

U.S. Environmental Protection Agency, Region 9 Indian Environmental General Assistance Program (GAP) Region-Specific Information for Receiving a Fiscal Year (FY 2027) 2026-2027 GAP Grant

Please First Review:

[Click here to view the Indian Environmental General Assistance Program \(GAP\) National Notice of Funding Availability \(National NOFA\)](#)

Important GAP Links:

1. [Click here to view the 2022 GAP Guidance](#)
2. [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 February 6, 2026	Friday February 6, 2026
Individual Tribe applying for GAP funding through a Performance Partnership Grant (PPG)	Friday February 6, 2026	Date specified by EPA Project Officer in “please apply” letter, likely in spring or early summer 2026
Intertribal consortium applying for GAP funding	Friday February 6, 2026	Friday February 6, 2026

Note: Grantees are **strongly encouraged** to discuss FY 2027 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.

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Important Summary Information

Overview: This U.S. EPA Region 9 specific GAP Notification reflects feedback the Tribal Section's received from grantees. This notification has been designed to convey information clearly and provide additional attachments as examples. Guidance on assistance listings, funding opportunity numbers, and workplan and budget requirements is [available in the national NOFA](#).

Please read both the national NOFA and the Region 9 supplement below before applying for a GAP grant:

- Read the [FY 2026 Indian Environmental General Assistance Program National Notice of Funding Availability](#)
- Refer to this document for EPA Region 9 specific requirements.

Targeted information for specific applicants is presented as follows:

GAP-Only: Section 1

PPGs with GAP: Section 1 and Section 2

Intertribal Consortia: Section 1 and Section 3

Workplan/Budget Planning: We strongly encourage meeting with U.S. EPA GAP Project Officers (POs) in Winter 2025 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. **All budget totals should be rounded to the nearest whole number.**

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 handbook includes topics related to applying for and managing an EPA grant. Please reach out to your GAP PO if you need an emailed copy of the most current 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. Delays in response can affect timeliness of awards.

ETEPs: Individual Tribes are required to have an ETEP or plan to develop one in their first GAP year workplan to receive funding for FY2027. If a Tribe has not finalized an ETEP, funds may not be awarded or may be reduced. [Click here to see an ETEP Fact Sheet for more information](#). Please reach out to your PO or the Tribal Section manager if you are a first-time applicant or returning grantee. (See "Project Officer Assignments by Tribe" link or Attachment F).

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

Registration on SAM.gov: 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.**

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. Submit FFRs via email to rtpfc-grants@epa.gov with a courtesy copy to your grant PO. Failure to submit a timely FFR may jeopardize future awards to the Tribe or consortium.

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Section 1: Important Information for All Applicants

Section 1.1: Requirements for FY 2027 Awards

To avoid any delays in award, the following items must be completed and submitted for the Agency to process your application and award your grant/cooperative agreement by October 1, 2026:

- Submittal of all FY 2025 progress reports and an FY 2025 FFR.
 - If a Tribe who applies for a FY 2027 GAP grant has outstanding progress reports, ETEP renewals, or deliverables from a current or any previous fiscal years, all missing items must be submitted before processing of the FY 2027 GAP grant application will occur.
- Start of FY 2025 end-of-year joint evaluation.
- Submittal of FY 2026 progress reports required to date.
- Submittal of FY 2027 GAP standalone or intertribal consortia application to [grants.gov](https://www.grants.gov) on or before the Friday February 6, 2026, deadline.
- Submittal of FY 2027 PPG workplan and budget to PO by Friday February 6, 2026, via email.
 - Recommended: Submittal of draft FY 2027 workplan and budget *prior* to Friday February 6, 2026, to receive PO feedback and make edits before the deadline.

Section 1.2: GAP Planning, Review, and Evaluation

Planning meetings between EPA POs and grantees/applicants should be scheduled to occur between **November 2025 and Friday February 6, 2026**. These meetings and calls should include discussion of past and current progress, review of ETEPs, discussion of ideas for FY 2027 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.

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 applications 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 of completing workplan activities, considering the budget, personnel, and 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. Funds should not be drawn down before work is completed.

Section 1.3: Multiyear Workplans (*New This Year!*)

Applicants are encouraged to submit a multiyear application as part of their FY 2027 GAP application. Multiyear grants require only one set of federal application forms for up to four years of funding, thus reducing administrative burden and providing more certainty in long-term planning for both EPA and Tribes. Multiyear grants may be approved for anywhere from 2-5 years of workplan activities.

Multiyear applications are encouraged but not required. For grantees with only one year left in their budget cycle, or for various other reasons, a multiyear application may not be appropriate at this time. Please contact your GAP PO for any budget cycle clarifications.

Multiyear grants will be funded incrementally on at least an annual basis, with an option to fully fund multiple to all years if federal funding allows. Multiyear applications will only be approved if the grantee is (1) completing proposed activities as scheduled, (2) submitting progress reports on time, (3) fulfilling closeout requirements, (4) regularly drawing funds, and (5) meeting all other grant requirements.

Requirements of a multi-year workplan:

- A distinct workplan and budget are required for **each individual year of funding**. The Tribe may submit a workplan and budget for each year as stand-alone documents, or one document containing all workplans and budgets if they wish.
- EPA expects the greatest level of detail in the first year's workplan. Subsequent workplans will expand on activities in the first year workplan and will be refined as the subject year approaches.
- EPA recognizes that priorities can change. GAP POs will check in with grantees each year to see if they wish to make changes to the originally approved workplans and budgets. Workplans and budgets can be revised as needed and, in most cases, will not require new form submissions.
- The Tribe must only submit an application (in grants.gov) in the first fiscal year of the multiyear workplan. If a Tribe applies for FY 27, 28, 29, and 30 and is approved for all 4 years, they will only be required to submit one application, at the outset.

Sample workplans and budgets for multiyear applications are available on the Region 9 Tribal Website. **Applicants should discuss the option of a multiyear application with their EPA Project Officer before submitting their application.**

Section 1.4: Reporting:

As required by 40 CFR §35.51 grantees must establish a process to evaluate progress of workplan activities. This can be a workplan commitment which may include a description of the process for jointly evaluating and reporting progress. Progress reports should include progress on each commitment as well as total actual expenditures to date. Joint Evaluations are an evaluation of the performance by both the EPA and the grantee over the previous fiscal year, to be completed annually. See Attachment B for more information on the Joint Evaluation process.

Grantees can submit reports quarterly, tri-annually, or semi-annually. We encourage applicants to evaluate the reporting frequency that works best for them. Although the regulations do allow flexibility in terms of frequency of reporting, EPA has the final authority in determining the frequency. Progress reporting frequency should be specified in the workplan and any changes in reporting from prior fiscal years, if applicable, **must** be discussed with and approved by your GAP PO.

Section 1.5: Workplan and Budget Format and Content

Workplans

EPA welcomes workplans developed in tables or spreadsheets (e.g., Excel). See [Attachment A](#) for an example workplan and budget with the required components. GAP workplans **must** contain elements [specified in the NOFA](#) and 40 CFR § 35.507.

Budgets

Budget details **must** contain elements [specified in Section 4.F of the NOFA](#). See Attachment A for required cost categories and “Section 4: Useful Links and Resources” for further examples. One-time workplan commitments such as equipment purchase requests and their associated costs should be included in both the workplan and the budget. Budgets should be clear, detailed, and organized. Please ensure your budgets include detailed categories. **Budget calculations must match the exact amount of the workplan total.** EPA welcomes budgets developed using tables or spreadsheets (e.g., Excel).

All budget totals should be rounded to a whole number.

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).

Section 1.6: Important Award Information

General terms and conditions

[Click this link to view EPA's grant terms and conditions.](#) EPA reserves the right to include additional terms and conditions that must be met to maintain compliance with the 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.

Section 1.7: Requests for Additional Information

GAP Project Officers may need to follow-up with applicants to discuss their GAP applications submitted in February (e.g., missing documents in the application, workplan or budget issues, information pertaining to solid waste cleanup requests, missing progress reports from FY 2025 or FY 2026, etc.).

. It is important that both applicants and GAP POs maintain clear and consistent communication.

Section 1.8: Timely Expenditure of Grant Funds

If grantees have a high balance of unspent GAP funding (referred to as unliquidated obligations, or ULOs), 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 and reflected in the workplan for the following fiscal year.
- (2) A no-cost extension to the prior fiscal year's award.
- (3) ULOs may be subtracted from the approved GAP award amount for FY 2027.

If a GAP grant with ULOs expires at the end of the fiscal year, funds will be returned to the EPA with the closeout of the grant. It is crucial for the grantee and GAP POs to work together to keep track of the funds and work completed. Grantees should notify their GAP PO as soon as they know they will have ULOs.

Section 2: GAP Awards in PPGs Applicant Information

Section 2.1: PPG with GAP Application Process and Timeline

GAP Grant Workplan and Budget Deadline to Submit to GAP PO: Friday February 6, 2026.

Workplan and Budget

The GAP workplan and budget must be submitted to GAP POs by **Friday February 6, 2026**. 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 their PPG, in addition to GAP, including competitive grants the applicant may be pursuing.

Grant Applications in grants.gov

Application Deadline will be specified in “please apply” letter sent in the spring or early summer of 2026. After the application is submitted into grants.gov, any subsequent workplan and budget modifications should be submitted by email to the respective program PO. Dates and program-specific requirements for other funding programs within your PPG will be announced in their respective funding notifications.

Section 3: Intertribal Consortia GAP Applicant Information

Section 3.1: Intertribal Consortia GAP Application Process & Timeline

Intertribal Consortia GAP Applications must be submitted to grants.gov and to their GAP PO via email by Friday February 6, 2026.

For 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 FY2026 PPG.

Section 3.2: Intertribal Consortia Requirements for a Complete Application

Intertribal Consortia Workplans

Workplan components and 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 4: Useful Links and Resources

Workplan and Budget Development

- [U.S. Region 9 EPA YouTube page for previous conference materials](#)
 - o [Is My Activity Implementation or Capacity Building?](#)
 - o [GAP Grant Management Quiz Show!](#)
 - o [GAP 101](#)
 - o [GAP 102: Deeper Dive into the GAP Guidance](#)
- [2022 Gap Guidance](#)
- [2022 GAP Guidance Trainings](#)
- [GAP Technical Assistance Handbook \(Including Solid Waste Implementation\) Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#)
- [How to Develop a Budget](#)
- [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance, RAIN-2019-G02](#)
- [EPA Grants Webinars webpage](#)
- [Workbook Templates](#) *(including full time equivalent calculator and more)*
- [Quarterly Reporting Templates](#)

Solid Waste

- [Supplemental Guidance on Providing Waste Data in GAP Progress Reports and GAP Solid Waste Reporting Tool](#)
- [Demonstrating Results of Waste Management with GAP presentation](#)
 - [GAP Assist: Solid Waste Fact Sheet](#)

Grant Management

- [Grants for your Region: Information that is specific to EPA Region 9](#)
- [EPA Grants Management Training for Applicants and Recipients](#)

Other Helpful Region 9 Links

- [Regional Tribal Operations Committee \(RTOC\) webpage](#)

Section 5: Attachments

- A. Example Workplan and Budget
 - i. Example of a GAP Workplan Component
 - ii. Estimating the Cost at the Component Level
 - iii. Budget Guide
 - iv. Developing the Budget Detail
 - v. Calculating Full-Time Equivalent (FTE)
- B. Joint Evaluations (End-of-Years)
- C. GAP Activities for Climate Change
- D. Equipment Purchase Requests
- E. Guidance for Applying in Grants.gov
- F. U.S. EPA Region 9 GAP Contacts

ATTACHMENT A: Example Workplan and Budget

A.1 – Example of a GAP Workplan Component

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> .		Enter the total cost to complete all commitments under the component. [Costs rounded to a whole number]	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 Outreach and Education	Example Outcomes/Environmental Results: Tribe has an effective community outreach program for environmental literacy in the Tribal community.		\$11,840	0.096

Example 3.1	TEK Event. Environmental Director will organize a one-day Traditional Ecological Knowledge (TEK) event in the Fall of 2026. Day will include youth activities, and outreach on Tribe’s habitat management, harvesting practices, and indigenous fire practices. Event will also include participant support costs for three Tribal elders to attend and present. Target is at least 50 participants.	Outputs and Deliverables: Outreach materials Description of the event and numbers served in Q1 progress report.	January 31, 2026: Summary report and deliverables		
Example 3.2	Earth Day Event. Environmental Director will organize a one-day Earth Day event in the Spring of 2026. Day will include youth activities, and outreach on recycling and composting. Tribe will provide food and refreshments (~\$10/person) during the event, as well as hand out promotional items with environmental messaging to encourage participation. Target is at least 50 participants.	Outputs and Deliverables: Outreach materials Description of the event and numbers served in Q3 progress report.	July 31, 2026: Summary report and deliverables		

A.2 – 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.2.1 Estimating Labor Hours and Non-Labor **Direct** Costs for Component 3

Component No.	Component	Environmental Director (hours)	Environmental Technician (hours)	Supplies (\$)	Travel (\$)	Equipment (\$)	Contractor (\$)	Other (\$)	Notes / Assumptions
1	Outreach and Education								
3.1	TEK Event	100	0	\$100	\$23	\$0	\$0	\$1,200	ED: 92 hours to plan, 8 hours to execute Supplies: Outreach (\$50), Office (\$50) 40 miles of local driving (\$0.58/mile) Other: Participant Support Costs (\$900), Event Rental Supplies (\$200), Gas/Phone/Utilities (\$100).
3.2	Earth Day Event	100	0	\$850	\$23	\$0	\$0	\$300	ED: 92 hours to plan, 8 hours to execute Supplies: Outreach, incl. Refreshments (\$800), Office (\$50) 40 miles of local driving (\$0.58/mile) Other: Event Rental Supplies (\$200), Gas/Phone/Utilities (\$100).
	Subtotals	200	0	\$950	\$46	\$ -	\$ -	\$1,500	

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.2.2 Subtotal of Personnel Costs for Component 1

Position	Total Hours (from above)	FTE (hours/2080)	Rate	Subtotal	Fringe (30%) ¹	Subtotal	IDC (if applicable) (15%) ¹	Subtotals
Environmental Director	200	0.096	\$30	\$6,000	\$1,800	\$7,800	\$1,170	\$8,970
Environmental Technician	0	-	\$20	\$0	\$0	\$0	\$0	\$0
							Total	\$8,970

Notes:

1. Use only approved fringe and IDC rates. 30% and 15% rates are only examples.

A.2.3 Subtotal of Costs for Component 3

Category	Direct	IDC	Total
Personnel (FTE)			0.096
Personnel with fringe	\$7,800	\$1,170	\$8,970
Supplies	\$950	\$142.5	\$1,092.5
Travel	\$46	\$6.9	\$52.9
Equipment	\$0	NA	\$0
Contractor	\$0	NA	\$0
Other	\$1,500	\$225	\$1,725
Total for Component 3 (\$)			\$11,840

Note: **Component total should be rounded to a whole number.**

A.3 – Budget Guide

Personnel

List all staff positions who will be billing FTE to GAP 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. FTE=Full Time Equivalent.

Fringe Benefits

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

Travel

Include a trip-by-trip cost breakdown. Indicate the budgeted travel purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify which staff will be in attendance, 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 \$10,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$10,000 are deemed to be supplies. Please provide a detailed justification and identify the appropriate workplan 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 2080 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. Passthrough 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. The de minimis rate, or percentage of the Modified Total Direct Cost (MTDC) that can be used for a grantee that does not have a negotiated Indirect Cost Agreement, is 15%. [Click here for more information on Indirect Cost Rates.](#)

A.4 – Developing the Budget Detail

Grant applications require submittal of a “Budget Detail” that summarizes costs for personnel, fringe, travel, equipment, supplies, contracts, and other costs.

Note: For the budget detail, provide the subtotals for each category without 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 Personnel

Positions	Base Rate/Hour ¹	Total ² Hours	FTE ²	Total
Environmental Manager	\$30	2080	1.0	\$62,400
Environmental Technician	\$20	1040	0.5	\$20,800
Personnel subtotal				\$83,200

Notes:

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

A.4.2 Fringe

Positions	Personnel Subtotal (\$)	Fringe Rate ²	Fringe (\$)
Environmental Manager	\$62,400	30%	\$18,720
Environmental Technician	\$20,800	30%	\$6,240
Fringe subtotal			\$24,960

Notes:

1. Consult with your financial office for determining fringe. 30% is used here as example only.

A.4.3 Travel¹

Description	Trips	People	Days	Total	Notes
In-person attendance at 2 RTOC Meetings (Commitment 2.1)	2	1	4	\$2,320	Each 4-day trip is estimated at \$1,160 and includes: • airfare \$500 • hotel \$120/night for 3 nights • per diem \$50 for 4 days • ground transportation \$100 Supports Commitment 2.1
Local Travel	4 (day trips)	1	4	\$280	4 trips. 100 miles each at \$0.7/mile. Supports Components 1, 3, and 4.
Travel subtotal				\$2,600	

Notes:

1. Any travel costs should only be for personnel accounted for in the detailed budget.

A.4.4 Equipment (Greater than \$10,000)

Description	Price	Qty	Total	Notes
Woodchipper (Commitment 4.2)	\$11,000	1	\$11,000	Supports Commitment 4.2
Equipment Subtotal			\$11,000	

A.4.5 Supplies

Description ¹	Price	Qty	Total	Notes
Office Supplies	\$250	4	\$1,000	\$250 per quarter for items for the functionality of the environmental program office Each quarter: • Printer ink \$90 • Paper and pens \$60 • Desk organizers \$100
Laptop	\$1,200	1	\$1,200	Laptop for the environmental director to use for the environmental program.
Outreach Supplies (Component 3)	\$50 (TEK Event) + \$800 (Earth Day event)	2	\$850	Supports 2 outreach events planned within Component 3. Earth Day and TEK Events: • Poster Board \$50 Earth Day Event: • Promotional Items \$250 • Food and Refreshments (\$10/person x 50 people/event) \$500
Solid Waste Supplies (Component 4)	\$1,000	1	\$1,000	Items support Component 4. • Trash Bags \$200 • Gloves \$50 • Bins \$700 • Safety Glasses \$50
Supplies Subtotal			\$4,050	

A.4.6 Contractual

Description ¹	Price	Qty	Total	Notes
Legal Services (Commitment 4.1)	\$75/hr	80hrs	\$6,000	Use of a firm to review solid waste tribal code. Supports Commitment 4.1.
Haz Waste Cleanup (Commitment 4.3)	\$4,000	1	\$4,000	Haz waste cleanup for 1 cleanup event. Supports Commitment 4.3.
Contract Subtotal			\$10,000	

A.4.7 Other

Description ¹	Price	Qty	Total	Notes
Participant Support Costs (Commitment 3.1)	\$300	3	\$900	Stipend for 3 Tribal Elders to participate in TEK event. Supports Commitment 3.1. Indirect costs are not charged to participant support costs in this example.
Event Supplies- Rental (Component 3)	\$200	2	\$400	Each event: • Table and chairs rental \$100 • Canopies rental \$100 Supports Component 3.
Gasoline	\$200/month	12	\$2,400	Local travel for meetings found in Components 1, 2, and 3
Vehicle Maintenance	\$100/month	12	\$1,200	Vehicle maintenance for local travel found in Components 1, 2, and 3
Phone and Utilities	\$50/month	12	\$600	For the functionality of the environmental program office
Other Subtotal			\$5,500	

A.4.8 Totals for Detailed Budget

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))	1.5 FTE
Personnel (\$) (without IDC)	\$83,200
Fringe Rate (if applicable) (%)	30%
Fringe (\$) (without IDC)	\$24,960
Travel (without IDC)	\$2,600
Equipment (without IDC)	\$11,000
Supplies (without IDC)	\$4,050
Contract (without IDC)	\$10,000
Other (without IDC)	\$5,500
Base for Applying IDC (if applicable) ¹ :	<i>\$119,410</i>
IDC Rate (if applicable)	<i>15%</i>
IDC (\$)	\$17,912
Total²	\$159,222

Notes:

1. Please refer to your negotiated agreement for specific guidance on computing IDC. This example doesn't include equipment, contractual, or participant support costs in the base for applying IDC.
2. **Total in budget detail should match total in workplan. All workplan and budget totals should be rounded to a whole number.**

A.5 – Calculating Full-Time Equivalent (FTE)

This attachment will focus on calculating work hours at the commitment-level for one component by using a hypothetical example.

Example

A department is interested in developing a water quality program which will be combined into one GAP workplan component. There are three staff persons assigned to work in this area.

The department is interested in carrying out the following activities:

1. Attending up to two full day online trainings for at least two individuals.
 - a. It will take at least 8 hours for both training.
 - b. Each staff person will submit one certificate.
2. Conducting weekly staff meetings to discuss progress of projects.
 - a. One-hour long meetings will be conducted four times a month.
 - b. Each meeting will be planned and summarized by the director.
 - c. Each staff person will present information gathered.
3. Meeting with state, federal, and other Tribal environmental agencies to develop partnerships and discuss water quality challenges
 - a. The goal is to attend or plan up to 4 one-hour meetings per quarter or 16 meetings in the fiscal year.
 - b. Each meeting will be planned and summarized by the director.
 - c. One staff person will attend and assist the director with notes.

FTE Formula

In this example, let us assume that each person is working full time but are spending a different amount of time for each commitment. We will consider that there are 2080 work hours in a year, 40 hours in a week, and 8 hours in a day.

For each person, **FTE is equal the estimated number of hours divided by 2080 hours**. The number of work hours/FTE associated with each activity of interest will be estimated.

Let's use the second activity as an example first.

Activity #2:

The director will spend 3 hours to plan and execute the task. The others will spend 2 hours to plan and execute the task. This will be done 4 times in one month, and there are 12 months in a year.

1. Work hours for the director: 3 hours x 4 times month x 12 months in a year = 144 hours
2. Work hours for the other staff: 2 hours x 4 times month x 12 months in a year = 96 hours

****Estimating work hours for each commitment should consider the amount of time to plan and wrap up the task.**

Table 1: Estimating Hours

Activity	Information gathered for the commitment	Estimated Hours: Director	Estimated Hours: Specialist	Estimated Hours: Water Tech	Total Hours per Activity
1	It will take at least 8 hours for both training. Each staff person will submit one certificate.	0	16	16	32
2	One-hour long meetings will be conducted four times a month. Each meeting will be planned and summarized by the director. Each staff person will present information gathered.	144	96	96	336
3	The goal is to attend or plan up to 4 one-hour meetings per quarter or 16 meetings in the fiscal year. Each meeting will be planned and summarized by the director. One staff person will attend and assist the director with notes.	80	48	0	128
Total Hours per Person		224	160	112	496

The following table will calculate FTE by using the formula: **FTE = estimated number of hours 2080**. The total FTE for **each commitment** is calculated by adding the total calculated FTE for each person.

Table 2: Calculating FTE

Activity	Estimated Work Hours: Director	Estimated Work Hours: Specialist	Estimated Work Hours: Water Tech	Total Hours per Activity
1	$= 0 \div 2080$ $= 0$	$16 \div 2080$ $= .01$	$16 \div 2080$ $= .01$	$= 0 + .01 + .01$ $= .02$
2	$= 144 \div 2080$ $= .06$	$96 \div 2080$ $= .05$	$96 \div 2080$ $= .05$	$= .07 + .05 + .05$ $= .16$
3	$= 80 \div 2080$ $= .04$	$48 \div 2080$ $= .02$	$0 \div 2080$ $= 0$	$= .04 + .02 + 0$ $= .06$
Total Hours	$= 0 + .07 + .04$ $= .10$	$= .01 + .05 + .02$ $= .08$	$= .01 + .05 + 0$ $= .06$	$= .11 + .08 + .05$ $= .24$

*numbers are rounded to the nearest hundredth in this table

The following table includes the total *estimated* FTE for each staff person.

Table 2: Final FTE

Staff	FTE	Activity 1	Activity 2	Activity 3
Environmental Director	.10	0	.06	.04
Environmental Specialist	.08	.01	.05	.02
Water Technician	.05	.01	.05	0

Definitions

- Component = organized section of a workplan, often related to a specific area of the environmental program (i.e., outreach, water quality, etc.)
- Commitment = the projects or activities that fall under a section of a workplan
- Estimated costs = the estimated costs associated with each activity or commitment in the component
- Full time equivalent (FTE)= the sum of work hours from each commitment or activity

ATTACHMENT B: Joint Evaluation Process

(Previously/Also known as End of Year)

In November 2024, GAP POs began the process of drafting joint evaluation reports (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 annually. Below are the responsibilities of both parties and an example template:

Tribal Grantees:

- Submit to EPA all progress reports and deliverables from the most recently completed workplan by deadlines outlined in the terms and conditions of the grant. Progress report templates can be found on the Region 9 Tribal Program Website.
- Submit the FFR (SF-425) to rtpfc-grants@epa.gov and to your GAP Project Officer. See table below for due dates.
- Review and edit the draft joint evaluation created with your GAP Project Officer.

GAP Project Officers:

- Review all progress reports and deliverables received.
- Review the FFR (SF-425). If unavailable, use the income and expense report from the fiscal office to determine carryover, if any.
- Schedule a joint evaluation call with the grantee. Discuss progress made and identify accomplishments, challenges, and incomplete work. Draft a joint evaluation report with the grantee. Joint evaluation templates are available on the Region 9 Tribal Program Website.
- Review and edit the draft joint evaluation created with your grantee 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.

Example Joint Evaluation Template:

Documentation of GAP Evaluation Discussion (9/10/2024 DRAFT)

Grantee: Tribe's Name Grant # 000000 Year 2 of 4 Year Grant

The GAP workgroup created this document to support a joint evaluation for the GAP Program between a Tribe or Tribal Consortia and EPA which meets CFR requirements. The completion of this document shall be the combined effort of Tribal and EPA staff to promote substantial involvement of both parties for the cooperative agreement's success.

Element 1: Discussion of accomplishments as measured against work plan commitments (40 CFR §35.515(b))

(Prompting questions to cover this element)

- Under each component:
 - What were the major accomplishments achieved? (can refer to a cumulative progress report)
 - Were there any incomplete commitments and what are the plans for the commitments and associated funds?

- o Were GAP funds spent on any GAP-eligible activities that were not in the workplan but fit under a component? If so, please explain so these expenditures can be accounted for.

Element 2: Discussion of the cumulative effectiveness of the work performed under all work plan components (40 CFR §35.515(b)) (Prompting questions to cover this element)

- Overall, was the Tribe effective in its ability to build environmental program capacity and/or implement a solid waste management program?
- Were GAP funds spent commensurate with the amount of work accomplished?
- (Optional) Are there any successes from the work that the Tribe would like to share? Documenting successes supports the GAP Program.

Element 3: Discussion of existing and potential problem areas (40 CFR §35.515(b)) (Prompting questions to cover this element)

- o What challenges did the Tribe face while working to complete the GAP work?
- o How will any issues be addressed? (Potential examples: Grantee will submit remaining missing deliverables, Grantee will submit alternative GAP-eligible deliverables, Grantee agrees to complete work in-kind in future workplan [requires workplan revision], Grantee requests incomplete work to be carried forward with associated unspent funds, Repayment of funds)

Element 4: Suggestions for improvement, including, where feasible, schedules for making improvements. (40 CFR §35.515(b)) (Prompting questions to cover this element)

- How can the program be improved?
 - o What can both parties commit to based on improvements identified to support the cooperative agreement moving forward? (Potential examples: scheduling coordination calls, establishing email communications and/or frequency of progress reporting, determining site visit desire/availability, doordinating on desired capacity building trainings)
- Any relevant timelines?

Financial Table (Update Annually)

Grant Sequence	Funding Period	Award Amount	Expended Amount
<i>e.g. GA-123456789-0</i>	<i>FY2023</i>	<i>\$100,000</i>	<i>\$90,000</i>
<i>e.g. GA-123456789-1</i>	<i>FY2024</i>	<i>\$100,000</i>	<i>\$110,000</i>

Table of Major Deliverables and Equipment (>5k) Funded by GAP (Update Annually)

Major Deliverable or Equipment	Timeline
<i>e.g. EPA Tribal Environmental Plan</i>	<i>Finalized in FY2021</i>
<i>e.g. Vehicle Purchased (Cost Share w CWA program)</i>	<i>FY2020</i>

ATTACHMENT C: GAP Activities for 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 workplans 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).
- 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.
- Establish water efficiency policies and guideline(s) (e.g., building design standards/codes, WaterSense initiatives for government operations, water use restrictions).

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 (e.g., memoranda of understanding, etc.).

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.

ATTACHMENT D: Equipment

Equipment Purchase Requests

Equipment is defined at 2 CFR 200.1 as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit, although the recipient may establish a lower dollar amount threshold, through its written policies and procedures. This category includes only equipment the recipient proposes to purchase as a direct cost.

To justify equipment purchases (e.g. 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 E: Guidance for Applying in Grants.gov

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. [Click this link to learn more about Workspace.](#)

Locating and Submitting Your GAP Application

- Go to [www.Grants.gov](https://www.grants.gov) and locate “Applicants” TAB option.
- Select “How to Apply for Grants”.
- Click the “Search for Opportunity Package” button (Red Button - lower right side of your screen)
- Enter the Funding Opportunity Number (FON) into the “Funding Opportunity Number” field and click the “Search” button (FON is case sensitive). Scroll down the page to locate the Assistance Listing (CFDA number) for the application package Log onto [Grants.gov](https://www.grants.gov) to access the application package:
 - FON for stand alone GAP Grant: [EPA-CEP-02](#).
 - Select Assistance Listing [66.926](#) to apply.
 - FON for PPG: [EPA-CEP-01](#).
 - Select Assistance Listing [66.605](#) to apply.
- **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 standalone GAP grant, you go to [EPA-CEP-02](#) and select Assistance Listing 66.926.

Unique Entity Identifier (UEI)

Make sure you are current with SAM.gov and UEI requirements before applying for the award. SAM.gov will provide a UEI for your organization, which is required to apply for grants using Grants.gov. To register, go to [SAM.gov Entity Registration](#) and click “Get Started.” SAM.gov registration can take several weeks. [Begin that process today.](#)

Technical Support

If you have any technical questions or issues, information is available online through the [Grants.gov Support Center](#). Applicant Support is available 24 hours a day, 7 days a week. Call or email 1-800-518-4726 or support@grants.gov

ATTACHMENT F: U.S. EPA Region 9 Contacts

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

GAP Project Officer Name	Email	Phone Number
Marisol Anaya	Anaya.Marisol@epa.gov	619-321-1960
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
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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 Tribal Section 2 Manager Michael Cloyd at cloyd.michael@epa.gov