability

Total funding available in the EPA’s appropriated FY22 budget for FY23 workplans will be determined after EPA receives its full budget from Congress.

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 and GAP applicants reestablishing their GAP program generally 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 fund every request or to fully fund each request. For example, in FY21, EPA Region 9 received a total of \$20.4 million in application requests, over \$4 million more than the regional allocation of \$16.3 million.

Early coordination between the applicant and PO and familiarity with the funding factors described in Section 1.3 may increase the likelihood a grant application will be funded. Although tribal governments and intertribal consortia are both 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 generally 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 to develop and implement solid and hazardous waste programs. (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 application meets the review factors (see Section 1.2);
- Past grantee performance (see Section 1.2).

Current recipients whose current GAP grant expires in FY2024 or later are encouraged to submit two-year workplans and budgets. A separate workplan and budget must be included for FY23 and FY24 activities.

Section 1.6 Important Award Information

Regulations governing the award and administration of environmental program grants for tribes, including GAP, can be found at:

- 2 C.F.R. Part 200 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- 2 C.F.R. Part 1500 - <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XV/part-1500>
- 40 C.F.R. Part 35, Subpart B - <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-B/part-35?toc=1>
- 40 C.F.R. Part 33 - <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-B/part-33?toc=1>

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

Required expenditure and progress reports: Tribes must report actual accomplishments for each workplan commitment in their reports. Cumulative expenditures must also be provided in the reports. Terms and Conditions in GAP Awards may include further information about reporting requirements. The table below pertains specifically to tribes who are in a grant cycle that starts on October 1 and ends on September 30 of the following year. Please note that tribes who have an earlier or later start date will have varying due dates for quarterly, semi-annual, or annual progress reports as negotiated with their Project Officer as per GPI 13-02: Streamlining Tribal Grants Management.

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

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

* The final performance report must be submitted no later than 120 calendar days after the period of performance end date.

Federal Financial Report (SF425): Within the time frame specified in their administrative award terms and conditions, EPA recipients must submit the interim SF-425 no later than 90 calendar days for annual reports. Final reports are due no later than 120 calendar days after the end date of the period of performance of the award. Failure to submit a timely FFR may jeopardize future awards to the tribe or consortium.

Disputes between EPA and recipients regarding the administration of the award will be addressed in accordance with 2 C.F.R. §§ 1500.13 -1500.17.

Confidential Business Information/Proprietary Business Information: EPA recommends that you do not include confidential business information/proprietary business information (CBI/PBI) in your proposal/application. However, if CBI/PBI is included, it will be treated in accordance with 40 C.F.R. Part 2, Subpart B. 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 CFR Part 2. If EPA receives a Freedom of Information Act (FOIA) request for the information claimed as CBI/PBI, EPA will follow the procedures in 40 C.F.R. Part 2, Subpart B in processing such FOIA request.

Section 1.7 Award Information

EPA provides financial assistance to federally recognized 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* (42 U.S.C. §4368b).

Tribes and consortia are eligible to receive funds under this program. These terms are defined in 40 CFR §35.502 as follows:

Tribe. Except as otherwise defined in statute or this subpart, Indian Tribal Government (Tribe) means any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village, which is recognized as eligible by the United States Department of the Interior for the special services provided by the United States to Indians because of their status as Indians.

Intertribal Consortium or Consortia. A partnership between two or more Tribes that is authorized by the governing bodies of those Tribes to apply for an receive assistance under one or more of the programs listed in §35.501.

The pertinent provisions of 40 CFR §35.504 provide:

- (b) An Intertribal Consortium is eligible to receive a grant under the Indian Environmental General Assistance Program Act, in accordance with § 35.540, if the Consortium demonstrates that:
 - (1) A majority of its members meets the eligibility requirements for the grant;
 - (2) All members that meet the eligibility requirements authorize the Consortium to apply for and receive assistance; and
 - (3) It has adequate accounting controls to ensure that only members that meet the eligibility requirements will benefit directly from the grant project and will receive and manage grant funds, and the Consortium agrees to a grant condition to that effect.
- (c) An Intertribal Consortium must submit to EPA adequate documentation of:
 - (1) The existence of the partnership between Indian Tribal governments, and

- (2) Authorization of the Consortium by all its members (or in the case of the General Assistance Program, all members that meet the eligibility requirements for a General Assistance Program grant) to apply for and receive the grant(s) for which the Consortium has applied.

EPA awards 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 workplan activities 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 CFR Part 35, Subpart B, and national guidance, including the 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: Allowable Solid Waste and Recovered Resource Program Implementation, Collection, Transportation, Backhaul and Disposal Costs), and other EPA-administered statutory programs.

SECTION 2. APPLICATION REVIEW AND PROCESS

Section 2.1 Requests for Additional Information

In some cases, GAP Project Officers may need to follow-up with the tribal grantees they support to discuss their GAP applications submitted in January (e.g., missing documents in the application, workplan or budget issues, missing quarterly reports from FY21 or FY22, etc.). Applicants/grantees should respond within two weeks of the PO's request. It is important that applicants/grantees and GAP POs maintain communication from the first coordination call through tribal receipt of the final award notice.

Section 2.2 Quarterly Report Status

If a Tribe who applies for a FY23 GAP grant has outstanding quarterly reports or deliverables from a current or any previous fiscal years, then the GAP POs will first work with the applicant to obtain all missing deliverables before processing the FY23 GAP grant application. A delay in submitting quarterly reports or deliverables could result in a late or no award.

Section 2.3 Joint Evaluation/End of Year (EOY) for FY21

In November 2021 GAP POs began the process of drafting joint evaluations/end-of-year reports. These reports are an evaluation of the performance by both the EPA and the grantee. It is important that the GAP POs and grantees work closely together to complete this report by May 2022. Here are the responsibilities of both parties:

Tribal Grantees:

- Submit to EPA all quarterly reports and deliverables from the FY21 workplan by deadlines specified in Section 1.6.

- Submit to EPA the Federal Financial Report (FFR)/ SF-425. These are due no later than 90 calendar days for interim annual reports. Final closeout reports are due no later than 120 calendar days after the end date of the period of performance of the award.
 - Tribal GAP grantees are encouraged to send a courtesy copy of the final FFR report to their GAP Project Officers via email.
- Review and provide feedback on the draft joint evaluation/end-of-year report drafted and sent to you (likely over email) by your designated GAP Project Officer.

GAP Project Officers:

- Review all quarterly reports and deliverables from the FY21 workplan.
- Review the Federal Financial Report (FFR)/ SF-425 submitted by the grantee.
- Assess the progress made on the FY21 workplan and identify the accomplishment, work partially completed and/or incomplete work.
- Draft a joint evaluations/end-of-year report illustrating the assessment made of the work completed and the expenditures for FY21.
- Submit the draft joint evaluations/end-of-year report to the grantee to review and provide feedback/clarifications (as needed) on the GAP Project Officer's assessment.
- Review the feedback submitted on the draft report by the tribe and finalize the report.
- Submit the final report to the Tribal Branch Manager who will send the final report to the tribal chairperson/tribal leader.

Section 2.4 Unexpended Funds

If unexpended funds remain in the GAP grant, and the grant does not expire at the end of the fiscal year, the grantee and Project Officer will need to discuss options and negotiate the best course of action for the grantee. The possible options may include:

- (1) Unexpended funds and the work associated workplan activity/commitment may be carried over into the workplan for the following fiscal year.
 - a. Note the work activity/commitment will need to be reflected in the new workplan and budget.
- (2) Unexpended funds may be negotiated to be used for a new activity, to be completed in the following year.
- (3) Unexpended funds may be subtracted from the approved GAP award amount for FY23.

However, if the GAP grant expires at the end of the fiscal year and unexpended funds remain, these funds must be returned to the EPA, with subsequent closeout of the grant. For example, grants for which FY22 is the close out year, and the grantee anticipates for there to be unspent funds then at the end of FY22, they will come back to EPA.

Note: It is crucial for the grantee and GAP Project Officers to work together to keep track of the funds and work completed, partially completed and incomplete work. Grantees should notify their GAP PO as soon as they know they will have unexpended funds. This can also be discussed when finalizing the joint evaluations/end-of-year. This is when both the PO and tribe can identify if there is money left over in a grant and what to do with it.

SECTION 3. STAND-ALONE GAP APPLICANT INFORMATION

Section 3.1 Stand-Alone GAP Application Process & Timeline

Grant Application Deadline to Submit in grants.gov: Thursday, January 13, 2022. See Attachment K for guidance on navigating grants.gov.

Complete FY23 GAP workplans and budgets for individual tribes must also be submitted to POs (e.g., via email) by Thursday, January 13, 2022, for stand-alone GAP grants.

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

- Workplan (see Section 1.3)
- Budget Detail (see Section 1.4)
 - One-time workplan commitments such as equipment purchase requests and their associated costs should be included in a workplan components as well as the budget.
- Indirect Cost Rate Agreement, if applicable.
- Required grants.gov attachments, as applicable:
 - 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);
 - Certification Regarding Lobbying (EPA 6600-06), with authorized signature; and
 - Pre-award Compliance Review Report (EPA Form 4700-4).

Important Reminders:

Please be sure that all your quarterly reports are submitted. If EPA has not received timely, complete, and accurate quarterly reports or an FY21 FFR, as applicable, we will be unable to process the FY23 grant application until those materials have been received. Delayed responses to requests for these items may jeopardize our ability to award a grant or award a grant by October 1, 2022.

Please submit a **complete** workplan and budget by January 13, 2022. We encourage applicants to start submitting draft workplans and budgets to POs for reviews and revisions beginning in Fall 2021.

SECTION 4. GAP AWARDS IN PPGs APPLICANT INFORMATION

Section 4.1 Eligibility

PPGs allow eligible tribes and intertribal consortia to combine funds from at least two eligible environmental financial assistance programs into a single grant. PPGs increase programmatic flexibility and achieve administrative savings. The 20 EPA assistance programs eligible for inclusion in a tribal PPG are listed in Section 4.2 below.

Section 4.2 PPG with GAP Application Process and Timeline

Workplan and Budget: The PPG workplan and budget should combine all the programs to be included - it must be submitted to GAP POs by January 13, 2022. Please also include a list of the programs you intend to fold into your PPG, in addition to GAP, including competitive grants the applicant may be pursuing.

Grant Applications in grants.gov: Deadline will be specified in “please apply” letter. This will likely be in the spring or early summer of 2022.

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

- Workplan (See Section 1.3);
- Budget Detail (See Section 1.4);
 - One-time workplan commitments such as equipment purchase requests and their associated costs should be including in both the workplan and the budget.
- Indirect Cost Rate Agreement (if applicable);
- 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);
 - Certification Regarding Lobbying (EPA 6600-06), with authorized signature;
 - Pre-award Compliance Review Report (EPA Form 4700-4); and
 - A list of PPG eligible assistance programs the tribe intends to include in the final FY22 PPG, including competitive grants the applicant may be pursuing.

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 PO and the lead PPG PO.

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 FY23 PPG application. Eligible assistance programs that may be included in a PPG are listed below:

- Indian Environmental General Assistance Program (GAP);
- Air Pollution Control (Clean Air Act § 105);
- Water Pollution Control (Clean Water Act § 106 and § 518);
- Water Quality Cooperative Agreements (Clean Water Act § 104(b)(3));
- Wetlands Development Grant Program (Clean Water Act § 104(b)(3));
- Nonpoint Source Management (Clean Water Act § 319(h));
- Pesticide Cooperative Enforcement (Federal Insecticide, Fungicide, and Rodenticide Act § 23(a)(1));
- Pesticide Applicator Certification and Training (Federal Insecticide, Fungicide, and Rodenticide Act § 23(a)(2));
- Pesticide Program Implementation (Federal Insecticide, Fungicide, and Rodenticide Act § 23(a)(1));
- Pollution Prevention Grants (Pollution Prevention Act § 6605);
- Public Water System Supervision (Safe Drinking Water Act § 1443(a) and § 1451);
- Underground Water Source Protection (Safe Drinking Water Act § 1443(b));
- Lead-Based Paint Program (Toxics Substances Control Act § 404(g));
- Indoor Radon Grants (Toxic Substances Control Act § 306);
- Toxics Substances Compliance Monitoring (Toxic Substances Control Act § 28);
- State/Tribal Response Program – Brownfields (Comprehensive Environmental Response, Compensation, and Liability Act of 1980 § 128(a));

- National Environmental Information Exchange Network (EPA Appropriation Acts);
- Hazardous Waste Management Program Grants (Solid Waste Disposal Act § 3011(a));
- Underground Storage Tanks Program Grants (Solid Waste Disposal Act § 6991); and
- Multi-Purpose Grants.

SECTION 5. INTERTRIBAL CONSORTIA APPLICANTS

Section 5.1 Intertribal Consortia GAP Application Process & Timeline

Grant Application Deadline to Submit in grants.gov: Applications must be submitted to grants.gov by Thursday, January 27, 2022.

Complete FY23 GAP workplans and budgets for consortia must also be submitted to EPA PO (e.g., via email) by Thursday, January 28, 2022, for stand-alone GAP grants.

Consortia pursuing PPGs should follow deadlines in Section 5. Please ensure that all the following items are included and completed in your application packet in grants.gov:

- Workplan (See Section 1.3);
- Budget Detail (See Section 1.4);
 - One-time workplan commitments such as equipment purchase requests and their associated costs should be including in a workplan components as well as the budget.
- Indirect Cost Rate Agreement, if applicable; and
- 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);
 - Certification Regarding Lobbying (EPA 6600-06), with authorized signature;
 - Pre-award Compliance Review Report (EPA Form 4700-4); and
 - 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 FY2023PPG.

Section 5.2 Requirements for a Complete Application

Intertribal Consortia Workplans: Workplan components and workplan commitments should identify which environmental capacities of their member tribes are being developed by the proposed work. Tribal Consortia will also need to demonstrate or describe how their GAP workplans align with, but do not duplicate, workplan 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.

Consortium Member Workplans: Tribes that participate with intertribal consortia should ensure their tribal workplans demonstrate how they will work with their specific consortium, including how they will utilize consortium efforts and workplan products to further the goals of their own tribe, etc. We suggest tribes who are members of a consortium develop “Consortium-specific” workplan 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 or documentation of a consortia resolution. Authorizations or resolutions should clearly demonstrate that all consortium members support the consortia's proposed workplan and budget. Tribal government authorizations must indicate consortia workplan commitments that complement, but do not duplicate, commitments in tribal workplans.

SECTION 6. 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
- E. Eligibility of Tribes and Tribal Consortia
- F. Planning, Developing, and Establishing Tribal Waste Management Capacity
- G. GAP Program Activities for Climate Change
- H. Sample SF424 Forms from Grants.Gov for GAP Standalone and PPGs
- I. Equipment Purchase Requests
- J. Region 9 Indian Environmental General Assistance Program Allowable Activity Flow Chart
- K. Guidance for Applying in Grants.gov
- L. U.S. EPA Region 9 GAP and GMO Contacts
- M. GAP Online 3.0

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

ATTACHMENT B

The tables below present 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/reviewing contracts, intergovernmental agreements, tribal laws/codes/regulations, or other legal documents.
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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 .	Repair, upgrade, and replacement of source separation/ resource recovery supplies and equipment (e.g., vehicles, scales, crushers, shredders, sheds, fencing, containers/bins, and signage).
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).

**Allowable Solid Waste Implementation Activities Under
the FY 2018 Consolidated Appropriations**

Description	Act 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.

ATTACHMENT C

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.

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

2021 Tribal EPA Conference Session on Updating the ETEP: Frequently Asked Questions

1. If my ETEP cover memo priorities are still valid beyond the original four or five-year duration of the current ETEP, do I still need a major overhaul?

In general, an ETEP for GAP stand-alone grants have a duration of four years (five years for a GAP grant in a PPG), and a major overhaul of the entire ETEP (all our documents are updated) is expected. This schedule of a new ETEP is to ensure that the ETEP reflects changing environmental conditions and new program priorities are identified. However, EPA recognizes that individual Tribal circumstances may lead to a request for an extension of the current ETEP. This request of an extension should be discussed with the Project Officer. Some examples of consideration for extension may include:

- The long term and medium ETEP priorities are still valid and the current ETEP can be carry over into an additional year.
- The loss of staff resulted in delay of program activities and the Tribe would like more time to implement the current ETEPs.
- Covid-19 has impacted the program (e.g., office shut-down, delayed in hiring) resulted in delayed program activities.
- The Tribe and EPA have been monitoring progress of the ETEP and making annual or periodical updates (e.g., minor updates to one or several of the ETEP documents over the years). The ETEP is current and can be carryover to an additional year.

2. Can a Tribe request a major overhaul of the ETEP before the end of its 4 or five-years duration?

This request can be made to the GAP Project Officer. EPA recognizes that special circumstances may warrant an acceleration of an ETEP major overhaul (e.g., large amount of land entered into Trust, request by Tribal leadership, new Environmental Director with a different program focus).

3. What the difference between a minor update and a major overhaul?

Minor updates are optional changes that the Tribe may submit in any given year if they feel specific information may be beneficial in the current ETEP. A major overhaul is a comprehensive update of the ETEP when the four or five years are up and a new ETEP will be developed to cover the next four or five years.

4. Do I need to revise my ETEP if I have a one time activity in the work plan, but that program activity or program priority is not in the ETEP?

The ETEP does not have to be updated if the GAP workplan activity is one time only.

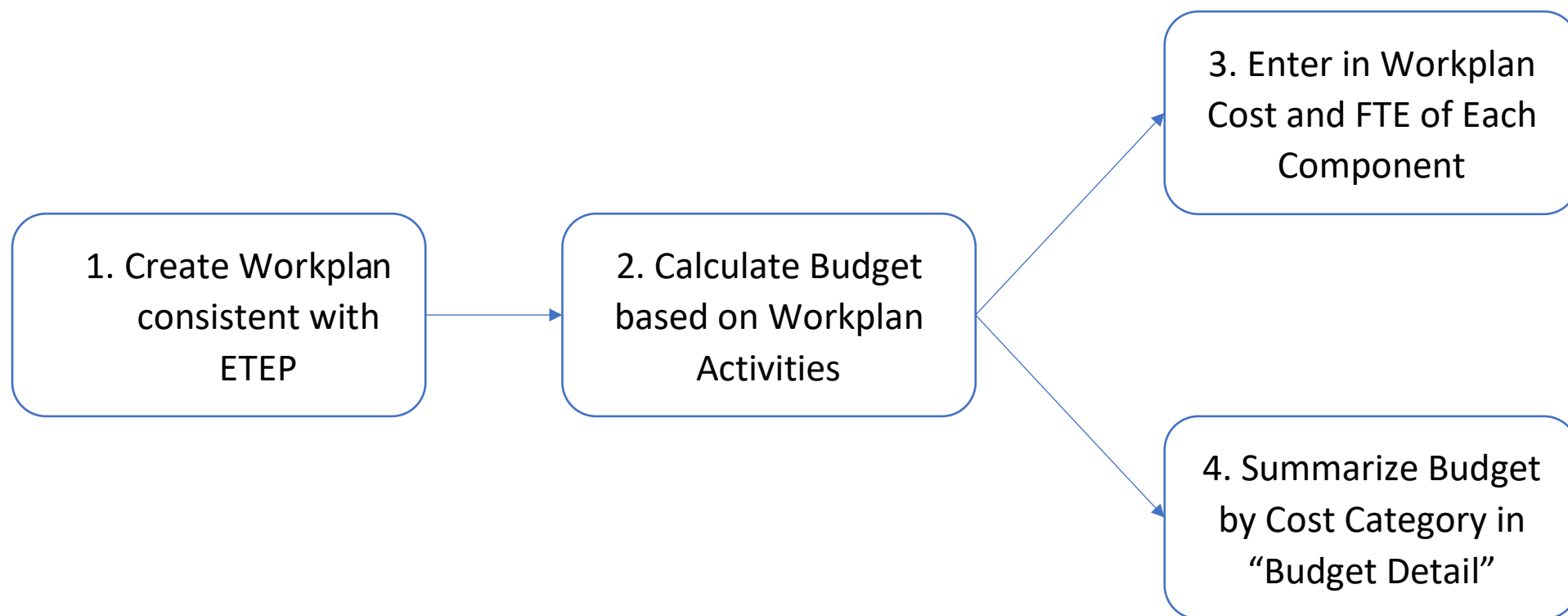
ATTACHMENT D

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. Additional templates are available at: <https://www.epa.gov/tribal-pacific-sw/region-9-tribal-environmental-gap-funding>.

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.

<i>[Equipment costs would be indicated here]</i>	*IDC usually does not apply here.	\$0
Total		\$0

D.3.3 Subtotal of Supply Costs for Component 3

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

D.3.4. 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

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.3.7 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 ² Hours	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. Multiple 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.

ATTACHMENT E

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.

ATTACHMENT F

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 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-materialsmanagement-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>).

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/triballands/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>.

ATTACHMENT G

GAP Program Activities for Addressing Climate Change

In 2021, EPA issued a Policy Statement signed by Administrator Regan and a Climate Adaptation Action Plan, which advance Executive Order (E.O.) 14008: Tackling the Climate Crisis at Home and Abroad.

The agency recognizes that multiple program efforts will be needed to address climate change challenges. This summary identifies climate change related work across the agency's programs as cited in the GAP Guidance.

The GAP program supports Tribal efforts in planning, program development and intergovernmental partnerships to address climate change. The Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia, Appendix I, Section C 2 Establishing an Air Quality Program (page 16 of 42) identifies the following climate change planning work:

C.3.14 Tribe has developed a climate change vulnerability/risk assessment.

C.3.15 Tribe has developed a climate change preparedness/adaptation program (e.g., zoning rules and regulations; tax incentives; building codes/design standards; utility rates/fee setting; public safety rules and regulations; outreach and education; emergency management powers).

C.3.17 Tribe has established energy efficiency policies and program(s) (e.g., building design standards/codes, ENERGY STAR initiatives for government operations and tribal housing).

C.3.20 Tribe has established intergovernmental partnerships with federal, state, local, and tribal governments to address air quality issues, including climate change, and radiation hazards (e.g., memoranda of understanding, interagency agreements).

The GAP Guidance, Appendix I, Section D: Establish a Tribal Water Quality Program Capacities (Appendix I, page 21 of 42) identifies planning activities that can address climate change vulnerabilities such as drought conditions. The indicators below can support the development of drought contingency plans in the GAP work plan.

D.3.6 Tribe has established community outreach/education programs related to water quality and/or protecting health through safe drinking water (e.g., fish consumption advisory system, water efficiency, nonpoint source pollution best management practices, infrastructure needs for water and wastewater utilities, and wetlands restoration activities).

D.3.7 Tribe has established water efficiency policies and program(s) (e.g., building design standards/codes, WaterSense initiatives for government operations, water use restrictions).

Appendix I, Section: G: Building Tribal Chemical Safety and Pollution Prevention Program Capacities, (page 41 of 42) includes pollution prevention activities that support programs and policies that can reduce green house gas emissions.

G.3.11 Tribe has adopted a pollution prevention strategy and/or policy (e.g., integrate pollution prevention practices through government services, policies, and initiatives; establish environmentally preferable purchasing standards, green building codes/standards, greenhouse gas emission reduction targets; reduction targets for the use of hazardous materials; establish an integrated pest management program; and adopt natural resources protection policies/procedures).

If you have further questions, please contact your GAP Project Officer or Willard Chin chin.willard@epa.gov

Link to video webinar on GAP program support on climate change can be viewed at:
<https://www.youtube.com/watch?v=fmH6dU-ZVA>

ATTACHMENT H

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="xxxxxxxx"/>
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="xxxxxx-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"/> * 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="Enter main contact's job title"/>		
Organizational Affiliation: <input type="text" value="Insert Tribal Entity's Name"/>		
* Telephone Number: <input type="text" value="xxxx-xxxx-xxxx"/>		Fax Number: <input type="text" value="xxxx-xxxx-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 * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **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?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ 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)

☒ ** 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: *Typically, this is the First Chief, Tribal Council President, or Tribal Administrator. The name on the 424 and the Key Contact Form must match.*

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * 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:

- ☐ 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:

Insert your current grant number

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Insert Organization/Tribal Entity's name

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

XX-XXXXXXX

* c. Organizational DUNS:

XXXXXXXXXX

d. Address:

* Street1:

Insert street address

Street2:

* City:

Insert City Name

County/Parish:

* State:

State

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

XXXXX-XXXX

e. Organizational Unit:

Department Name:

Insert name of your environmental department

Division Name:

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

Prefix:

* First Name:

Insert First Name

Middle Name:

* Last Name:

Insert Last Name

Suffix:

Title: Enter main contact's job title

Organizational Affiliation:

Insert Tribal Entity's Name

* Telephone Number:

XXX-XXX-XXXX

Fax Number:

XXX-XXX-XXXX

* Email: 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 * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project: *Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.** a. Start Date: * b. End Date:

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?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ 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)

☒ ** 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: *Typically, this is the First Chief, Tribal Council President, or Tribal Administrator. The name on the 424 and the Key Contacts Form must match.*

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

SAMPLE PPG - New Funding 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):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

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:

XXXXXXXXXX

d. Address:

* Street1:

Enter street address

Street2:

* City:

County/Parish:

* State:

State

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

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:

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:

66.605

CFDA Title:

Performance Partnership Grant

* 12. Funding Opportunity Number:

EPA-CEP-01

* Title:

EPA Mandatory Grant Programs

13. Competition Identification Number:

Leave blank

Title:

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

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

"Tribal name" PPG - FY20

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

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project: Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.

* a. Start Date:

10/01/2019

* b. End Date:

09/30/2020

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?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes☒ 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)

☒ ** 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: Typically, this is the Tribal Council Chair or Tribal Administrator, as identified on the Key Contacts form.

Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>		<input type="text"/>
* Last Name:	<input type="text"/>		
Suffix:	<input type="text"/>		<input type="text"/>
* Title:	<input type="text"/>		
* Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text"/>		
* Signature of Authorized Representative:	<input type="text"/>	* Date Signed:	<input type="text"/>

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:

xxxxxxxxxx

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:

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:

66.605

CFDA Title:

Performance Partnership Grant

* 12. Funding Opportunity Number:

EPA-CEP-01

* Title:

EPA Mandatory Grant Programs

13. Competition Identification Number:

Leave blank

Title:

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

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Enter "Tribal name" FY20 PPG

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

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project: *Start date is the date your four-year grant cycle started. For some applicants, this will be earlier than 2019.*

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ 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)

☒ ** 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: *Typically, this is the Tribal Council Chair or Tribal Administrator. The name on the 424 and the Key Contacts Form must match.*

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

ATTACHMENT I

Equipment Purchase Requests

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

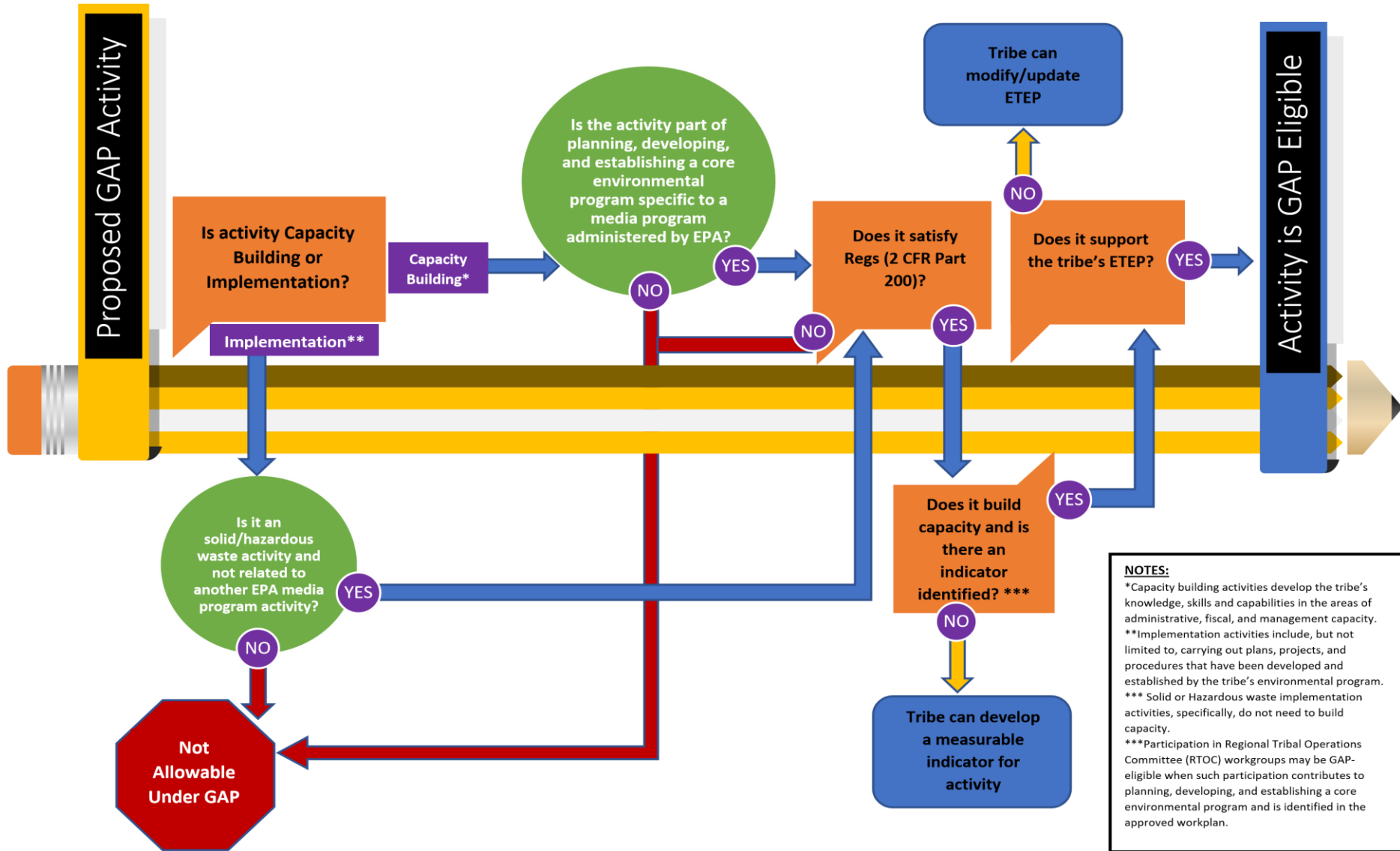
- A justification for the use of the equipment is required. This should explain *why* the equipment is necessary, and *how* the equipment will be used to carry out specific workplan tasks or used for environmental program capacity building needs. (GAP allowability)
- For vehicle requests, an estimate 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>.

ATTACHMENT J

Region 9 Indian Environmental General Assistance Program Allowable Activity Flow Chart



ATTACHMENT K

Guidance for Applying in Grants.gov

Use the link in the first bullet to take you to CEP-2, within which is where the GAP grant (Assistance Listing 66.926) can be located.

All applications must be submitted through “Workspace” in [Grants.gov](https://www.grants.gov). The legacy Adobe PDF application package (previously one file with all required forms bundled together) can no longer be used. Learn more about Workspace at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

Submitting Your GAP Application

Log onto [Grants.gov](https://www.grants.gov) to access the application package:

- Go to <http://www.grants.gov/view-opportunity.html?dpp=1&oppId=273808>. (Use this link – the package cannot be located using the [Grants.gov](https://www.grants.gov) search feature.) **Locate Assistance Listing Number 66.926 on the list and click “Select Package.”**
- On the next page, click the red button, “Log in to Apply Now,” and follow the instructions.
- **You may want to forward a copy of the email you receive from [Grants.gov](https://www.grants.gov) to your Project Officer to confirm receipt of your application package.** This will allow your Project Officer to confirm that EPA has received your application package from [Grants.gov](https://www.grants.gov).

Please note:

- If the grant is to be included in a PPG, you must go to [EPA-CEP-01](#) and select Assistance Listing 66.605.
- For the stand alone GAP grant, you go to [EPA-CEP-02](#) and select Assistance Listing 66.926.

UEI Numbers

Starting in April 2022 the DUNS number will no longer be used as a Unique Entity Identifier (UEI) for our grant applicants and recipients. Starting May 2021, GSA began the transition from using DUNS to a SAM created UEI. This means anyone registering or renewing their registration in SAM.gov will receive a SAM created UEI. However, each entity will also have a DUNS, in addition to their SAM created UEI, until the DUNS is retired in 2022. Until EPA’s grant systems are able to accept the new UEI, EPA will continue to use the DUNS. Because agencies are all handling this transition differently, the Office of Grants and Debarment has issued RAIN-2021-G01, Status of EPA Implementation of Government-wide DUNS/UEI Transition to explain how EPA is implementing this change. This blog will continue to share all of the information recipients will need to know each step of the way: <https://interact.gsa.gov/blog/what-do-i-need-know-about-new-unique-entity-id-samgov>

Technical Support

Visit the [Grants.gov](https://www.grants.gov) Applicant Resource page at:

<https://www.grants.gov/web/grants/applicants/applicant-faqs.html> for FAQs, User Guides, Checklists, Training and Technical Support. **If you have any technical questions or issues**, information is available online through the [Grants.gov](https://www.grants.gov) Contact Center at <https://www.grants.gov/web/grants/support.html>. The center is open 24 hours a day, 7 days a week. Call or email 1-800-518-4726 or support@grants.gov

ATTACHMENT L

U.S. EPA Region 9 Contacts

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

Grants Branch (MSD-6)	Contact	Tribal Branch (TIP-3)	Contact
Carolyn Truong (Manager)	(415) 947 -4268	Ruben Mojica Hernandez (Acting Manager)	(415) 972-3268
Veronica Adams	(415) 972-3677	Marisol Anaya	(415) 972-3874
Fareed Ali	(415) 972-3665	Nicholas Anderson	(415) 972-3865
Danielle Carr	(415) 947-3871	Willard Chin	(415) 972-3797
Susan Chiu	(415) 972-3674	Destinee Cooper	(415) 972-3790
Norma Douglas	(415) 947-4136	Abegail Gamet	(415) 947-4131
Alba Espitia	(415) 972-3667	John Herbst	(619) 235-4787
Darlene Fernandez	(415) 972-3664	Pamela Overman	(415) 972-3781
Angela Mendiola	(415) 972-3284	Gilbert Pasqua	(415) 972-3788
Ambiola Odusaga	(415) 972-3437	Mark Rayos	(415) 947-4110
Maria Roverso	(415) 972-3573	Jeanette Sasek	(415) 947-4115
Kimberli Smith	(415) 972-3778	Juliann Schroeder	(415) 947-4109
Nelly Sun	(415) 947-4237	Veronica Swann	(415) 972-3699
Martha Villarreal	(415) 972-3666	Timothy Wilhite	(530) 841-4577

ATTACHMENT M

GAP Online 3.0: 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 PO. See:

<https://gaonline.epa.gov/ords/gap/f?p=139:4>