***How to use this template****: Fill in sections with red text and/or [brackets] with your Tribe/organization’s information. Add any additional information that is important for your IGAP program and attach any supporting documentation (suggested documents listed on last page).*

*This template was created by Yukon River Inter-Tribal Watershed Council with EPA IGAP grant funds.*

*Questions? Email Kari Young at* *kyoung@yritwc.org**.*

[ *Insert letterhead or logo* ]

Standard Operating Procedure

(SOP)

IGAP Program

for

[ *Name of Tribe* ]

 Last Revised: October 1, 2022

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Background Information

[ Name of Community / Tribe]

Insert background information on community and/or tribe.

*\*Suggestion: Copy in information from ‘Introduction’ section of your Tribe’s ETEP (EPA –Tribal Environmental Plan)*

Indian General Assistance Program (IGAP)

In 1992, Congress passed the [Indian Environmental General Assistance Program Act](http://uscode.house.gov/view.xhtml?req=(title:42%20section:4368b%20edition:prelim)). This act authorized EPA to provide General Assistance Program (GAP) grants to federally recognized tribes and tribal consortia for planning, developing and establishing environmental protection programs. The goal of IGAP is to assist tribes and intertribal consortia in developing the capacity to manage their own environmental protection programs in accordance with individual tribal needs.

Source: <https://www.epa.gov/r10-tribal/region-10-indian-environmental-general-assistance-program-gap#about>

Roles & Responsibilities

Key EPA Contacts

EPA Tribal Coordinator/ Project Officer\*: [ **Project Officer’s Name** ]

 Trust and Assistance Branch

 Regional Administrator’s Division

 US. EPA, Region 10

 [ 1200 Sixth Avenue, Suite 155 ]

 [ Seattle, Washington 98101 ]

 [ Office: Project Officer’s Phone Number ]

 [ Email: Project Officer’s Email ]

\*Main contact for Tribe’s IGAP grant. Contact when sending in grant proposals and related documents, quarterly reports, amendment requests, and questions.

EPA Grant Specialist: [ **Grant Specialist’s Name ]**

 US. EPA, Region 10

 [ 1200 Sixth Avenue, Suite 155 ]

 [ Seattle, Washington 98101 ]

 [ Office: Grant Specialist’s Phone Number ]

 [ Email: Grant Specialist’s Email ]

Key [ Name of Tribe] IGAP Program Contacts

 Authorized Representative: [ Name of Authorized Representative ]

[Position Title: Tribal Administrator, etc. ]

 [ Address Line 1 ]

 [ Address Line 2 ]

 [ Office: Position’s Phone Number ]

 [ Email: Position’s Email ]

 Program Manager/ IGAP Coordinator: [ Name of IGAP Program Manager/ Coordinator ]

 [ Position Title: IGAP Coordinator, Env. Program Director, etc. ]

 [ Address Line 1 ]

 [ Address Line 2 ]

 [ Office: Position’s Phone Number ]

 [ Email: Position’s Email ]

 IGAP Assistant: [ Name of IGAP Assistant ]

 [ Position Title: IGAP Assistant ]

 [ Address Line 1 ]

 [ Address Line 2 ]

 [ Office: Position’s Phone Number ]

 [ Email: Position’s Email ]

List any other positions that are covered under the IGAP grant: *Laborer, Administrative Assistant, Scientist, Youth Worker, etc.*

IGAP Program Job Descriptions

 List job descriptions for positions funded under IGAP grant such as IGAP Coordinator, IGAP Assistant, Laborer, etc.

Be sure to include position title, work overview, pay, benefits, responsibilities, skills and experience required, etc.

*EXAMPLE:*

**Position**: Environmental Assistant

**Department:** Environmental

**Classification:** Full-time, exempt

**Reports to:** Environmental/ IGAP Manager

**Salary:** DOE, With Benefits

**Position Overview**: The Environmental Assistant will assist with implementation of the IGAP grant. Project priorities for this grant cycle include: water quality monitoring training; conduct outreach and education; assist with implementing solid waste management technical assistance; and technical assistance for Alaskan Tribes for grants management. The position may be expected to travel to rural Alaskan communities via boat, small aircrafts, and truck as required, and obtain certifications as needed.

**Key Responsibilities and Duties**:

* Assist with implementation of tasks outlined in the approved IGAP work plan.
* Assist in preparing and delivering information during presentations or meetings and attend and/or make presentations to professional and public forums, conferences, etc.
* Assist in reviewing and writing grant reports and proposals.
* Attend program related trainings, staff meetings, and board functions.
* Assist in organizing, writing, and editing department publications and productions.
* Adhere to the policies, procedures, and guiding principles of the organization.
* Other duties as assigned.

**Education/ Experience Required:** Bachelor's degree in a related field (environmental science, communications, and environmental health) or a combination of 5+ years of experience and training may be substituted.

**Skills Required:** Ability to conduct field work, basic understanding in environmental science; strong interpersonal skills and ability to communicate effectively verbally and in writing; efficiency in multiple platforms (Microsoft, Canva, social media sites, etc) and must be familiar with or have experience working with rural Alaskan Communities and Tribes.

**Additional Skills and Experience:** Strong understanding of diverse cultures; background or education in communications; working knowledge of GIS software would be an asset.

Scope of Work & Process

IGAP Grant for Tribe

IGAP Grants run in a four-year cycle where grantees must apply for grant funds yearly or biennially but must close out the grant with the EPA after the four-year cycle. At the beginning of each four-year cycle, as a Tribe, an ETEP (EPA – Tribal Environmental Plan) along with the work plan and budget for that year(s). The Tribe’s workplan should reflect the priorities laid out in the ETEP.

Stay tuned to the EPA’s Region 10 IGAP website for the funding announcement for the next fiscal year. Your EPA Project Officer will notify you as well. Once the announcement is out, you can follow it to start drafting your IGAP work plan and budget. Once your draft is finalized, you will email to your Tribal Coordinator/ Project Officer. The due date to get your work plan and budget in to the EPA varies but is typically early in the calendar year. The Tribal Coordinator/ Project Officer will review and negotiate any components of it that need to be revised via EPA standards and protocol. Your Tribal Coordinator/ Project Officer will then email you the steps and deadline you need to follow to get your work plan, budget, and additional needed documents in to Grants.gov.

EPA Region 10 IGAP Page: <https://www.epa.gov/r10-tribal/region-10-tribal-environmental-gap-funding>

IGAP Grant Registration Requirements & Passwords

IGAP grant applicants must have a **DUNS number** for their organizations if they do not have one already. Tribe’s DUNS number: [ # 111111111].

IGAP grant applicants must be registered with **System for Award Management (SAM)** and be current with their registration. [ *The Tribal Administrator (or name person(s) responsible for managing SAM) is the staff member who is responsible for keeping the organization up to date with this registration.* ]

Grant applicants are encouraged to be registered with **Grants.gov** to utilized to submit grant proposals. [*List Tribe’s process for submitting a grant into Grants.gov, such as which staff member fills out and uploads forms, which staff member is the Authorized Representative, and any other useful information related to the platform.*]

Grants.gov Username: [Username ]

Grants.gov Password: [ Password ]

Grant recipients must be enrolled in **Automated Standard Application for Payments ASAP** to access their grant funds. [ *List Tribe’s process for drawing down grant funds and the staff members’ roles.*]

ASAP Username: [Username ]

ASAP Password: [ Password ]

Managing Tribe’s Grant

It is the Environmental Coordinator/ Manager’s job to: [ List main duties of position, can be taken from job description such as: draft the IGAP grant work plan and budget annually, submit quarterly reports to EPA, conduct outreach and education on behalf of the organization, etc. ]

The IGAP grant work plan is designed with themed components with numbered commitments that include deliverable details. Please see the attached resource documents for current Fiscal Year work plan and budget for reference. It is the [ IGAP Coordinator/ Manager’s ] job to track IGAP commitment work and make sure that it is completed within the fiscal year. It is key to record documentation of work whether through photos, reports, sign-in sheets, documents, etc. and keep them on file for reporting back to EPA. On YRITWC’s website in the template library is where you can locate an Excel spreadsheet template to help track IGAP work. The mentioned template can be found here: <https://www.yritwc.org/templates>. Additionally, it is the [ Coordinator/ Manager’s ] job to make sure that expenditures related to the grant are aligned with the budget submitted. The [ Coordinator/ Manager ] works closely with the [ Tribal Administrator ] to make sure this happens. If there are any changes to the work plan or budget that you would like to make once executing the grant, reach out to the EPA Tribal Coordinator/ Project Officer via email to request those changes. The Tribal Coordinator/ Project Officer may offer options to you to make the changes or request specific documentation in order to do so.

There are reports that are required to the EPA with specific deadlines. These reports include quarterly reports, closeout report after a four-year grant cycle, and an annual financial report. Please see the next sections for more information on these requirements.

Managing Program Work

[Explain any major program work processes that are important to document such as: backhauling, community trash pickup, newsletter, Earth Day cleanup, etc.

Requirements and Deadlines

Quarterly Reports

The IGAP grant quarters are scheduled as followed, along with when each quarterly report is due:

 **Quarter 1:** 10/1 – 12/31 1st Quarterly Report due on **1/30**

 **Quarter 2:** 1/1 – 3/31 2nd Quarterly Report due o **4/30**

 **Quarter 3:** 4/1 – 6/30 3rd Quarterly Report due on **7/30**

 **Quarter 4:** 7/1 – 9/30 4th Quarterly Report due on **10/30**

**Completed by: [** List staff member such Environmental Coordinator, Environmental Assistant, etc. **]**

Federal Financial Report SF-425

The Federal Financial Report (FFR) SF- 425 is due annually, no later than 90 days after the end of the fiscal year. Final FFR for closeout is due no later than 90 days after the grant close. The form can be found below and is sent to RTPFC-grants@epa.gov with the option to cc the Tribal Coordinator/ Project Officer and Grant Specialist.

SF-425 Form: <https://www.epa.gov/grants/sf-425-federal-financial-report>

**Completed by: [** List staff member such Tribal Administrator, Bookkeeper, etc. **]**

Deadlines by Calendar Year

**January**

* Date Varies: Work plan and budget draft for upcoming fiscal year due to Tribal Coordinator/ Project Officer via email.
* January 30: 1st Quarterly Report due to Tribal Coordinator/ Project Officer.

**February/ March**

* March 30: Consortium required documentation due to Tribal Coordinator/ Project Officer if it first year of the four-year grant cycle.

**April**

* April 30: 2nd Quarterly Report due to Tribal Coordinator/ Project Officer.

**May**

* Date Varies: Negotiation with Tribal Coordinator/ Project Officer on submitted work plan and budget.
* Late May: Submit Tribal Coordinator/ Project Officer-signed work plan and budget along with other required documents into Grants.Gov by assigned deadline.

**June/ July**

* July 30: 3rd Quarterly Report due to Tribal Coordinator/ Project Officer.

**August/ September/ October**

* September 30: Fiscal year ends.
* October 1: New Fiscal year begins.
* October 30: 4th Quarterly Report due to Tribal Coordinator/ Project Officer.

**November/ December**

* Date Varies: IGAP Training hosted by EPA typically takes place this time of year.
* December 30: Federal Financial Report (FFR) SF-425 due to Research Triangle Park Finance Center (RTPFC-grants@epa.gov).

Training Opportunities & Resources

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

EPA Region 10 IGAP Page: <https://www.epa.gov/r10-tribal/region-10-tribal-environmental-gap-funding>

Receive EPA Region 10 Tribal Newsletter: <https://www.epa.gov/r10-tribal/region-10-tribal-newsletter>

EPA Online Grants Management Training: <https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>

IGAP Webinar Recordings: <http://region10rtoc.nect/webinars/>

EPA Hosted IGAP Training for Alaska – Notification will come from Tribal Coordinator/ Project Officer and training is typically in November/ December.

Attached Resource Documents

* Blank Quarterly Report Form
* Fiscal Year 2023 Work Plan
* Fiscal Year 2023 Budget
* EPA – Tribal Environmental Plan (ETEP)
* QAPP
* [*Any additional resourceful documents*]