

U.S. Environmental Protection Agency, Region 9 Indian Environmental General Assistance Program (GAP) 2024 Region-Specific Information for Receiving a Fiscal Year (FY) 2024-2025 GAP Grant

PLEASE FIRST REVIEW:

Fiscal Year 2024 Indian Environmental General Assistance Program (GAP) National Notice of Funding Availability (National NOFA)

[Click here to view National GAP NOFA](#)

Other Useful Links:

- [Click here to view the 2022 GAP Guidance](#)
- [Click here to view the 2022 GAP Capacity Indicators](#)

REGION 9 DEADLINES TO APPLY

Table 1: Deadlines for application based on applicant type

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	Friday, January 26, 2024	Friday, January 26, 2024
Individual Tribe applying for GAP funding through a Performance Partnership Grant (PPG)	Friday, January 26, 2024	Date specified by EPA Project Officer in “please apply” letter, likely in spring or early summer 2024
Intertribal consortium applying for GAP funding	Friday, January 26, 2024	Friday, January 26, 2024

Note: Grantees are **strongly encouraged** to discuss FY25 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.

Contact Information

Rubén Mojica Hernandez, Manager, Tribal Branch
U.S. EPA Region 9, Tribal Intergovernmental, and Policy Division
75 Hawthorne Street | San Francisco, California 94105
Phone: (415) 972-3268
mojica-hernandez.ruben@epa.gov

IMPORTANT INFORMATION

Overview: 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 2023 to confirm that workplans describe eligible activities aligned with the Tribe’s EPA-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 GAP. [Click here for link to the 2022 GAP Guidance](#)

Region 9 Grants Handbook: This includes topics related to applying for and managing an EPA grant. [Click here for link to the Region 9 Grants Handbook](#)

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, 2024.

ETEPs: Individual Tribes are required to have an ETEP to receive funding for FY2025. If a Tribe has not finalized an ETEP, funds may not be awarded or may be reduced. Please reach out to your PO or the Tribal Branch manager if you are a first-time applicant or returning grantee. (See “Project Officer Assignments by Tribe” link above or Attachment F).

Application Guidance for Grants.Gov: Please visit Attachment E.

Federal Financial Report (SF-425): Within the time frame specified in their administrative award terms and conditions, EPA recipients must submit the interim SF-425, Federal Financial Report (FFR) no later than 90 calendar days for annual reports after the period of performance of the award. Final FFRs 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.

IMPORTANT DATES

Table 2: Table of important dates for GAP and PPG funding

January 26, 2024:	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 26, 2024:	Applications: Applications for stand-alone <i>GAP grants</i> (non-PPG) from individual Tribes are due to grants.gov.
January 26, 2024:	Workplans and Budgets: GAP workplans and budgets from <i>intertribal consortia</i> are due to POs via email.
January 26, 2024:	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.

Table of Contents

PLEASE FIRST REVIEW	1
Fiscal Year 2024 Indian Environmental General Assistance Program (GAP) National Notice of Funding Availability (National NOFA)	1
Other Useful Links	1
Click here to view the 2022 GAP Guidance	1
Click here to view the 2022 GAP Capacity Indicators	1
REGION 9 DEADLINES TO APPLY	1
Contact Information.....	1
IMPORTANT INFORMATION.....	2
Overview.....	2
Workplan/Budget Planning.....	2
GAP Guidance	2
Region 9 Grants Handbook.....	2
Application Review Process	2
ETEPs	2
Application Guidance for Grants.Gov	2
Federal Financial Report (SF-425).....	2
IMPORTANT DATES	2
Table of Contents	3
SECTION 1: IMPORTANT INFORMATION FOR ALL APPLICANTS.....	1
Section 1.1: Overview of Application Submission.....	1
Section 1.2: GAP Review and Evaluation	1
Section 1.3: Workplan Format and Content.....	2
Section 1.4: Budget Format and Content.....	2
Section 1.5: Important Award Information.....	3
SECTION 2: APPLICATION REVIEW AND PROCESS.....	3
Section 2.1: Requests for Additional Information.....	3
Section 2.2: Progress Report Status.....	3
Section 2.3: Joint Evaluation/End of Year (EOY) for FY23	4
Section 2.4: Unliquidated Obligations (ULOs) aka “High Balances” Additional Information	4
SECTION 3: STAND-ALONE GAP APPLICANT INFORMATION	5
Section 3.1: Stand-Alone GAP Application Process & Timeline	5
SECTION 4: GAP AWARDS IN PPGs APPLICANT INFORMATION	5
Section 4.1: PPG with GAP Application Process and Timeline	5

SECTION 5: INTERTRIBAL CONSORTIA APPLICANTS..... 5
 Section 5.1: Intertribal Consortia GAP Application Process & Timeline..... 5
 Section 5.2: Requirements for a Complete Application 6
SECTION 6: ATTACHMENTS 6
 ATTACHMENT A: Example Workplan and Budget 7
 ATTACHMENT B: GAP Activities for Climate Change 16
 ATTACHMENT C: Equipment 19
 ATTACHMENT D: Guidance for Applying in Grants.gov 20
 ATTACHMENT E: U.S. EPA Region 9 Contacts..... 21
 ATTACHMENT F: U.S. EPA Region 9 General Assistance Program Funding Opportunity: Co-
 sponsorship of the 33rd and 34th Tribal/EPA Annual Conference 22

SECTION 1: IMPORTANT INFORMATION FOR ALL APPLICANTS

Section 1.1: Overview of Application Submission

The following items must be completed and submitted for the Agency to process your application and award your grant/cooperative agreement by October 1, 2024:

- Submittal of all FY23 progress reports and an FY23 FFR;
- Start of FY23 end-of-year joint evaluation;
- Submittal of FY24 progress reports required to date;
- Submittal of workplan and budget to PO on or before January 26, 2024 via email;
 - Recommended: Submittal of draft FY24 workplan and budget *prior* to January 26, 2024 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 26, 2024 deadline.

Guidance on Assistance Listings, Funding Opportunity Numbers, and workplan and budget requirements is [available in the NOFA](#).

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.**

Visit [Attachment E](#) in the appendix for additional supporting information, resources, and tools.

Section 1.2: GAP Review and Evaluation

Throughout FY23, EPA POs reviewed progress and expenditure reports. At the start of FY24, EPA POs began working together with existing grantees to evaluate overall progress in FY23 and develop end-of-year and/or closeout reports and to review expenditure reports and FFRs.

Planning meetings and phone calls between EPA POs and grantees/applicants are scheduled to occur between **November 2023 and January 20, 2024**. These meetings and calls should include discussion of past and current progress, review of ETEPs, discussion of ideas for FY25 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.

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, 2 CFR Part 1500, 40 C.F.R. Part 35, Subpart B, and 40 CFR Part 33. EPA will also consider the factors outlined in the 2022 GAP Guidance.

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 several factors when reviewing GAP Workplans and Budgets including:

- Completeness of applications based on the information [requested in the NOFA](#) 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;
- 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 original or 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 may need 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 such 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, 2024.

Section 1.3: Workplan Format and Content

EPA welcomes workplans developed in tables or spreadsheets (e.g., Excel). See Attachment A for an example workplan and budget with the required components. [Click this link to view the example.](#)

GAP workplans **must** contain elements [specified in the NOFA](#) and 40 CFR § 35.507.

Note: 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 is required. 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: Budget Format and Content

- Budget details **must** contain elements [specified in Section 7 of the NOFA](#).

Note: one-time workplan commitments such as equipment purchase requests and their associated costs should be included in both the workplan and the budget.

[Explore an example budget that includes all required components by clicking this link.](#) Budgets should be clear, concise, detailed, and logical. Budget format must be 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).

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 [which you can visit by clicking this link.](#)

Section 1.5: Important Award Information

Regulations

Regulations governing the award and administration of environmental program grants for Tribes, including GAP, can be found via the links listed below:

- [Click this link to view the 2 C.F.R. Part 200](#)
- [Click this link to view the 2 C.F.R. Part 1500](#)
- [Click this link to view the 40 C.F.R. Part 33](#)
- [Click this link to view the 40 C.F.R. Part 35, Subpart B](#)

General terms and conditions

[Click this link to view EPA's 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.

Disputes

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 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 progress reports from FY23 or FY24, etc.). Applicants/grantees should respond as soon as possible and no later than two weeks following such requests. 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: Progress Report Status

If a Tribe who applies for a FY25 GAP grant has outstanding progress 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 FY25 GAP grant application. A delay in submitting progress reports or deliverables could result in a late or no award.

Section 2.3: Joint Evaluation/End of Year (EOY) for FY23

In November 2023, 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 April 2024. Here are the responsibilities of both parties:

Tribal Grantees:

- Submit to EPA all progress reports and deliverables from the FY23 workplan by deadlines outlined in the terms and conditions of the grant.
- Submit to EPA the FFR (SF-425). These are due no later than 90 calendar days after the end of the period of performance of the grant 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 requested 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 via email) by your designated GAP Project Officer.

GAP Project Officers:

- Review all progress reports and deliverables from the FY23 workplan.
- Review the FFR (SF-425) submitted by the grantee.
- Assess the progress made on the FY23 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 FY23.
- 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: Unliquidated Obligations (ULOs) aka “High Balances” Additional Information

If ULOs 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) ULOs and the 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) ULOs may be negotiated to be used for a new activity to be completed in the following fiscal year.
- (3) ULOs may be subtracted from the approved GAP award amount for FY25.

However, if the GAP grant expires at the end of the fiscal year and ULOs remain, these funds will be returned to the EPA, with the closeout of the grant. For example, grants for which FY24 is the close out

year, and the grantee anticipates there will be unspent funds then at the end of FY24, the funds 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 ULOs. 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

GAP Grant Application Deadline to Submit in grants.gov: Friday, January 26, 2024. See [Attachment E](#) for guidance on navigating grants.gov.

Complete FY25 GAP workplans and budgets for individual Tribes must also be submitted to POs by Friday, January 26, 2024, for stand-alone GAP grants.

General Information

Please ensure that all the documents noted in the [Fiscal Year 2024 GAP NOFA](#) are included and completed in your application packet in grants.gov.

SECTION 4: GAP AWARDS IN PPGs APPLICANT INFORMATION

Section 4.1: PPG with GAP Application Process and Timeline

GAP Grant Workplan and Budget Deadline to Submit to GAP PO: Friday, January 26, 2024.

Workplan and Budget

The GAP workplan and budget must be submitted to GAP POs by January 26, 2024. This initial submittal should not combine the workplan and budgets of all programs in the PPG, as this will occur in the grants.gov submittal process. Applicants must include a list of the programs they intend to fold into the 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 2024.

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.

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 Friday, January 26, 2024.

Complete FY25 GAP workplans and budgets for consortia must also be submitted to EPA PO by Friday, January 26, 2024.

Consortia pursuing PPGs should follow deadlines in Section 4. For Tribal consortia GAP grants that are part of a PPG, applications should include a list of PPG eligible grant programs the Tribe intends to include in the final FY2025 PPG.

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. Example Workplan and Budget
- B. GAP Activities for Climate Change
- C. Equipment Purchase Requests
- D. Guidance for Applying in Grants.gov
- E. U.S. EPA Region 9 GAP and GMO Contacts

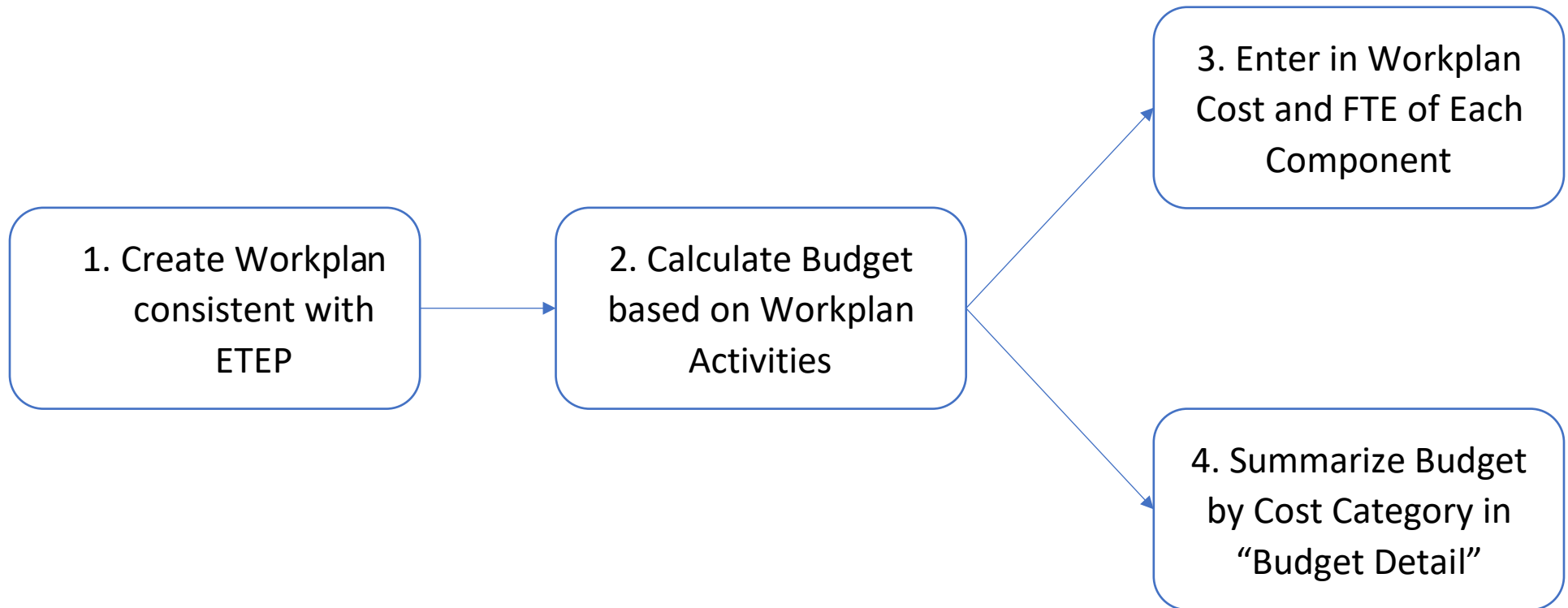
ATTACHMENT A: Example Workplan and Budget

Attachment A provides an example stepwise approach grantees may take to develop a workplan (See A.2) and to estimate costs for each component (See A.3) and for the overall workplan, as summarized in the Budget Detail (See A.4). Attachment A.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. [Click here to view additional examples of workplan and budgets.](#)

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

Table 3: Example Stepwise Approach for Developing Workplan and Budget



A.2 – Example of a GAP Workplan with Required Components

Attachment A.2 provides an example workplan 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)	Completion Date	Estimated Cost	Estimated FTE
1	Component 1 [Component Name]: [General Description of Component]	Enter <u>component</u> environmental outcome(s)/environmental results here - these can be <u>long-term</u> and <u>general</u> .	No data	Enter the total cost to complete all commitments under the component.	Enter the total FTE to complete all commitments under the component.
1.1	Commitment 1.1 [Insert more detailed description. Who will do what? What will be done?]	Enter <u>commitment</u> 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 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	Example Component 3 Water Quality Baseline Assessment: Tribe will assess available water quality information needed to build a water quality program.	Example Outcomes/Environmental Results: Tribe has an effective water quality program and observes improved water quality.	No data	\$2,402	0.05
Example3.1	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 progress report • By August 30, 2024, provide summary report, including photos. 	January 31, 2024, April 30, 2024, July 31, 2024: Status update. August 30, 2024: 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.

A.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.

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

No data	No data	Environmental Director (hours)	Environmental Technician (hours)	Supplies (\$)	Travel (\$)	Equipment (\$)	Contractor (\$)	Other (\$)	Notes / Assumptions
3	Water Quality Baseline Assessment	No data	No data	No data	No data	No data	No data	No data	No data
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.
No data	Subtotals	10	100	\$100	\$58	\$ -	\$ -	\$100	No data

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.
- Add the subtotals from each cost category to arrive at the total cost for the component.

A.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.

A.3.3 Subtotal of Supply Costs for Component 3

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

A.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.

A.3.5 Subtotal of Equipment Costs for Component 3:

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

A.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

--	--	--

A.3.7 Subtotal of Other Costs for Component 3

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

A.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

A.4 – Developing the Budget Detail

Grant applications require submittal of a “Budget Detail” that summarizes costs for the workplan by category. Using this stepwise 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 total 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.

A.4.1 Subtotal of Personnel for Overall Budget Detail

Positions	Base Rate/Hour ¹	Total ² Hours	FTE ³	Total ⁴
Environmental Manager	\$25	<i>No data</i>	<i>No data</i>	<i>No data</i>
Environmental Technician	\$15	No data	No data	No data
Personnel subtotal	No data	No data	No data	No data

Notes:

1. Exclude IDC and Fringe here.
2. Total hours for each GAP-funded position across all components/commitments.
3. Total 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).

A.4.2 Subtotal of Fringe for Overall Budget Detail

Positions	Subtotal ¹ (\$)	Fringe Rate ²	Personnel with Fringe (\$) ³
Environmental Manager	<i>No data</i>	10%	<i>No data</i>
Environmental Technician	No data	10%	No data
Fringe subtotal	No data	No data	No data

Notes:

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

A.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	No data	No data	No data	No data	No data
Travel subtotal	No data	No data	No data	\$58	No data

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.

A.4.4 Subtotal of Equipment for Overall Budget Detail

Description	Price	Qty	Total ²	Notes ³
[Equipment] ¹	No data	No data	No data	No data
Equipment Subtotal	No data	No data	No data	No data

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.

A.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	No data	No data	No data	No data
Supplies Subtotal	No data	No data	No data	No data

Notes:

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

Description	Price	Qty	Total ²	Notes ³
[contract costs] ¹	No data	No data	No data	No data
Contract Subtotal	No data	No data	No data	No data

A.4.6 Subtotal of Contract Costs for Overall Budget Detail

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.

Description	Price	Qty	Total ²	Notes ³
Fees to acquire studies/reports	\$100	1	\$100	Corresponds to Commitment 3.1
[Other] ¹	No data	No data	No data	No data

Other Subtotal	No data	No data	No data	No data
-----------------------	---------	---------	---------	----------------

A.4.7 Subtotal of Other for Overall Budget Detail

Notes:

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

A.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))	No data
Personnel (\$) (without IDC)	No data
Fringe Rate (if applicable) (%)	No data
Fringe (\$) (without IDC)	No data
Travel (without IDC)	No data
Equipment (without IDC)	No data
Supplies (without IDC)	No data
Contract (without IDC)	No data
Other (without IDC)	No data
Base for Applying IDC (if applicable) ¹ :	No data
IDC Rate (if applicable) (%)	No data
IDC (\$)	No data
Total²	No data

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.

A.5 – Budget Guide

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 passthrough 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 B: GAP Activities for 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.) 13990 Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis. The agency recognizes that multiple program efforts will be needed to address climate change challenges. GAP supports Tribal efforts in planning, program development, and intergovernmental partnerships to address climate change.

This summary identifies climate change related work across the agency’s programs as cited in the 2022 GAP Capacity Indicators document and the Technical Assistance Handbook.

[Click here to view 2022 Capacity Indicators](#)

[Click here to view Technical Assistance Handbook](#)

GAP Capacity Indicators

Indicators are milestones along a Tribe’s environmental program development path. Capacity indicators do not represent all GAP eligible activities and are not meant to capture *every* program development milestone. EPA will use capacity indicators as a measurement to demonstrate environmental capacity achieved with GAP funding. [For more information on indicators, click here to view the GAP Guidance Section 2.2.](#)

Cross Cutting Indicators related to climate:

Code	Indicator	How does EPA define when the indicator is completed?	Where to go for more information
XCUT 02.01	Recipient is establishing a climate change preparedness/adaptation plan.	Recipient provides copy of climate change adaptation plan.	Climate Change Adaptation Resource Center (ARC-X)
XCUT 02.02	Recipient is developing strategies and procedures to achieve greenhouse reduction targets and increase climate resilience.	Recipient provides copy of strategies and procedures.	Greenhouse Gas (GHG) Emissions and Removals

Pollution Prevention Indicators related to climate:

Code	Indicator	How does EPA define when the indicator is completed?	Where to go for more information
PPA 01.01	Recipient is conducting an assessment to evaluate pollution prevention opportunities, through the establishment of baselines, for individual businesses.	Recipient provides copy of the assessment (e.g., an Economy, Energy and Environment Assessment or other similar assessment) for individual businesses (e.g., casinos, hotels, manufacturing facilities).	General EPA Information on Pollution Prevention Information
PPA 01.02	Recipient is establishing a Pollution Prevention Program to adopt reduction practices.	Recipient provides copy of documented program procedures for Pollution Prevention Program.	General EPA Information on Pollution Prevention Information

			Pollution Prevention Grant Information
--	--	--	--

GAP Technical Assistance Handbook

The [GAP Technical Assistance Handbook](#) can be used to support the development of GAP work plans and identify priorities and long-term development goals in EPA-ETEPs. The program-specific information is from the 2013 GAP Guidance Appendix I. The activities in the 2022 Handbook are not GAP capacity indicators, or milestones, but may help Tribes to achieve capacity indicators identified in ETEPs. The following are examples of work to support Tribal Climate Change efforts.

Examples of air quality capacity building activities related to climate:

- Develop a climate change vulnerability/risk assessment;
- Develop climate change preparedness/adaptation guidelines (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);
- Develop a Diesel Emissions Reduction goals (identified diesel engine use; evaluated short- and long-term priorities for reduction of emissions; selected implementation options such as installing diesel retrofit devices with verified technologies on school buses, maintaining/repairing/rebuilding engines, replacing older vehicles/equipment with more efficient engines or engines that run on cleaner fuel, improve operational strategies);
- Establish energy efficiency policies and guideline(s) (e.g., building design standards/codes, ENERGY STAR initiatives for government operations and Tribal housing);
- Establish 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);
- Establish water efficiency policies and guideline(s) (e.g., building design standards/codes, WaterSense initiatives for government operations, water use restrictions);
- Establish intergovernmental partnerships with federal, state, local, and Tribal governments to address water quality or drinking water issues (e.g., memoranda of understanding, interagency agreements).

Examples of water quality capacity building activities related to climate:

- Establish 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);
- Establish water efficiency policies and guideline(s) (e.g., building design standards/codes, WaterSense initiatives for government operations, water use restrictions);
- Establish intergovernmental partnerships with federal, state, local, and Tribal governments to address water quality or drinking water issues (e.g., memoranda of understanding, interagency agreements).

Example of Tribal waste management related to climate:

- Conduct community education and outreach activities to assess community knowledge and interest in source reduction, alternatives for managing household hazardous waste, recycling,

composting, and the use of green materials in Tribal construction and to promote the use of such integrated solid waste management systems.

Example of Pollution Prevention related to climate:

- Adopt 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; and establish integrated pest management procedures). Meaningfully participate in programs administered by other Tribal, federal, state, or local governments.

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

ATTACHMENT C: Equipment

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 and include the mileage of the current vehicle that is being used. Describe if the item/vehicle still in use, and *where* will the item/vehicle go if replaced;
- 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 for *each of these options* must be submitted. The most cost- effective option will be evaluated for approval;
- 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. Include the date when the last item was purchased;
- Describe the reason for replacing the previous GAP funded item. 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

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, this program is a great way to obtain some of the equipment and supplies Tribal environmental programs need. [Click this link to visit the Surplus Federal Personal Property site.](#)

ATTACHMENT D: 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](#). The legacy Adobe PDF application package (previously one file with all required forms bundled together) can no longer be used. [Click this link to learn more about Workspace.](#)

Submitting Your GAP Application

Log onto [Grants.gov](#) to access the application package:

- [Click this link to visit Grants.gov](#). (Use this link – the package cannot be located using the [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](#) 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](#).

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 can 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: [Click this link to visit the blog.](#)

Technical Support

[Click this link to visit Grants.gov Applicant Resource page 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](#) Contact Center. [Click this link to visit the Grants.gov Contact Center.](#) The center is open 24 hours a day, 7 days a week. Call or email 1-800-518-4726 or support@grants.gov

ATTACHMENT E: U.S. EPA Region 9 Contacts

Tribal Branch (GAP Project Officers) contacts may be found here:

GAP Project Officer Name	Email	Phone Number
Alan Bacock	Bacock.Alan@epa.gov	415-947-4195
Willard Chin	Chin.Willard@epa.gov	415-972-3797
Destinee Cooper	Cooper.Destinee@epa.gov	415-972-3790
Abegail Gamet	Gamet.Abegail.@epa.gov	415-947-4131
John “JR” Herbst	Herbst.John@epa.gov	619-235-4787
Abigail Jones	Jones.Abigail@epa.gov	415-972-3194
Gilbert Pasqua	Pasqua.Gilbert@epa.gov	415-972-3788
Jeanette Sasek	Sasek.Jeanette@epa.gov	415-947-4115
Juliann Schroeder	Schroeder.Juliann@epa.gov	415-947-4109
Veronica Swann	Swann.Veronica@epa.gov	415-972-3699
Sophia Usow	Usow.Sophia@epa.gov	415-947-3536
Edem Yevo	Yevo.Edem@epa.gov	415-947-4122

If you do not know who the Project Officer is for your tribe, please email Region 9 Tribal Branch Manager Ruben Mojica-Hernandez at mojica-hernandez.ruben@epa.gov.

ATTACHMENT F: U.S. EPA Region 9 General Assistance Program Funding Opportunity: Co-sponsorship of the 33rd and 34th Tribal/EPA Annual Conference

Letter of Intent Due March 8th, 2024

Overview: The U.S. Environmental Protection Agency (U.S. EPA), Region 9, is requesting by March 8th, 2024, letters of intent from eligible tribes or tribal consortia interested in co-sponsoring the 33rd and 34th Tribal/EPA Annual Conference (October 2025 and 2026).

Conference Purpose: The purpose of the Tribal/EPA Annual Conference is to provide tribes in Region 9 with a broad array of environmental information, a forum for discussing critical environmental issues, and the opportunity to network with other environmental professionals.

The conference is expected to last three days, may draw approximately 500 registrants, and is usually held in the month of October. It is anticipated that the 2025 conference will be held outside of San Francisco, preferably on tribal lands in Arizona, California, or Nevada and that in 2026, the conference will be held within a 50-mile radius of San Francisco, or in the metropolitan area of Sacramento.

Primary Responsibilities: The grant recipient will work as a co-sponsor with U.S. EPA Region 9 Tribal Branch to plan and execute the Tribal/EPA Annual Conference, including identification of venue, solicitation and selection of presentation topics and speakers, management of logistics, etc. The selected Tribal Co-sponsor will have the option to shadow and be mentored by the Viejas Band of Kumeyaay Indians during the planning of the 32nd Tribal/EPA Annual Conference to be held in October 2024. *The estimated funding amount is \$75,000 to \$120,000 per year, not including program income from registration fees.*

Proposal and Application Process: Any interested GAP-eligible entity is invited to submit a letter of intent by March 8th, 2024. Interested parties will be provided with additional information to allow them to compile a final submittal, which will be due on April 5th, 2024. The selection will be based on previous performance under GAP and demonstration of fiscal and administrative capabilities. A selection will be made by April 26th, 2024.

**Please provide a letter of intent via email to the
U.S. EPA Tribal/EPA Annual Conference Coordinator:**

Sophia Usow
Email: usow.sophia@epa.gov
Phone: (415) 947-3536