



GAP FY25 FUNDING NOTIFICATION WEBINAR

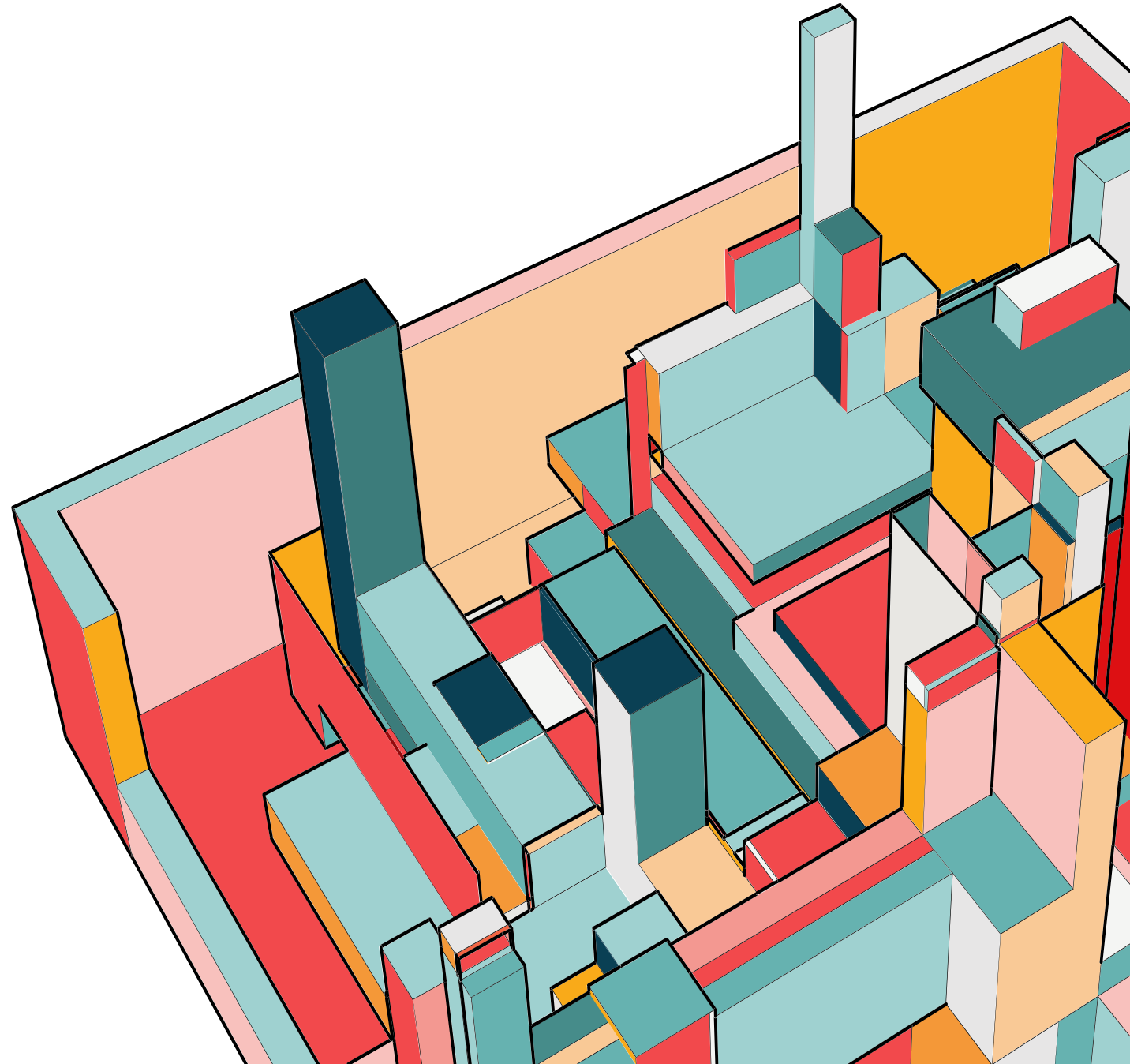
Tribal Branch
U.S. EPA, Region 9

11/29/2023

Presenter:
Ruben Mojica Hernandez, U.S. EPA R9
Manager, Tribal Branch

SESSION OVERVIEW

1. About Us
 1. Tribal Branch, Region 9
2. FY25 GAP National Notification Highlights
 1. Program Description
 2. Eligible Recipients
 3. Budget Requirements
 4. Workplan Requirements
 5. Service Delivery Activities
 6. Reporting
 7. Elements of a Complete Application
 8. Grants.gov Issues?
3. Region 9 Specific Information
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 2. Key Deadlines
 3. FY24 Q1 Extension
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 6. Review of Attachments
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TRIBAL BRANCH, REGION 9

About Us

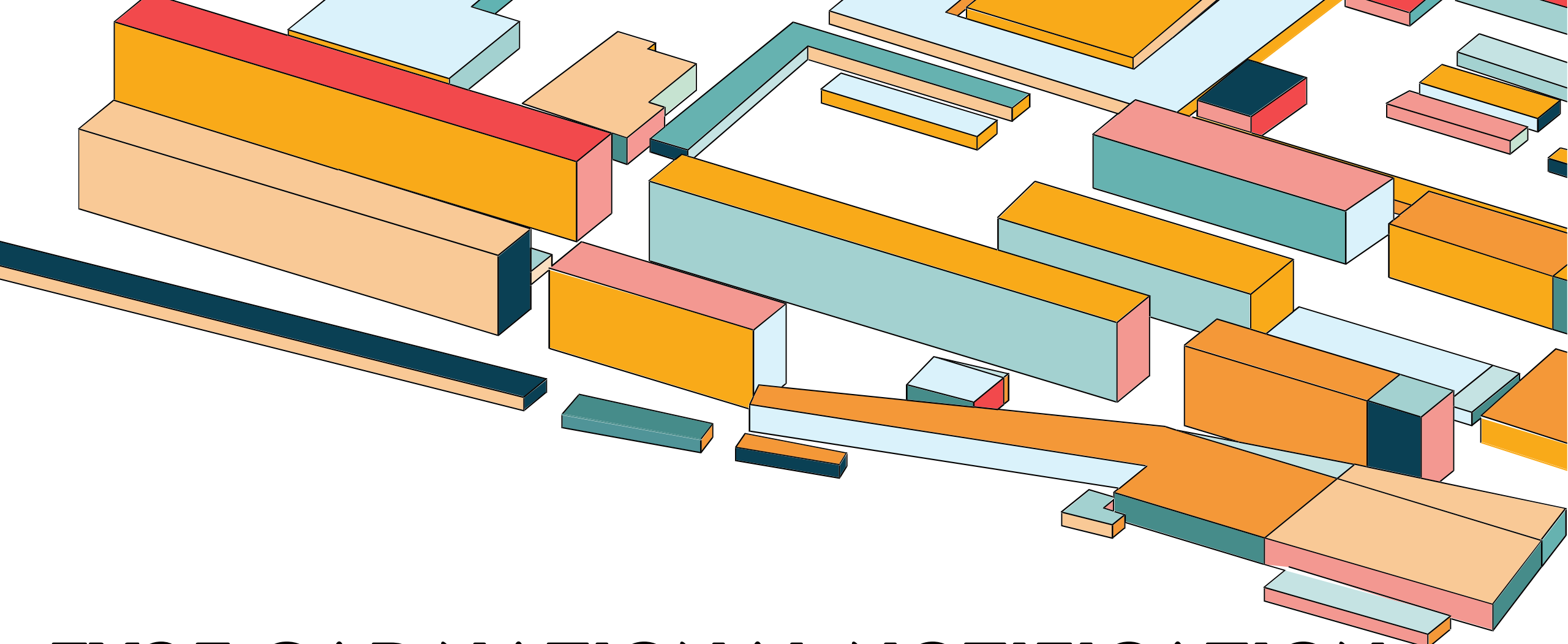
Structure:

- One Manager
- 13 Staff Members

Tribal Branch Responsibilities

- Administer GAP grants to assist tribes and intertribal consortia in developing the capacity to manage their own environmental protection programs and to develop and implement solid and hazardous waste programs.
- Provide technical assistance to GAP recipients as they develop workplans and budgets to ensure the tribe is successful in meeting the goals of GAP and the tribe. Some technical assistance includes reviewing workplans, providing feedback and guidance on the best steps to develop environmental programs, and reviewing deliverables.
- Technical assistance through webinars and trainings – Workplan/Budget Development, Applying for GAP funds/GAP Notification overview, understanding eligible work under GAP, etc.
- Support and coordinate collaboration efforts with Tribes in Region 9, like the conference and RTOC.





FY25 GAP NATIONAL NOTIFICATION HIGHLIGHTS



GAP PROGRAM DESCRIPTION

Indian Environmental General Assistance Program Act.

- This act authorized EPA to provide General Assistance Program (GAP) grants to federally recognized tribes and tribal consortia.

GAP Statute and Purpose

- Provide financial assistance to
 - ❖ Plan, develop, and establish the capacity to implement programs administered by the EPA, and
 - ❖ Develop and implement solid and hazardous waste programs for Indian lands
- Provide technical assistance in development of multimedia programs



PROGRAM DESCRIPTION II

WHO: Federally Recognized Tribes and Intertribal Consortia

WHAT: Funding and Technical Assistance

WHEN: Grants can be up to 4 years

WHERE: on Indian lands

WHY: to built capacity to implement programs administered by the EPA and to implement solid and hazardous waste programs

HOW MUCH: Between \$75K and no more than 10% of the total appropriation

ELIGIBLE RECIPIENTS

Indian tribal governments (tribes) and intertribal consortia are eligible to receive funds under this grant program.¹ These terms are defined in 40 CFR 35.502 as follows:

- An Indian tribal government (tribe), except as otherwise defined in statute or applicable program specific regulation, is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village, which is recognized as eligible by the U.S. Department of the Interior for the special services provided by the United States to Indians because of their status as Indians.
- An intertribal consortium is a partnership between two or more tribes authorized by the governing bodies of those tribes to apply for and receive assistance under GAP.



BUDGET REQUIREMENTS

The budget must include sufficient detail for EPA to understand the applicant's planned expenditures, and all items in the budget must be reflected in the work plan.

Submitted budgets should:

- Include all applicable costs, which may include personnel, fringe, travel, equipment, supplies, contracts, consultants, other, and indirect costs.
- Include detailed break outs on cost estimates for equipment, supplies, contracts, and other.
- If the tribe or intertribal consortia applicant receives income from activities conducted through the grant, such as recycling, include an estimate of the income anticipated for the year.



Regional Offices may not approve tribal grants where it is anticipated that drawdown of a substantial portion of federal funds will be delayed until the end of the project period without the approval of the American Indian Environmental Office (AIEO). Before approving any such grant, AIEO will confer with the Office of Grants and Debarment and the Office of the Chief Financial Officer in a timely manner.



WORKPLAN REQUIREMENTS

- An approvable work plan must specify:
 - The work plan components to be funded under the grant
 - The estimated work years (i.e., FTE) and estimated funding amounts for each work plan component
 - The work plan commitments for each work plan component, and a time frame for their completion
 - A performance evaluation process and reporting schedule
 - The roles and responsibilities of the applicant and EPA in carrying out the work plan commitments (i.e., explain who will do what)
- In addition, the work plan must include:
 - A description of proposed eligible GAP activities and how they support the GAP national priorities identified in the 2022 GAP Guidance.
 - The expected outcomes and environmental results associated with each work plan component.
 - The expected outputs/deliverables that will be submitted to EPA for each commitment.
 - For each component, a reference to the corresponding Tribal priority (or priorities) in the ETEP, or if new, the applicant's plan to develop an ETEP (See Section 9 of this NOFA for more information on ETEPs).
 - A separate component for solid/hazardous waste service delivery activities (GAP Guidance Section 2.1.1 (2)).

SERVICE DELIVERY ACTIVITIES IN WORKPLANS

Recipients may use GAP funding to provide waste service delivery activities, such as the collection, transportation, backhaul, and disposal of solid waste and/or recovered resources. Tribes seeking GAP funding for these activities should include a work plan commitment to report on:

1. the amount of waste collected, transported, backhauled, and disposed,
2. the type of materials serviced,
3. where the serviced materials originated, and
4. the final disposition of the waste materials.

For more information about waste and recovered materials classifications, see:

<https://www.epa.gov/smm/advancing-sustainable-materials-management-facts-and-figures>.

EPA will provide supplemental guidance on service delivery reporting in early FY24.

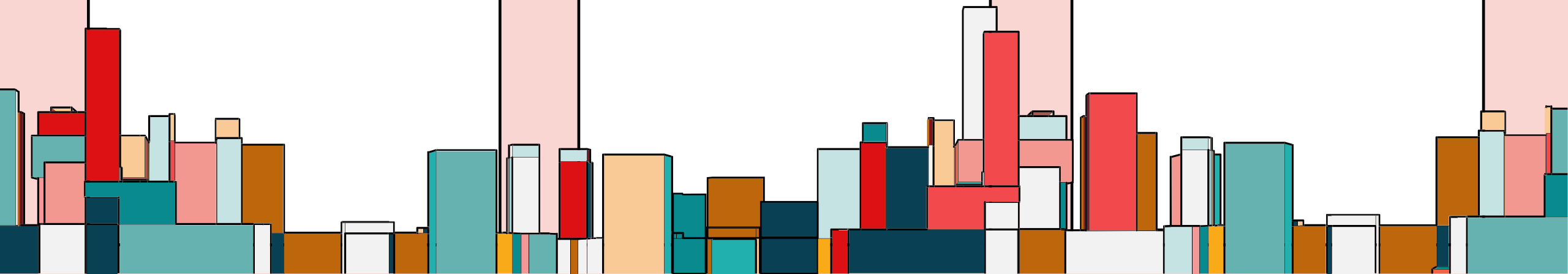


WORKPLAN AND BUDGET MUST MATCH!

WORKPLAN
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BUDGET
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REPORTING

Report	Due Date (for awards starting October 1)	Due Date (for awards starting January 1)
Progress reports that document progress in performing the commitments listed in the work plan and, if applicable, describe any problems and a plan for resolving them	<p>Generally quarterly, biannually, or annually. Refer to the Grant Agreement for specific due dates.</p> <ul style="list-style-type: none"> Quarter 1: Progress reports due January 30. Quarter 2: Progress reports due April 30. Quarter 3: Progress reports due July 30. Quarter 4: Progress reports due October 30 	<p>Generally quarterly, biannually, or annually. Refer to the Grant Agreement for specific due dates.</p> <ul style="list-style-type: none"> Quarter 1: Progress reports due April 30. Quarter 2: Progress reports due July 30. Quarter 3: Progress reports due October 30. Quarter 4: Progress reports due January 30
Annual Federal Financial Reports (FFRs)	<ul style="list-style-type: none"> Within 90 days of the end of the project period (December 30) 	<ul style="list-style-type: none"> Within 90 days of the end of the project period (March 30)
Final Federal Financial Report (FFR)	<ul style="list-style-type: none"> Within 120 days of the end of the project period (January 28 for fiscal year grants) 	<ul style="list-style-type: none"> Within 120 days of the end of the project period (April 30 for calendar year grants)
Final performance report	<ul style="list-style-type: none"> Within 120 days of the end of the project period (January 28 for fiscal year grants). 	<ul style="list-style-type: none"> Within 120 days of the end of the project period (April 30 for calendar year grants).



ELEMENTS OF A COMPLETE APPLICATION ON GRANTS.GOV

- A full grant application includes the following items; all forms are located at: <https://www.epa.gov/grants/epa-grantee-forms>
 - 1. Work Plan
 - 2. Budget Narrative
 - 3. Application for Federal Assistance (SF-424)
 - 4. Budget Information Non-Construction Programs (SF-424A)
 - 5. Certification Regarding Lobbying (EPA Form 6600-06) - *For new grant applicants only*
 - 6. Pre-award Compliance Review Report (4700-4)
 - 7. Key Contacts Form (Form Approved OMB No: 2030-0020)
 - 8. If the applicant's budget includes indirect costs, a copy of the Approved Indirect Cost Rate Agreement, or the latest proposal (whichever document is most recent)



**As of October 1, 2023, EPA has stopped using GAP Online (GO3).
Please do not enter new work plans in GO3.**

WHAT TO DO IF I HAVE ISSUES WITH GRANTS.GOV?

**Have an active/updated UEI (Unique Entity Identifier), SAM.gov, and Grants.gov registrations!
CHECK ON THIS NOW! 😊**

FIRST: Contact the grants.gov help line. grants.gov/support.html

SECOND: Notify your GAP PO of your issue with grants.gov.

THIRD: Request an extension to submit application if issue will not be resolved by 1/26/24. Submit FY25 workplan and budget to GAP PO via email by on or before 1/26/24.

FOURTH: Follow-up with grants.gov support and keep GAP PO in the loop of progress.





REGION 9 ADDITIONAL INFORMATION

NOTIFICATION BREAKDOWN



GAP only
Sections 1, 2 & 3



PPGs with GAP
Sections 1, 2, & 4



Tribal Consortia
Sections 1, 2 & 5

KEY DEADLINE

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.

Applicants are strongly encouraged to discuss FY25 draft 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.

**I NEED AN EXTENSION! WHAT DO I DO!?!?
Contact your GAP POs week an advance before the due date to request an extension for up to two weeks.**

KEY DEADLINES: FY24 QUARTER 1 REPORTS

**The EPA Region 9, Tribal Branch, is giving all FY24
GAP grantees a three-week extension to submit
FY24 Quarter 1 Reports.**

Set Deadline: 1/30/24

Extended Deadline: 2/20/24

KEY INFORMATION FOR..

Applicants with GAP in PPG

- GAP Workplan & Budget due to GAP PO on 1/26/24
- All FY23 Quarterly Reports & Q1 FY24 Quarterly Reports*
- FY23 FFR is submitted
- The PPG workplan and budget should combine all the programs to be included in grants.gov.
- In grants.gov a list of the programs you intend to fold into your PPG, in addition to GAP, including competitive grants the applicant may be pursuing.
- **Application** in grants.gov due date will be specified by your PO later.

Applicants with GAP Only

- Application due to grants.gov on 1/26/24
- GAP Workplan & Budget due to GAP PO on 1/26/24
- All FY23 Quarterly Reports & Q1 FY24 Quarterly Reports*
- FY23 FFR is submitted

*submitted by 1/30/24 or by extended deadline 2/20/24

Tribal Consortia Applicants

- Application due to grants.gov on 1/26/24
- GAP Workplan & Budget due to GAP PO on 1/26/24
- All FY23 Quarterly Reports & Q1 FY24 Quarterly Reports*
- FY23 FFR is submitted
- Include written authorizations from each tribal government that is a member of the consortia or documentation of a consortia resolution.
- Tribal consortia GAP grants in a PPG, should include a list of PPG eligible grant programs the consortia intends to include in the final FY2025 PPG app.

THINGS TO CONSIDER

Your ETEP

Reference your ETEP to help you develop workplan activities and goals. Does it need updating?

FY24 Workplan and Budget

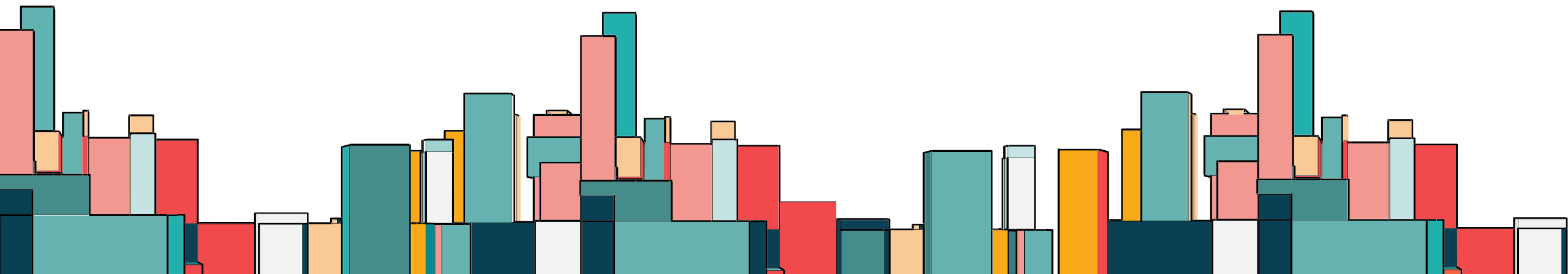
How will be building capacity from the “current” workplan activities? What will be the next steps for FY25.

GAP Eligibility

Is the activity... Allocable? Allowable? Eligible? Reasonable?

Indirect Cost Rates

Know the latest status of your IDC rate. Communicate with your GS and GAP PO with any questions.



THINGS TO CONSIDER

FY23 Joint Evaluation/End-of-Year Report

Work with your GAP PO to get this done. Make this a priority and reach out to your GAP PO on the status of this report.

Double Checking Budget/Workplan Numbers

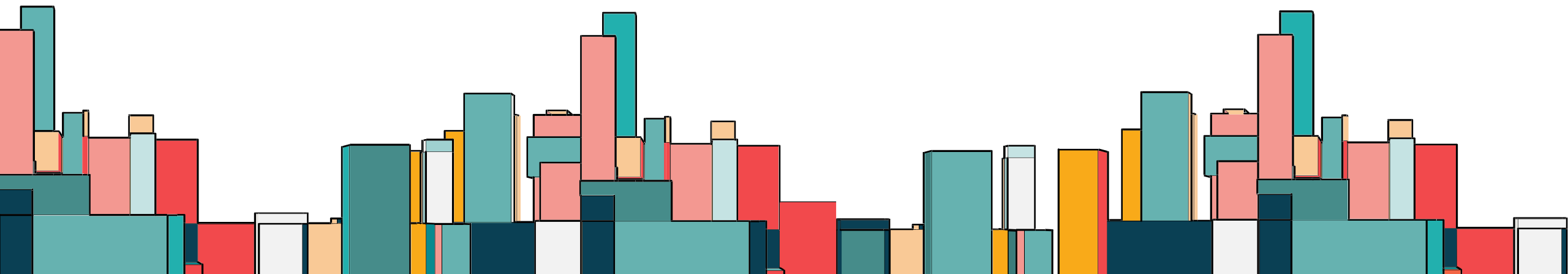
Double check the budget, which much be an exact match to the workplan. Find support in double checking the numbers.

GMO Grants Handbook

Keep it next to you and review/reference it always!

Know your grants.gov info!

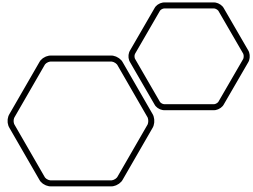
- **GAP stand-alone & tribal consortia:** Funding Opportunity Number: EPA-CEP-02 Indian Environmental General Assistance Program (GAP) - 66.926
- **PPGs:** Funding Opportunity Number: EPA-CEP-01 Performance Partnership Grants (PPG) - 66.605



REVIEW OF ATTACHMENTS

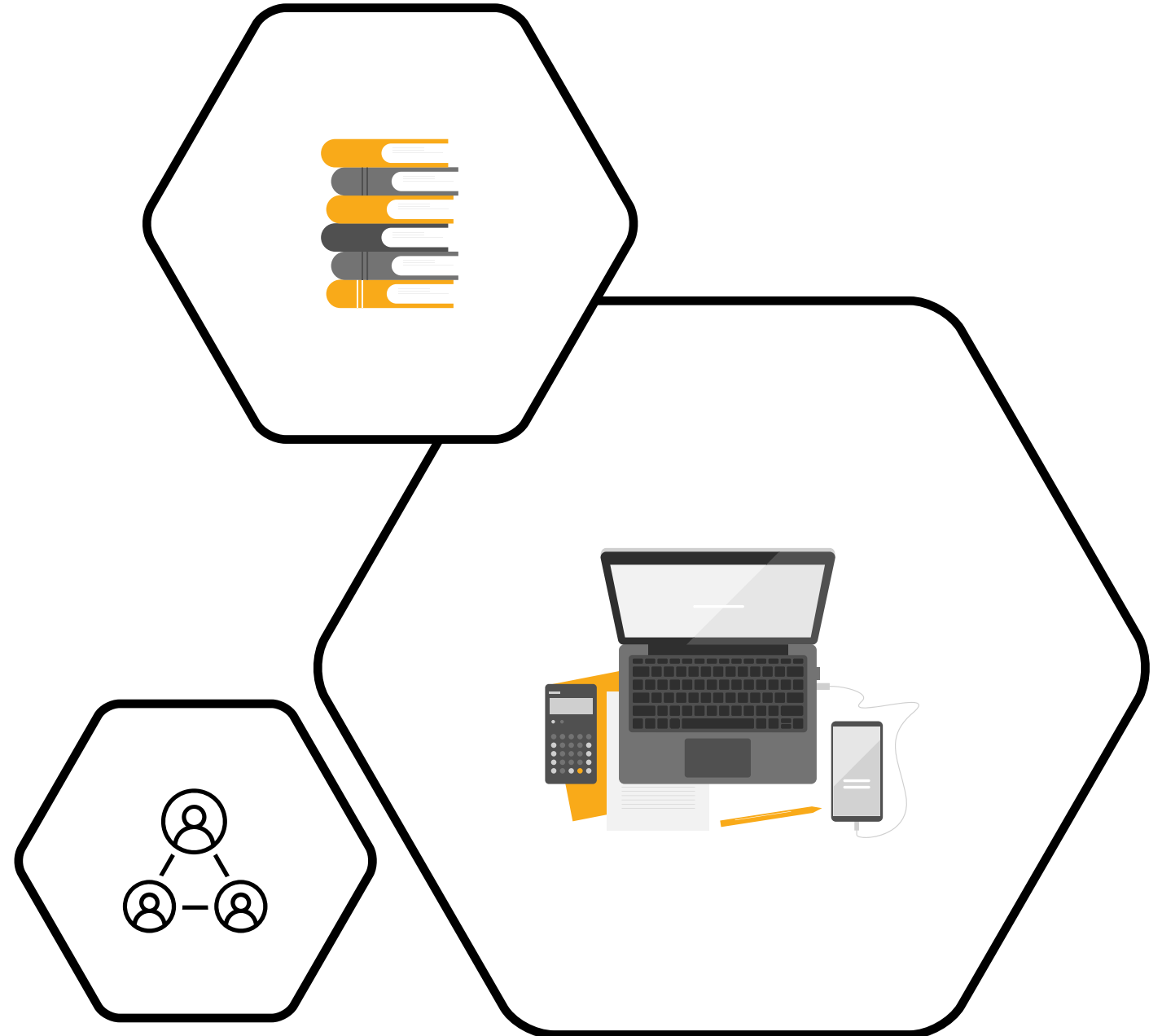


- A. Example Workplan and Budget Templates
- B. GAP Activities for Climate Change
- C. Equipment
- D. Guidance for Applying in [Grants.gov](#)
- E. U.S. EPA Region 9 Contacts
- F. U.S. EPA Region 9 GAP Opportunity: Co-sponsorship of the 33rd and 34th Tribal & EPA Conference



OTHER RESOURCES

- 2022 & 2023 GAP Conference Presentations
- RTOC Website
- GAP POs
- Grant Specialists
- **GMO Handbook**



3 TIPS FROM THE TRIBAL BRANCH

1. Start Early

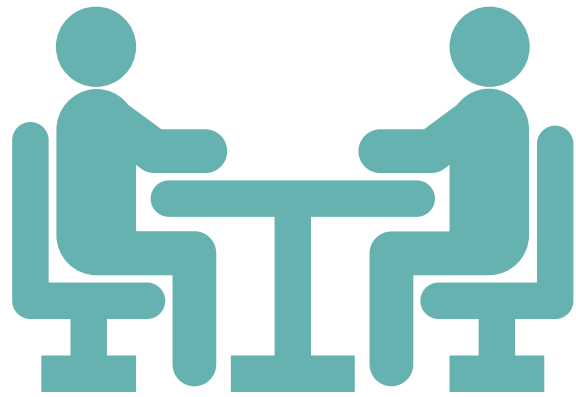
Easier said than done, but even slowly developing a workplan but doing so early can help! Just don't wait until January!

2. Maintain Communication with POs

Always reach out with questions or clarifications. If you have a draft workplan/budget submit to your PO!

3. Utilize Available Resources

Templates, GAP POs, Conference Materials, FTE Calculator, GAP Guidance, Regs, etc.



TAKE AWAY MESSAGE

You are not alone! It is our job to support you through this process. *So, maintain communication with the Tribal Branch and we commit to doing so as well.*
Allow us to help you!

THANK YOU

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