

# **APPENDICES**

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## **APPENDIX A: WORKSHOP HANDOUTS**

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## Funding Opportunities & Assistance Resources

This chart contains funding information communities can use to supplement EPA's Indian General Assistance Program.

ORGANIZATION	DESCRIPTION	CONTACT	HOW TO APPLY
<b>General Funding</b>			
<b>Environmental Protection Agency Tribal/State Wetland Protection Development Grants</b>	Develop and implement comprehensive wetland protection programs through the development of wetland conservation plans; to develop watershed protection approach demonstration projects, and to assess and monitor the ecological integrity of wetlands (among other programs) on reservations or in cooperation with other governmental entities on a broader scale. Other projects eligible for funding include: assuming federal permitting responsibility for a portion of the 404 program for those tribes that have "treatment as a state" status, the development of water quality standards for wetlands, developing a method for incorporating wetlands into the 401 certification program and streamlining the tribal regulatory program.	Steven Roy, Aquatic Resource Unit ph: (206) 553-6221	Deadline usually in January
<b>Environmental Protection Agency General Assistance Program (GAP)</b>	Purpose of this program is to build tribal environmental capacity to administer environmental regulatory programs that may be delegated by EPA on Indian lands, or provide technical assistance to tribes or intertribal consortia to develop tribal multi-media programs that address environmental issues on Indian lands. Examples of projects that may be funded by this program include: <ul style="list-style-type: none"> <li>• Environmental assessments to determine problem areas or areas to protect.</li> <li>• Environmental monitoring to establish baseline data (requires quality assurance project plan).</li> <li>• Development of tribal environmental codes, ordinances and policies.</li> <li>• Development of pollution prevention and environmental education materials</li> </ul>	Adrian Fleet (Alaska) ph: (907) 271-6558	
<b>The Brainerd Foundation</b> <a href="http://www.brainerd.org">www.brainerd.org</a>	Funding for environmentally focused projects that impact endangered ecosystems, communications and capacity building	ph: 206.448.0676 <a href="mailto:info@brainerd.org">info@brainerd.org</a>	Letter of Inquiry accepted at any time of year.

<b>OSWER Innovation Pilot Grants</b>	Funds “creative approaches to waste minimization, energy recovery, recycling, land revitalization, and homeland security”	Brigid Lowery ph: 202.566.0198 <a href="mailto:Lowery.birgid@epa.gov">Lowery.birgid@epa.gov</a> <a href="http://www.epa.gov/oswer/iwg">www.epa.gov/oswer/iwg</a>	Optional November pre-proposal, final proposal due in Jan. or Feb.
<b>Administration for Native Americans – Environmental Regulatory Enhancement Program</b> <a href="http://www.acf.hhs.gov/grants/open/HHS-2006-ACF-ANA-NR-0008.html">http://www.acf.hhs.gov/grants/open/HHS-2006-ACF-ANA-NR-0008.html</a>	<p>ANA encourages Native American Tribes and organizational leaders to propose, coordinate and implement community-based projects and services that meet the needs of its community members and create options and opportunities for future generations.</p> <ul style="list-style-type: none"> <li>• An applicant must provide a 20 % non-Federal match of the approved project costs.</li> <li>• An application from a Tribe, Alaska Native Village or Native American organization must be from the governing body.</li> <li>• All funded applications will be reviewed to ensure that the applicant has provided a positive statement to give credit to ANA on all materials developed using ANA funds.</li> <li>• ANA funds short-term projects, not programs.</li> <li>• Prior to funding the second or third year of a multi-year grant, ANA will require verification and support documentation from the Grantee that objectives and outcomes proposed in the preceding year were accomplished, and the non-Federal share has been met.</li> <li>• ANA reviews the quarterly and annual reports of grantees to determine if the grantee is meeting its goals, objectives and activities identified in the Objective Work Plan (OWP).</li> </ul>	ANA Applicant Help Desk 370 L'Enfant Promenade, S.W. Aerospace Bldg. 8th Floor-West Washington, DC 20447 Ph: 1-877-922-9262 <a href="mailto:ana@acf.dhhs.gov">ana@acf.dhhs.gov</a>	March deadline
<b>Alaska Multimedia Tribal Cooperative Agreements</b>	Generally to improve environmental protection for Tribes. Eligible projects include: solid, hazardous waste, air, and water implementation; training to conduct water sediments, and soil mapping; community wide clean up; solid waste training; development of culturally-relevant environmental education materials	Santina Gay ph: 271-3413 <a href="mailto:Gay.santina@epa.gov">Gay.santina@epa.gov</a>	January deadline
<b>Solid Waste</b>			
<b>Tribal Open Dump Cleanup Project</b>	Site closure, SWM plans, new waste facility construction, post-closure care	Joe Sarcone ph: 271.1316 <a href="mailto:Sarcone.joseph@epa.gov">Sarcone.joseph@epa.gov</a>	Letter of Inquiry accepted at any time of year.
<b>Denali Commission – Solid Waste Program</b>	Reduce contamination of drinking water supplies through solid waste management, recycling, material sorting, storage and backhaul	Cindy Roberts ph: 271.3018 <a href="mailto:croberts@denali.gov">croberts@denali.gov</a>	November 15, 2006

<b>Tribal Hazardous Waste Grants</b>	Hazardous waste management programs planning, development, and implementation	Nina Kocourek ph: 206.553.6502 <a href="mailto:kocourek.nina@epa.gov">kocourek.nina@epa.gov</a>	March deadline
<b>Water Quality/Watershed</b>			
<b>Pollution Prevention Grants</b>	Environmental strategies and solutions for reducing or eliminating waste at the source	Carolyn Gangmark ph: 206.553.4072 <a href="mailto:gangmark.carolyn@epa.gov">gangmark.carolyn@epa.gov</a> <a href="http://www.epa.gov/p2/grants/index.htm">www.epa.gov/p2/grants/index.htm</a>	April deadline
<b>State of Alaska – Division of Water Village Safe Water Program</b>	Bill Griffith – ADEC – 269-7601 <a href="http://www.dec.state.ak.us/water/vsw/08_apps.htm">http://www.dec.state.ak.us/water/vsw/08_apps.htm</a> referred to: Steve Forthun ANTHC 729-4094		
<b>State of Alaska – Alaska Clean Water Actions Grant</b> <a href="http://www.dec.state.ak.us/water/acwa/acwa_index.htm">http://www.dec.state.ak.us/water/acwa/acwa_index.htm</a>	Beginning in March 2003, partners from the DEC, Fish and Game and DNR pooled funding and resources to create a combined request for proposals. While each agency maintains their own funding, grantees only have to fill out one application to apply for state resource agency grants. Once applications are accepted, they are scored and evaluated for alignment to the ACWA priorities. The grants available through this process may include funds from the following sources: <ul style="list-style-type: none"> <li>• Coastal Nonpoint Source Pollution Program (Coastal Zone Management Act Sec. 6217)</li> <li>• Enhancement Grants (Coastal Zone Management Act Sec. 309)</li> <li>• Southeast Sustainable Salmon Fund/Pacific Coastal Salmon Recovery Program</li> <li>• Non Point Source Pollution Grants (CWA Sec.319)</li> </ul>	Nancy Sonafrank ph: (907) 451-2726 DEC Contact: Jeff Hock ph: (907) 465-5185 Kent Patrick-Riley ph: (907) 269-7554 Fish and Game Contact: Thomas Campiello ph: (907) 267-2395 Department of Natural Resources Jim Vohden ph: (907) 451-2772	Grant period is currently closed, check in with Nancy Sonafrank or on state website (at address provided) for funding announcement.

**Trails, Recreation & Tourism**

<p><b>Denali Commission – Denali Access System's Roads and Waterfront Development Program</b></p>	<p>The Denali Access System will seek out local, village connector and resource development roads including improvements to or new construction of various types of roads, access ways and highways. The program will also seek out local and regional waterfront developments including: Dock, shore side, anchoring/berthing facilities; fuel storage/consolidation operations at large-scale storage facilities for barge and/or aviation based deliveries to area villages.</p>	<p>Krag Johnsen ph: 907-271-1414 <a href="mailto:kjohnsen@denali.gov">kjohnsen@denali.gov</a></p>	
<p><b>Bureau of Indian Affairs Indian Reservation Roads</b></p>	<p>Bureau of Indian Affairs (BIA) may use Indian Reservation Roads (IRR) Program funds for recreation, tourism, and trails programs if the programs are included in the Indian Reservation Roads Transportation Improvement Program (IRRTIP)</p>	<p>BIA Alaska Regional Office 709 West 9th Street, Juneau, AK ph: 907-586-7177</p>	
<p><b>National Park Service – Rivers, Trails, and Conservation Assistance Program</b> <a href="http://www.nps.gov/akso/riversandtrails/">http://www.nps.gov/akso/riversandtrails/</a></p>	<p>The NPS Rivers, Trails &amp; Conservation Assistance Program (RTCA) Alaska provides technical expertise for local partnership projects involving rivers, trails and land conservation.</p> <p>We provide assistance in the form of brief consultations, longer partnership projects, and technical info you can use to help make your project a conservation success.</p>	<p>Lisa Holzapfel Program Manager <a href="mailto:Lisa_Holzapfel@nps.gov">Lisa_Holzapfel@nps.gov</a> ph: 907-644-3586</p>	<p>Applications for assistance must be made by August 1<sup>st</sup> of each year.</p>

**Housing**

<p><b>Small Building Materials Loan</b> <a href="http://www.ahfc.state.ak.us/loans/small_building_material.cfm">http://www.ahfc.state.ak.us/loans/small_building_material.cfm</a></p>	<p>The Alaska Housing Finance Corporation (AHFC) offers up to \$20,000 in their Small Building Materials Loan to renovate an individual's property. These projects are meant to improve the livability of the home, its energy efficiency, or to expand space. The monies may be applied to building materials, freight or third party labor costs, and the project should be completed within 180 days of the loan closing.</p>	<p>Debbie Sims Ph: 800-478-2432 or 907-330-8444 <a href="mailto:dsims@ahfc.state.ak.us">dsims@ahfc.state.ak.us</a></p>	
<p><b>US Department of Agriculture – Alaska 504 Home Improvement Loans and Grants</b> <a href="http://www.rurdev.usda.gov/ak/rural.housing.htm">http://www.rurdev.usda.gov/ak/rural.housing.htm</a></p>	<p>Rural homeowners, who need to remove immediate health or safety hazards, or bring their homes up to minimum property standards, may qualify for an RHS repair loan of up to \$20,000 at 1% interest. Qualified homeowners aged 62 years or older may qualify for a grant of up to \$7,500.</p>	<p>Cathy Milazzo or Jon Pipp USDA Rural Development Alaska State Office 800 W. Evergreen, Suite 201 Palmer, AK 99645 ph: 907-761-7725 or 907-761-776</p>	

<p><b>US Department of Agriculture – Alaska Housing Preservation Grants</b>  <a href="http://www.rurdev.usda.gov/ak/rural.housing.htm">http://www.rurdev.usda.gov/ak/rural.housing.htm</a></p>	<p>Public and private non-profit organizations can apply for grant money to rehabilitate housing owned and occupied by income eligible applicants in their community. The grantees provide homeowners with financial assistance through loans or grants, for necessary repairs and rehabilitation.</p>	<p>Sheryl Gleason  ph: 907-761-7732  USDA Rural Development Alaska  State Office  800 W. Evergreen, Suite 201  Palmer, AK 99645</p>	<p>Applications are accepted pursuant to a Notice of Funding Availability (NOFA) published annually in the Federal Register in January or February.</p>
<p><b>Training &amp; Education</b></p>			
<p><b>Seventh Generation Fund</b>  <a href="http://www.7genfund.org/grantmaking.html">http://www.7genfund.org/grantmaking.html</a></p>	<p>Training and technical assistance grants for funding range up to \$5,000 to:</p> <ul style="list-style-type: none"> <li>• Facilitate project specific training, pay for experts/consultants, or provide for other organization capacity building needs.</li> <li>• Support group participation in regional workshops, national forums and special conferences to help build new skills to benefit the community</li> </ul>	<p>ph: 707.825.7640  f: 707.825.7639  <a href="mailto:of7gen@pacbell.net">of7gen@pacbell.net</a></p>	<p>Due to organizational restructuring, proposals will not be accepted until December 1, 2006</p>
<p><b>Environmental Protection Agency Environmental Education Grants Program</b>  <a href="http://www.epa.gov/educated/grants.html">http://www.epa.gov/educated/grants.html</a></p>	<p>The Grants Program sponsored by EPA's Environmental Education Division (EED), Office of Children's Health Protection and Environmental Education, supports environmental education projects that enhance the public's awareness, knowledge, and skills to help people make informed decisions that affect environmental quality. EPA awards grants each year based on funding appropriated by Congress. Annual funding for the program ranges between \$2 and \$3 million. More than 75 percent of the grants awarded by this program receive less than \$15,000.</p>	<p>Sally Hanft  US EPA, Region 10  1200 6<sup>th</sup> Ave (EXA-142)  Seattle, Washington 98101  <a href="mailto:Hanft.sally@epa.gov">Hanft.sally@epa.gov</a></p>	<p>It is anticipated that the 2007 Solicitation Notice will be printed in federal register and will be listed on the program website in October, 2006</p>



Alternative Energy			
<p><b>Alaska Energy Authority – Power Project State Loan Fund</b>  <a href="http://www.aidea.org/powerloan.htm">www.aidea.org/powerloan.htm</a></p>	<p>Created by the Alaska State Legislature and administered by the Alaska Energy Authority (<a href="#">AS 42.45.010</a>), this fund provides loans to local utilities, local governments, regional and village corporations, village councils, nonprofit marketing cooperatives, and independent power producers. It is designed for the development or upgrade of small-scale power production facilities, conservation facilities, and bulk fuel storage facilities.</p> <p>This includes energy production, transmission and distribution, and waste energy conservation facilities that depend on fossil fuel, wind power, tidal, geothermal, biomass, hydroelectric, solar, or other non-nuclear energy sources. The loan term is related to the life of the project. Interest rates are the lesser of the average weekly yield of municipal bonds for the 12 months preceding the date of loan, or a rate determined will allow the project to be financially feasible. Maximum loan amounts may be determined by available funds in the program.</p>	<p>Jim McMillan  Ph: 907-269-3000  <a href="mailto:jmcmillan@aidea.org">jmcmillan@aidea.org</a></p>	
<p><b>Renewable Energy Systems and Energy Efficiency Improvements Grant Program</b>  <a href="http://www.rurdev.usda.gov/rd/farbill/2002/farbill2002.html">http://www.rurdev.usda.gov/rd/farbill/2002/farbill2002.html</a></p>	<p>The Renewable Energy Systems and Energy Efficiency Improvements Grant Program provides support for projects developing renewable energy systems and energy efficiency improvement grants, totaling more than \$11 million in 2006. The grants funds could be used to pay up to 25 percent of the eligible project costs. Applications for renewable energy systems were allowed for a minimum grant request of \$2,500, but no more than \$500,000. Applications for energy efficiency improvements were allowed for a minimum grant request of \$1,500, but no more than \$250,000. Eligible projects included those that derive energy from a wind, solar, biomass, or geothermal source, or hydrogen derived from biomass or water using wind, solar, or geothermal energy sources. Awards are made on a competitive basis.</p>	<p>Information Specialist – RBS  Ph: 202-690-4730  <a href="mailto:webmaster@rurdev.usda.gov">webmaster@rurdev.usda.gov</a></p>	
<p><b>Denali Commission – Energy Program</b></p>	<p>Funding from the Denali Commission (often matched by community or state contributions) supports a variety of energy projects such as bulk fuel storage facilities, power systems, wind power generation, energy cost reduction projects (such as the installation of heat recovery systems), increasing the efficiency of power generation, and the development of renewable energy.</p>	<p>Kathy Prentki or Rayna Swanson  907-271-1414,  <a href="mailto:kprentki@denali.gov">kprentki@denali.gov</a> or  <a href="mailto:rswanson@denali.gov">rswanson@denali.gov</a></p>	

## Information Sources for Planning and Narrative Sections of Work Plan

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### *General Location, Population & Demographics*

- Community profiles from the Department of Commerce, Community and Economic Development's (DCCED) website  
[http://www.commerce.state.ak.us/dca/commdb/CF\\_COMDB.htm](http://www.commerce.state.ak.us/dca/commdb/CF_COMDB.htm).
- Community and area maps from the Department of Commerce, Community and Economic Development's (DCCED) website  
[http://www.commerce.state.ak.us/dca/commdb/CF\\_COMDB.htm](http://www.commerce.state.ak.us/dca/commdb/CF_COMDB.htm).
- US Census  
[www.census.gov](http://www.census.gov)
- Regional info from University of Alaska Fairbanks, Bristol Bay Campus' website  
<http://www.uaf.edu/bbc/region.html>

### *Subsistence, Habitat, Climate & Geography*

- Traditional knowledge of Elders and other local people
- "TEKs" – Traditional Ecological Knowledge studies
- Water quality studies
- Alaska Department of Fish & Game website
  - Subsistence information:  
<http://www.subsistence.adfg.state.ak.us/>  
(there are a number of technical papers on specific topics for the SW Region)
  - Hunting information:  
<http://www.wildlife.alaska.gov/index.cfm?fuseaction=harvestreports.main>
  - Fishing information:  
<http://www.sf.adfg.state.ak.us/statewide/participationandharvest/index.cfm>
- United States Geological Survey  
[www.usgs.gov](http://www.usgs.gov)
- United States Fish & Wildlife Service  
<http://www.fws.gov/>

### *Economy & Cost of Living*

- Bristol Bay Native Association Comprehensive Economic Development Strategy,  
<http://www.bbna.com/econdev/CEDS2005.pdf>
- Lake & Peninsula Borough Comprehensive Economic Development Strategy  
[http://www.lakeandpen.com/index.asp?Type=B\\_BASIC&SEC={691667BE-BBE1-46B6-BADC-6FFF5959913E}](http://www.lakeandpen.com/index.asp?Type=B_BASIC&SEC={691667BE-BBE1-46B6-BADC-6FFF5959913E})
- Southwest Alaska Municipal Conference:
  - Comprehensive Economic Development Strategy  
[http://www.swamc.org/index.php?option=com\\_content&task=category&sectionid=2&id=100&Itemid=60](http://www.swamc.org/index.php?option=com_content&task=category&sectionid=2&id=100&Itemid=60)
  - Quality of Life Index  
[http://www.swamc.org/index.php?option=com\\_content&task=category&sectionid=2&id=111&Itemid=53](http://www.swamc.org/index.php?option=com_content&task=category&sectionid=2&id=111&Itemid=53)
- A Profile of Visitors to Rural Alaska and the Western Alaska Region. Alaska Travelers Survey. (Prepared for the State of Alaska Department of Commerce, Community and Economic Development by McDowell Group)
- Alaska Energy & Housing  
<http://www.uaf.edu/coop-ext/faculty/seifert/>

- *The Cost of Living in Alaska* by Neal Fried and Dan Robinson  
[www.labor.state.ak.us/research/col/col.pdf](http://www.labor.state.ak.us/research/col/col.pdf)  
and other publications of the Alaska Department of Labor, including *Alaska Trends*

#### *Transportation, Infrastructure & Capital Projects*

- Capital Projects Database from Department of Commerce, Community and Economic Development (RAPIDS database)  
[http://www.commerce.state.ak.us/dca/commdb/CF\\_RAPIDS.htm](http://www.commerce.state.ak.us/dca/commdb/CF_RAPIDS.htm)
- Other community plans such as:
  - Community Comprehensive Plan
  - Long-Range Environmental Plan
  - Transportation, Trails or Tourism Plan
  - Solid Waste Study
  - Water/Sewer Study
  - Facility Plans
- Other regional and local entities, such as
  - Bristol Bay Area Health Corporation  
<http://www.bbahc.org/region.html>
  - Bristol Bay Housing Authority
  - Bristol Bay Borough and School District
  - Bristol Bay Economic Development Corporation
  - Bristol Bay Native Association
  - Bristol Bay Native Corporation
  - City of Dillingham, and School District
  - City of King Salmon
  - Lake & Peninsula Borough
  - Lake and Peninsula School District
  - Southwest Regional School District

## Alternative Energy Information

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This Appendix lists funding, materials and technical assistance resources on energy reduction, diesel alternatives, funding and loan programs, products, dealers and Alaska organizations dedicated to reducing energy consumption.

## INFORMATION

### ALASKA ENERGY AUTHORITY

[www.akenergyauthority.org](http://www.akenergyauthority.org)

[www.akenergyauthority.org/publicationsaeep.html](http://www.akenergyauthority.org/publicationsaeep.html) (*alternative energy & energy efficiency publications*)

Alaska Energy Authority's (AEA) mission is to reduce the cost of energy in Alaska. AEA projects and programs support its mission by 1) providing for the operation and maintenance of existing Authority-owned projects with maximum utility control, 2) assisting in the development of safe, reliable, and efficient energy systems throughout Alaska, which are sustainable and environmentally sound, 3) reducing the cost of electricity for residential customers and community facilities in rural Alaska, and 4) responding quickly and effectively to electrical emergencies.

**Contact: Brenda Fuglestad**

Phone: 907-269-3000 or 888-300-8534 (Alaska only)

Fax: 907-269-3044

E-mail: [bfuglestad@aidea.org](mailto:bfuglestad@aidea.org)

The AEA also provides technical assistance to rural communities: 1) Acting as a liaison to community and funding agencies to ensure support; 2) Coordinates community involvement through the project; 3) Assist in grant applications for project funding; 4) Assist in the selection of project sites.

**Contact: A. Bruce Tiedman**

Coordinator – Rural Community Outreach

Phone: 907-269-4641

E-mail: [btiedeman@aidea.org](mailto:btiedeman@aidea.org)

### THE ALASKA BUILDING SCIENCE NETWORK (ABSBN)

[www.absn.com](http://www.absn.com)

A member supported association dedicated to promoting energy efficiency as an essential component of durable, safe and affordable housing in Alaska. ABSN publishes a quarterly newsletter and provides technical training workshops throughout Alaska. ABSN can also put together teams of experts that can perform energy audits, make energy efficiency recommendations, and train construction crews, building owners, maintenance workers and occupants.

**Contact: Scott Anaya**

Phone: 800.563.9927 or 907.562.9927

Fax: 907.770.5412

E-mail: [absn@alaska.net](mailto:absn@alaska.net)

## **ALASKA SUN**

<http://www.alaskasun.org>

A coalition of individuals and businesses interested in developing the solar energy in Alaska.

**Contact: Richard D. Seifert, Professor**

University of Alaska – Fairbanks Cooperative Extension Service, Energy and Housing Specialist

Phone: 800.478.8324

E-mail: [ffrds@uaf.edu](mailto:ffrds@uaf.edu)

## **US DEPARTMENT OF ENERGY**

[www.eere.energy.gov/consumer/your\\_home/](http://www.eere.energy.gov/consumer/your_home/)

Provides information on reducing energy uses, energy efficiency and renewable energy.

## **US ENVIRONMENTAL PROTECTION AGENCY**

[www.epa.gov](http://www.epa.gov)

Areas of this site provide information on topics such as solar, wind, geothermal, biogas, and other “green energy” sources. Also contains information on funding – both grant and loan programs for topics specifically related to clean air, clean water, safe drinking water, solid waste reduction and other federal mandates.

**Contact: Region 10 (Alaska) Office in Anchorage**

**Marcia Combes, Director**

Phone: 271-5083

E-mail: [combes.marcia@epamail.epa.gov](mailto:combes.marcia@epamail.epa.gov)

## **FUNDING**

### **POWER PROJECT STATE LOAN FUND**

[www.aidea.org/powerloan.htm](http://www.aidea.org/powerloan.htm)

Created by the Alaska State Legislature and administered by the Alaska Energy Authority ([AS 42.45.010](#)), this fund provides loans to local utilities, local governments, regional and village corporations, village councils, nonprofit marketing cooperatives, and independent power producers. It is designed for the development or upgrade of small-scale power production facilities, conservation facilities, and bulk fuel storage facilities.

This includes energy production, transmission and distribution, and waste energy conservation facilities that depend on fossil fuel, wind power, tidal, geothermal, biomass, hydroelectric, solar, or other non-nuclear energy sources. The loan term is related to the life of the project. Interest rates are the lesser of the average weekly yield of municipal bonds for the 12 months preceding the date of loan, or a rate determined will allow the project to be financially feasible. Maximum loan amounts may be determined by available funds in the program.

**Contact: Jim McMillan**

Phone: (907) 269-3000

E-mail: [jmcmillan@aidea.org](mailto:jmcmillan@aidea.org)

## **DENALI COMMISSION – ENERGY PROGRAM**

[www.denali.gov](http://www.denali.gov)

Funding from the Denali Commission (often matched by community or state contributions) supports a variety of energy projects such as bulk fuel storage facilities, power systems, wind power generation, energy cost reduction projects (such as the installation of heat recovery systems), increasing the efficiency of power generation, and the development of renewable energy.

**Contact: Kathy Prentki or Rayna Swanson**

Phone: 907-271-1414

E-mail: [kprentki@denali.gov](mailto:kprentki@denali.gov) or [rswanson@denali.gov](mailto:rswanson@denali.gov)

## **FEDERAL GRANT PROGRAMS**

<http://www.rurdev.usda.gov/rd/farbill/2002/farbill2002.html>

The Renewable Energy Systems and Energy Efficiency Improvements Grant Program provide support for projects developing renewable energy systems and energy efficiency improvement grants, totaling more than \$11 million in 2006. The grants funds could be used to pay up to 25 percent of the eligible project costs. Applications for renewable energy systems were allowed for a minimum grant request of \$2,500, but no more than \$500,000. Applications for energy efficiency improvements were allowed for a minimum grant request of \$1,500, but no more than \$250,000. Eligible projects included those that derive energy from a wind, solar, biomass, or geothermal source, or hydrogen derived from biomass or water using wind, solar, or geothermal energy sources. Awards are made on a competitive basis.

**Contact: Information Specialist – RBS**

Phone: 202-690-4730

E-mail: [webmaster@rurdev.usda.gov](mailto:webmaster@rurdev.usda.gov)

## **SMALL BUILDING MATERIALS LOAN**

[http://www.ahfc.state.ak.us/loans/small\\_building\\_material.cfm](http://www.ahfc.state.ak.us/loans/small_building_material.cfm)

The Alaska Housing Finance Corporation (AHFC) offers up to \$20,000 in their Small Building Materials Loan to renovate an individual's property. These projects are meant to improve the livability of the home, its energy efficiency, or to expand space. The monies may be applied to building materials, freight or third party labor costs, and the project should be completed within 180 days of the loan closing.

**Contact: Debbie Sims**

Phone: 800-478-2432 or 907-330-8444

E-mail: [dsims@ahfc.state.ak.us](mailto:dsims@ahfc.state.ak.us)

## **SUPPLIES**

### **ABS ALASKAN**

[www.absak.com](http://www.absak.com)

Sells alternative energy and remote power products such as solar panels, wind turbines, water turbines, and the controls and accessories for these power supplies.

Phone: 907-562-4949

Fax: 907-563-4900

### **AMERICAN WIND ENERGY ASSOCIATION**

[www.awea.org/smallwind/alaska.html](http://www.awea.org/smallwind/alaska.html)

Provides information specific to buying and installing small wind turbines in Alaska.

### **ALASKA RURAL ENERGY PLAN**

<http://www.aidea.org/aea/publicationAREP.html>

This plan describes numerous rural energy opportunities. “This report was prepared as part of the Alaska Energy Authority’s assessment of opportunities to improve the efficient, reliable delivery of rural Alaska energy services.”

### **ALASKA BIODIESEL AND SVO NETWORK**

[www.alaskabiodiesel.org](http://www.alaskabiodiesel.org)

Supporting and encouraging the use of waste vegetable oil, fish oil, and local sustainably grown oil crops as fuel. Website describes various options in Alaska for running diesel-powered engines on more sustainable oil-based products. Includes information on cold-weather start-ups and details pertinent to Alaska residents.

[www.alaskavegoil.org](http://www.alaskavegoil.org)

Information and contacts on modifying existing diesel engines to run on vegetable oils.

## **Watershed Management Models**

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Watershed Coalitions tend to organize for similar purposes, and in similar ways. Though specific programs and projects are unique to each organization, generally speaking, these groups organize for three main reasons:

- 1. To monitor the watershed and its ecosystem.**
- 2. To educate and create clear communication among all the users of the watershed.**
- 3. To address watershed issues and work to eliminate threats to the watershed.**

Methods for achieving these purposes might include:

- 1. To monitor the watershed and its ecosystem.**
  - a. Water quality monitoring programs
  - b. Ecosystem monitoring programs
  - c. River/lake water patrol programs
  - d. Monitoring and responding to citizen calls
- 2. To educate and create clear communication among all the users of the watershed.**
  - a. A forum for communication among various watershed users – residents of various watershed communities, subsistence users, commercial fishing and sport fishing industries, tourism, mining, and forestry industries, government agencies and monitoring programs (USGS, USF&WS, USFS, NPS, EPA, etc.)
  - b. Education programs to teach users safe, healthy practices (e.g., regarding dumping, fuel safety, fish waste, etc.)
  - c. Education and raising public awareness on current watershed issues
  - d. Member training programs on how to patrol, take samples, record findings
  - e. Plan for the future of the watershed – set incremental goals to gauge health and success of programs
  - f. Clean-Up days and other community outreach events
- 3. To address watershed issues and work to eliminate threats to the watershed.**
  - a. Advise citizens on how to respond to possible problems or violations
  - b. Report violations to monitoring agencies
  - c. Bring legal claims against polluters, if necessary



There are many successful models for watershed organizations. Common characteristics of successful ones include:

- Being a coalition of various communities and user types
- Having a clear, stated purpose (or purposes) for the organization
- Relying on a source of funding and support (doesn't have to be much money)
- Having a strong leadership (a board of trustees or directors and also staff)

Some successful organizations are included below. Contacting these organizations will provide more information about possible structures for a Kvichak-Branch Watershed Council, or similar organization.

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WHO: Nushagak-Mulchatna Watershed Council  
WHERE: Nushagak-Mulchatna Watershed  
WHY: To monitor the health of the Nushagak-Mulchatna Watershed for the safety and use of communities along the watershed.

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WHO: Yukon River Inter-Tribal Watershed Council ([www.yritwc.org](http://www.yritwc.org))  
WHERE: Yukon River  
WHY: Long-term goal – “to be able to drink water directly from the Yukon River”

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WHO: Waterkeeper Alliance ([www.waterkeeper.org](http://www.waterkeeper.org))  
WHERE: A national organization with affiliated organizations.  
In Alaska:  
1. Cook Inlet Keeper – Bob Shavelson ([www.inletkeeper.org](http://www.inletkeeper.org))  
2. Prince William Soundkeeper ([www.pwsoundkeeper.org](http://www.pwsoundkeeper.org))  
And in other parts of the U.S.:  
3. Hudson River Keeper ([riverkeeper.org](http://riverkeeper.org)) – out of state, but a model for a river  
WHY: To make citizens aware of watershed threats and patrol watershed

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WHO: Center for Watershed Protection ([www.cwp.org](http://www.cwp.org))  
WHERE: A national organization specializing in helping citizen groups develop watershed plans.  
WHY: To provide resources for watershed management. Their website has many helpful, practical resources for conducting watershed plans and identifying sensitive areas and threats to watersheds.

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Other river-related programs:

- Wild and Scenic River program ([www.nps.gov/rivers](http://www.nps.gov/rivers))
- US Geological Survey (USGS) water monitoring
- US Fish and Wildlife (USF&W) and Alaska Department of Fish and Game (ADF&G) fish monitoring

## Road Surfacing Options

	Description	Where to Use	Pros	Cons
<b>1. Dirt Roads</b>	Graded surface of native material	Low-volume areas, very rural roads or trails	<ul style="list-style-type: none"> <li>• Inexpensive to build</li> <li>• Adequate for some uses</li> <li>• Keeps traffic down</li> </ul>	<ul style="list-style-type: none"> <li>• High dust prone to rutting and washout</li> </ul>
<b>2. Gravel Roads</b>	Graded surface of mixed thin fines and sharp gravel	Areas that are slightly damp and have moderate traffic volume	<ul style="list-style-type: none"> <li>• Easier driving surface</li> <li>• Can stay in good shape if well-maintained</li> <li>• Drains well</li> </ul>	<ul style="list-style-type: none"> <li>• More expensive than dirt</li> <li>• Can be dusty in dry areas</li> <li>• Needs to be regularly graded</li> </ul>
<b>3. Chip-Sealed Roads</b>	Graded surface of mixed thin fines and sharp gravel; coated in an asphalt/oil mix & re-graded	High traffic areas prone to frost effects; laid in warm, sunny weather	<ul style="list-style-type: none"> <li>• High-quality road surface</li> <li>• Better than gravel</li> <li>• Easier to fix than asphalt</li> <li>• Can be laid on top of current gravel road</li> </ul>	<ul style="list-style-type: none"> <li>• More expensive</li> <li>• Must have several days of warm sunny weather to build</li> </ul>
<b>4. Hot-Fix Asphalt</b>	Layers of heated mixed gravel and oil shot from surfacing equipment	High-volume traffic and moderate temperature areas	<ul style="list-style-type: none"> <li>• Very durable surface</li> <li>• Easy to clear</li> </ul>	<ul style="list-style-type: none"> <li>• Costly to build and repair</li> <li>• Not costs-effective in areas prone to frost heaves</li> </ul>

\* Best road surfacing option is determined as a function of traffic volume, temperature, construction cost and maintenance.

For more information on road surfacing options, go to the State of Alaska Department of Transportation's website, [www.dot.state.ak.us/](http://www.dot.state.ak.us/). Or call Mike McKennan at the DOT office in Juneau, 907-465-4069.

# APPENDIX B: TRAINING EVALUATION SUMMARY

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## HOW WE DID!

Below is a summary of comments received at the end of the second day of training.

### TRAINING

- Were the presenters clear? Y(10/10) / N
- Did they answer questions to your satisfaction? Y(10/10) / N
- What were some of your favorite/most helpful discussions or activities?
  - Working with Excel (4)
  - All of the discussions were helpful
  - Explanation of the new Work Plan template (5)
  - Requirements
  - Going over the template hands on (2)
  - One to one training with project officer
- What were your least favorite/helpful activities?
  - Working with Excel
  - Writing up the commitment plan
- How could the training be improved?
  - Filling out the Work Plan template (on the computer) step by step
  - More time writing the Work Plan
  - Better knowledge of how to write up commitments and outputs
- Overall, how would you rate these presenters? 1(6/10) – 2(4/10) – 3 – 4 – 5 (1 being excellent, 5 not recommended)
- Overall, how would you rate these activities? 1(5/10) – 2(5/10) – 3 – 4 – 5 (1 being very helpful, 5 not helpful at all)

## BINDER & MATERIALS

- Are the materials clear? **yes**
- Do they address topics relevant to your work? **yes**
- What were some of your favorite/most helpful materials?
  - **Work Plan template (handout and on the computer)**
  - **Funding resources (2)**
- What were your least favorite/helpful materials?

## OVERALL

- Were your questions answered through this training? **Y(9/10) / N(1/10)**
- Do you feel well-prepared to complete an IGAP Work Plan? **Y(5/10) / N (4/10 were unsure)**
- Are the handouts useful? **Y(10/10)/ N**
- Overall, how would you rate this training? **1(9/10) – 2 – 3 – 4(1/10) – 5** (1 being very helpful, 5 not helpful at all)

## OTHER COMMENTS

- **Don't like the amount of paperwork involved**
- **Can't do anything without tribal approval**
- **Need help on the computer**
- **I don't see the need for improvement, I was very satisfied with the presenters, training and information I received**
- **Need more trainings with project officer**
- **Training could have been a couple days longer**
- **Needed this training on my 9<sup>th</sup> month on the job**

## **APPENDIX C: WORKSHOP NOTES & COMMENTS**

- Comments on need for additional training
- Meeting Notes

BBNA IGAP Work Plan Development Workshop  
October 24, 2006  
Comments on need for additional training

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Specific participant comments and questions that highlighted needs for additional training included:

- Procurement
  - What is the actual process of figuring out costs
  - Need training on everything from soliciting bids to “sealing the deal”
- Definition of and differences between Indirect and Direct Costs
- Need for a detailed overview of Work Plan template, to gain a better understanding of how to correctly complete
- Need for a training on how to close out grants obtained through the IGAP
- General training: how to use the Excel program
- General training: IGAP focused grant and project management
- When it is appropriate to ask for a grant extension and how is this done?
- How is a multi-year Work Plan created?
- Budget: creating an accurate budget
- Clarifying roles within the community (Tribe vs. City vs. Native Corp.); creating MOU/MOA's
- Identifying the lead entity or person to implement the commitments of the Work Plan
- Estimating staff time for commitments made in a proposal
- Logistics and technical issues: such as: “how are we going to store our water sampling data;” once one major step has been accomplished, how do we move forward “are we going to look at alternative energy methods?”
- How to focus the Work Plan to make it accomplishable
- How do you broaden the impact/diversify your plan? Expand your program?
- Building capacity for project management; how to oversee the program rather than do the work all yourself
- Would like to understand better how to develop a QAPP (Quality Assurance Project Plan)
- What is a “MBE/WBE?” (Minority Business Enterprises, Women Business Enterprise) What are the regulations regarding contracting with MBE/WBE? When not selecting a MBE/WBE after a formal RFP process, justification and records regarding contracting decisions must be supplied. Good general rule: if one firm is MBE/WBE and has same general qualifications as other applicants, MBE/WBE firm should be selected.
- Policies on Small Business Enterprise (look at council's policies; not required to give preference to minority businesses but give an open door, provide procurement to minority owned businesses)
- How do we change an existing Work Plan to make it dovetail with new requirements of IGAP?

12 people attended the workshop (see sign-in sheet). The workshop was facilitated by Ellen Nelson and Kirsten Richardson of Agnew::Beck Consulting, LLC with assistance from Sue Flensburg and Courtenay Peirce of BBNA, Michelle Davis and Mark Jens from EPA, and Todd Radenbaugh from UAF, Bristol Bay Campus as part of BBNA's IGAP Work Plan Proposal Development training.

### **Welcome**

Sue Flensburg explained the general purpose of the work plan proposal development training and introduced Agnew::Beck planners who were invited to facilitate the meeting. Ellen gave overview of Agnew::Beck's planning work and experience working with Bristol Bay communities.

### **Environmental Issue Exercise**

Each participant was asked to write down an environmental issue in their community that they would like to address.

### **Participants:**

- Ellen Nelson – A::B
- Mark – EPA
- Brian Reed – BBAHC
- Chris Dankmeyer – BBAHC
- Peter Gumlickpuk – New Stuyahok
- Wassillie Chunak– New Stuyahok
- Clara Ann Martin – Togiak
- Ray Wassillie – Newhalen
- Courtenay Carty – BBNA
- Michelle Davis – EPA
- Ben Foss – Pedro Bay
- Charlotte Balluta – Nondalton
- Debbie Hoseth – Twin Hills
- Julia Kuchenoff - Chignik Lake
- Louie Jones – Ekuk
- Todd Radenbaugh – BB Campus, Environmental Science Issues
- Lorraine King – Ekwok
- Arline Franklin - Manokotak
- Tina Carr – Alekangik
- Kirsten Richardson – A::B

## **Purpose of Training**

1. Work Plan – tools and training to complete the work plans correctly
2. Vision – why plan for short and long-term environmental issues
3. Implementation – fundraising

## **What still needs to be covered/cleared-up/reviewed from last week's EPA training?**

- Procurement
  - actual process of figuring out costs
  - everything from soliciting bids to “sealing the deal”
- Indirect and Direct Costs
- Detailed overview of Work Plan template, better understanding of “how to fill them out”
- Process of closing them out
- Extension of the grant
- How to develop a multi-year Work Plan
- How to deal with ongoing issues/problems; hot to pick-up on an old Work Plan
- Budget
- Clarifying roles within the community (Tribe vs. City vs. Native Corp.); MOU/MOA
- Identifying the lead entity or person to implement the commitments of the Work Plan
- Estimating staff time for commitments
- Identifying more technical issues (“how are we going to store our water sampling data”); going to the next step (“are we going to look at alternative energy methods?”)
- How to focus the Work Plan to make is accomplishable
- How do you broaden the impact/diversify your plan? Expand your program?
- Building capacity for project management; how to oversee the program rather than do the work all yourself
- Develop a QAPP (Quality Assurance Project Plan)
- MBE/WBE
- Small business enterprise (look at council's policies; not required to give preference to minority businesses but give an open door, provide procurement to minority owned businesses)
- How do we change a Work Plan, make it fit new requirements

## **Multi-Media Grants**

Competitive grants, not IGAP.

Direct implementation for things that can't be funded by IGAP.

From EPA, usually annual.

## **Environmental Issues/Problems**

- Erosion and flooding



- How can to use IGAP to solve these problems (link it to an environmental issue, are landfills and water/sewer in flood zones?); EPA's role would be training for hazmat, spill response
- Solid Waste
  - No landfill
  - No access to landfill
  - Out growing
  - Construction waste is filling up landfill
- Backhauling
  - Funding
  - Contractor agreements
  - Tribal/municipal ordinances
- Recycling
- Regulation/enforcement by City and/or Tribe
- Designated landfill operator – controls access to landfill, materials, separation, burn box operation, hazmat
- Non-permitted landfills
- BBAHC provides training for landfill operation; what are the costs to operate and where does the funding come from?
- Ground water issues: well testing/abandoned wells, diesel drums, landfill, etc. can rally mess up aquifer
- Costs for some types of clean up are prohibitive
- Water/sewer systems – GAP funds can't cover these expenses, can use GAP to “build tribal capacity” – training. Denali Commission can be utilized for capital projects, problem with operating funds
- Phone list/plan for capacity building
- Which state, federal or regional entity has jurisdiction/authority to assist with different types of issues?
  - DEC/BBAHC/EPA/etc.
- Emergency response and their effect on environment, people
- Alternative energy demonstration projects (Ugashik)

**“Work Plans that Work”** [Michelle's PowerPoint Presentation]

- Are the administrators supposed to do all the work (write the Work Plan)? It's an inter-tribal decision. Sit down with the administrator and decide who is going to do the work. BBNA is with questions on what funding will cover (alternative energy sources)
- How to account for inflation on airlines, gas, supplies, etc? Explain costs increase in the budget
- Are you going to question the flat rate (budgets)? Possibly, if EPA sees an unreasonable budget, they may ask you to get new quotes/estimates. Document why you selected the consultant you did.

- Narrative needs to be updated and reflect this years work
- Tax issues are not a deal breaker, just be honest and explain
- If past goals were not achieved, explain in Work Plan why and what its meaning is in the next Work Plan
- Keep past accomplishments in Work Plan? Yes, especially if they are linked to this year's Work Plan
- Outcome: can be short of long-term change that you are working towards, the big picture; Environmental Outcomes don't have to be completed in the Work Plan's time period but Intermediate Outcomes do
- Don't get carried away with Commitments, 3-4 is suggested

### **Environmental Planning – from Vision to Implementation**

- Long-Range Environmental Planning
  - Long-range (typically 5-year), general, broad goals
  - Address wide-range of topics
  - Involve all stakeholders

How does a work plan fit into this? Multiple Work Plans (1-4 years) may fit into an Environmental Plan.

### **What is allowable from IGAP funds?**

- Implementation of a solid and hazardous waste program is (implementation of a water quality program is not)
- Baseline water quality monitoring (about 2 years), (other water quality monitoring projects are not funded)
- Many types of training and capacity
  - GIS training
  - Water quality
  - Solid waste
  - Etc.
- Buy and share an antifreeze machine (BBNA)
- Baseline air quality monitoring
- Indoor, household hazardous waste (wood smoke, mold, dust)

### **Funding Sources**

A list of funding opportunities & assistance resources, including detailed information on the Administration for Native Americans – Environmental Regulatory Enhancement Program, was given to participants

### **Introduction to Using the New Work Plan Template**

A sample Work Plan was filled out as a group utilizing the projector.

## **Using the Work Plan Hands-on**

Participants were able to work on their Work Plans on individual computers in the computer lab. The training not only gave instruction on the new Work Plan

## **General Discussion & Notes**

- Sue encourages villages to share each other's Work Plans
- 4-year work plan: Michelle walks through an example of a community clean-up to improve water quality. Assess (1st year), Plan (2nd year), Implement (3-4th years)
- More operators/employees/trained individuals in village helps with Work Plan success
- IGAP funds can be used to train and build capacity (spill response, hazmat) but not for actual clean-up, implementation
- Is there money for backhauling solid and hazardous waste? Yes, through IGAP
- The new work plan format is required nation-wide

### **Recap on Funding Sources**

The Foraker Group compiles an Alaska Funding Guide which is organized by different categories. A updated version of the guide is accessible online and costs \$300 a year for non-partners (\$150/year for partners); and a 2004 hard copy can be purchased for \$75 (\$50 for partners). A handout of Foraker's funding which is relevant to environmental issues was distributed. Funders include: Rasmuson Foundation, Denali Commission, Alaska Conservation Foundation, and M.J. Murdock Charitable Trust.

### **General Discussion & Notes**

What is allowed and not allowed for climate change? Unless linked to an environmental problem (erosion near landfill leading to toxic water and soils, increased storm surges, rise in water levels). Funding can be given towards research linked to impact on climate change; conduct a baseline environmental assessment (e.g., ice monitoring, link research to traditional knowledge (e.g., habitat changes, migratory changes, traditional trails no longer being safe).

Procurements: what is possible to do? Don't have to do a real formal procurement, use a notebook and keep an ongoing list of notes, keep a record of spending. If over \$1,000 need to get quote. If something costs \$5000 or more (purchase plus freight) gets marked as "equipment" if under \$5000 gets marked as a "non suspendable supply". Anything over \$100,000 is a "large purchase" under \$100,000 is a "small" purchase.

Within rights to go with businesses that are not minority? Yes, just justify and keep record of why you made your decisions and reached your prices. Have you done your footwork? Make the calls, get estimates, etc. Each tribe should have procurements procedures in place, follow financial policies. Building your administrative capacity.

MBE/WEB should be taken into consideration – if one firm is MBE/WEB and is just as "good" as the other firm/business, you should go with the MBE/WEB one.

Who has talked with your EPA grant specialist? Very few participants. The grant specialists are your experts on procurement procedures, very helpful. Need to have a relationship with them.

BBNA has templates for bid sheets, scopes, etc. for everyone.

### **Future Workshops/Trainings:**

1. Procurements
2. MBE/WEBs
3. Indirect/Direct Costs
4. Excel

## 5. General management

### **Michelle's to do List**

1. Financial limit for procurement purchases
2. Reimbursement paperwork for Indirect/Direct Costs

### **Exercise in the different components of the Work Plan**

#### Difference between Outputs & Outcomes

- OUTPUT = Service or Product, proof that you have done something
  - Several outputs can lead to the outcome
- OUTCOME = Change
  - Intermediate Outcome = a change put in the short-term
  - Do they have to be measurable? Michelle says yes.
  - Keep them focused. "To have a clean and safe community" is acceptable but broad. Michelle would like to see outcomes more specific than this.

### **Logic Model Example**

Outcome = Have a healthy community

1. "human capital" – knowledge that is contained in your community (train community members to recycle more)
2. "natural capital"
3. "social capital"
4. "manufacture capital" (economy, commercial fishing)

### **Work Plan Walk-Through**

*Component:* Improve our solid waste management system

*Environmental Outcome:* Reduction in waste going to a landfill by x% through changes in community knowledge and practices.

*Intermediate Outcomes:*

- Extend the life of the landfill and keep toxic materials out of it
- Residents have a better understanding of why recycling, reusing, burning and backhauling solid waste is important to keeping the landfill organized and clean.

*Commitments:*

- I.1. Educate people about landfill organization
- I.2. Organize landfill so that it's easier to recycle, reuse, burn and backhaul
- I.3. Research alternative and new technology options for waste management and funding
- I.4. Buy burn box
- I.5. Hire a solid waste operator
- I.6. Find funding to pay operator
- I.7. Control access

- I.8. Talk with nearby communities on bulk purchases or shared facilities

*Outputs:*

- I.1. Newsletter, presentation (agendas, sign-in sheet, photo essay, powerpoint); mailer, pamphlet
- I.2. Proof of how landfill was organized (photo documentation, results of reorganization, meeting notes from solid waste operator's training, volunteer man hours)
- I.3. Record of correspondence (phone call log, emails); hire out to consultant?

*Primary Capacity Area (legal, enforcement/compliance, technical, communication, administrative, solid/hazardous waste implementation):*

- I.1. solid/hazardous waste implementation, communication
- I.2. solid/hazardous waste implementation, technical
- I.3. solid/hazardous waste implementation, administrative

*Estimated Commitment Cost (optional):*

*End Date:*

- I.1. Ongoing
- I.2. Ongoing
- I.3. Ongoing

### **Resources for the Narrative component of Work Plan**

A list of planning resources and background information was distributed to participants. If quoting word for word, need to cite source.

### **How is everyone doing with their Work Plan?**

"I have my '07 Work Plan but need to meet with council and hear from community as to what they would like to add or change for this year's plan." Need to add/change the components, commitments so it's not word for word the same as previous plans.

"I have my '07 Work Plan and much of it we want to keep for this year but don't know how to convert it to the new Work Plan format."

### **Handouts:**

1. Work Plan Template in Word (also on CD)
2. Work Plan and Budget template (and instructions) in Excel (CD only)
3. Funding Opportunities & Assistance Resources (also on CD)
4. Information Sources for Planning and Narrative Sections of Work Plan (also on CD)
5. Road Surfacing Options (CD only)
6. Alternative Energy Resources (CD only)
7. Watershed Management Models (CD only)
8. Detailed information on Administration for Native Americans (ANA), Environmental Regulatory Enhancement grant

- 9. Environmental Planning diagram
- 10. Alaska Inter-Tribal Council (AITC) Funding sources
- 11. EPA information

**Bristol Bay Environmental Science [Todd's presentation]**

<http://community.uaf.edu/~benvsci/blog>

[bftar@uaf.edu](mailto:bftar@uaf.edu)

**Bristol Bay Environmental Science**

**Energy security in the Bristol Bay region**  
 August 29, 2006 at 12:36 pm - Filed under [Renewable Energy](#)

As a result of high oil prices, the Bristol Bay region is faced with increasing energy cost. This cost is stifling the regional economy and threatening the energy security.

On 28 August through 31 August 2005 UAF, Bristol Bay Campus held an alternative energy class where participants surveyed the current energy system and discussed how to make the region more energy independent.

Please make comments concerning energy issues in Bristol Bay

Permalink Comments (13)

**Nushagak Mulchatna Wood-Tikchik Land Trust**  
 July 13, 2006 at 3:49 pm - Filed under [Protected areas](#)

Formed in 2000, the Nushagak-Mulchatna Wood-Tikchik Land Trust has been dedicated to the preservation and protection of salmon and wildlife habitat of the Nushagak Bay watersheds. The NMWT works in cooperation with Wood-Tikchik State Park and the Topiak National Wildlife Refuge.

The NMWT Land Trust is a conservation tool where willing property owners are given the opportunity to sell land fair market value to ensuring the land is not developed inappropriately.

Learn more please visit the NMWT land trust web page: <http://nmwtlandtrust.org/>

Moose cow and calf on the Nushagak River

October 2006

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Categories

- Courses offered 2006
- General info
- Protected areas
- Renewable Energy

Good websites

- Ecological Society of America
- Geological Society of America
- US Environmental Protection Agency

Protected areas

- Kanai Fjords National Park
- Lake Clark National Park and Preserve

**Pure Bristol Bay**

[www.purebristolbay.com](http://www.purebristolbay.com)

**Pure Bristol Bay**  
 Ensuring purity of our lands and waters

Environmental Issues Social Economic Social Cultural Human Health IGAP Mine Plan Permitting Tribal/Community Resolutions Case Studies

About Us Helpful Links News and Events Map of Area Contact Us December 21, 2006

**Welcome to Pure Bristol Bay**

PureBristolBay.com is brought to you on behalf of Bristol Bay Native Association Environmental Program and the Nushagak Mulchatna Watershed Council, with assistance from the UAF Institute of Social and Economic Research.

This site has been developed to serve as natural resources forum for the people of Bristol Bay and beyond. Here you will find a user friendly site, designed to provide information on the natural resource development projects that are currently being explored, permitted for and potentially developed within the Bristol Bay region.





## **APPENDIX D: EPA WORK PLAN RESOURCES**

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Note: This Appendix is a compilation of materials provided by Michelle Davis with the Environmental Protection Agency

- Indian General Assistance Program 2006 Grants Administration Guidance
- “Work Plans that Work” PowerPoint presentation
- Environmental Results and the Logic Model
- Sample of Required IGAP Work Plan Narrative
- Sample of Required IGAP Work Plan Budget
- Work Plan Narrative Template
- Work Plan Budget Template

the Record Access Procedures and also identify the record or information to be changed, giving specific reasons for the change. Complete EPA Privacy Act procedures are set out in 40 CFR part 16, as amended (2006).

**RECORD SOURCE CATEGORIES:**

Information in this system of records is provided by:

- A. The individual on whom the record is maintained.
- B. Agency officials such as managers and supervisors.
- C. Consumer reporting agencies, debt collection agencies, Department of the Treasury, and other Federal agencies.
- D. Federal Retirement Benefit contractors.
- E. Leave Bank

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

[FR Doc. 06-1739 Filed 2-23-06; 8:45 am]

**BILLING CODE 6560-50-P**

**ENVIRONMENTAL PROTECTION AGENCY**

[FRL-8024-7]

**Indian General Assistance Program 2006 Grants Administration Guidance**

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice of Guidance Issuance.

**SUMMARY:** EPA is issuing guidance, entitled "Indian General Assistance Program (GAP) 2006 Grant Administration Guidance." The guidance summarizes the issues and procedures required to ensure compliance with current grant policies and regulations. It addresses the following areas: GAP allocation; notification letters; work plan and reporting templates; environmental results; GAP national set-asides; solid waste implementation priorities; and GAP tracking electronic data entry. The "GAP 2006 Grants Administration Guidance" does not replace the "2000 Guidelines on the Award and Management of General Assistance Agreements for Indian Tribes."

**DATES:** This guidance is effective upon publication in the **Federal Register**.

**ADDRESSES:** This guidance with appendices may be viewed and downloaded from EPA's homepage at <http://www.epa.gov/Indian/pdfs/gap2006.pdf>.

**FOR FURTHER INFORMATION CONTACT:** Rodges Ankrah, American Indian Environmental Office, Mail Code

4104M, Environmental Protection Agency, 1200 Pennsylvania Avenue, NW., Washington, DC 20460 telephone number: (202) 564-0280; fax number: (202) 564-0298; e-mail address: [ankrah.rodges@epa.gov](mailto:ankrah.rodges@epa.gov).

**SUPPLEMENTARY INFORMATION:**

**Background and Purpose**

In 1992, Congress passed the Indian Environmental General Assistance Program Act (42 U.S.C. 4368b) which authorizes EPA to provide General Assistance Program (GAP) grants to federally-recognized Tribes and tribal consortia for planning, developing, and establishing environmental protection programs in Indian Country, as well as for developing and implementing solid and hazardous waste programs on tribal lands. The goal of this program is to assist Tribes in developing the capacity to manage their own environmental protection programs, and to develop and implement solid and hazardous waste programs in accordance with individual tribal needs and applicable Federal laws and regulations.

EPA's assistance agreement practices and procedures have been under heightened scrutiny from the U.S. Congress, Government Accountability Office (GAO), and EPA's Office of Inspector General (OIG). This scrutiny has centered on grantee selection, oversight, accountability, and environmental results. In response, the Office of Grants and Debarment (OGD) has moved aggressively to implement its long-term Grants Management Plan. This is highlighted by the fact that OGD has recently issued three new grants policies that address competition, pre-award review of non-profit organizations, and environmental results.

The American Indian Environmental Office (AIEO) is proactively responding to the scrutiny by taking a much larger role in ensuring compliance with grant policies, accountability for environmental results, and consistency with program requirements. In furtherance of this, AIEO is issuing this grant administration guidance for the Indian General Assistance Program (GAP) that addresses the following:

1. GAP Allocation.
2. Notification Letters.
3. Work plan and Reporting Templates.
4. Environmental Results.
5. GAP National Set-Asides.
6. Solid Waste Implementation Priorities.
7. GAP Tracking Electronic Data Entry.

This guidance does not replace the "2000 Guidelines On the Award and

Management of General Assistance Agreements for Indian Tribes." Instead, the grant administration guidance is intended to summarize the issues and procedures required to ensure compliance with current grant policies and regulations. This guidance will remain in effect until withdrawn or superseded.

**1. GAP Allocation**

The GAP provides annual grant funding to federally recognized Tribes and Intertribal consortia through an allocation process administered for each EPA Region. The grant funds may be used by tribes to plan and carry out any number of capacity-building activities including the education and outreach; development of administrative procedures; quality assurance/quality control systems; sampling and laboratory capabilities; baseline environmental assessments; enforcement programs; legal procedures; communications plans; computer information systems; and staff qualifications and expertise. GAP may not be used for the ongoing implementation of media-specific environmental programs once established, except as otherwise provided. Funding is provided per applicable rules and procedures. AIEO is establishing additional measures to ensure national consistency, such as conducting a self-assessment of GAP as part of the Agency's continuing efforts to improve oversight of grant management activities, as well as reviews of Regional program operations.

As the National Program Manager for GAP, AIEO is responsible for distribution of the national GAP funds to the EPA Regional Offices. AIEO distributes the funds using a formula that considers the tribal land base, number of tribes, and tribal population in each Region. Each year AIEO will issue a decision memorandum on the distribution of GAP funds to the Regions by January 31st.

For FY 2006, EPA has \$57.5 million for Regional allocations of GAP funds. This is a \$4.5 million reduction from FY 2005. This amount does not reflect any Agency reductions that may be forthcoming.

**2. Notification Letters**

The GAP program is currently exempt from competition under sections 6(c)1 and 2 of EPA's Policy for Competition of Assistance Agreements (EPA Order 5700.5A1). AIEO has determined that competition is not practicable because of the need to provide a clear and stable source of base funding for program development and capacity building

across Indian country consistent with the primary statutory purpose of the program.

Consistent with Federal policy, a primary mission of EPA is to work with federally-recognized tribal governments to protect the environment and public health in Indian Country. Goal 5.3 of EPA's current Strategic Plan provides that by 2008 the goal is to increase tribes' ability to develop environmental program capacity by ensuring that 100% of federally recognized tribes have access to an environmental presence.<sup>1</sup> AIEO has determined that this goal can best be met by distributing funding consistent with the guidelines below.

AIEO has developed the following funding allocation guidelines to assist Regional Tribal Programs in making their funding decisions beginning in FY 2006. The guidelines are to be incorporated into the information materials developed by each Region.

- Consistent with the GAP statute and regulations, eligible recipients will be able to receive at least \$75,000 for their first fiscal year. Funding amounts for the following fiscal years is determined by each Region.

- Each Region will send a letter to eligible tribes informing them that they may qualify for a base amount of funding with the final funding amount dependent upon the results of the work plan negotiations. Scheduling deadlines for negotiations and decision-making are established by each Region.

- Each Region can emphasize those funding factors that are most appropriate for their Region during the work plan negotiations. Where the recipient has Tier III Tribal EPA Agreement (TEA), these may be used a basis for making funding decisions. Funding decisions should be made with a focus on producing the most outcome based improvements to human health and the environment in Indian country. The funding decisions should also be consistent with the allocation approach among eligible recipients selected by the Region.

- In any funding materials distributed, please refrain from using

the following terms or others like them that may create the impression that the GAP funds are being awarded "competitively":

- Request for Proposals.
- Solicitations.
- Ranking criteria.

Given the purposes of the GAP to build individual tribal capacity, EPA may evaluate proposals based on, among other things, capacity of applicant, past grant performance, work plan progress, and expected human health and environmental results. Regions should not use any allocation factors which have the effect of measuring the relative quality or merit of one work plan against the other, or that focus on the skill of the applicant.

**3. Work Plan and Reporting Templates**

Strong and effective grant management is critical to our success in accomplishing the goals of GAP. The GAP work plan is the basis for the management and evaluation of performance under the grant agreement. The "Office of Water 2005 Grants Management Self-Assessment Report" has identified that there was inconsistent documentation of cost reviews and documentation of environmental results in the work plans. AIEO has addressed this by developing a template that will consistently include milestones, deliverables, link to the Agency's Strategic Plan, and environmental outcomes and outputs in the grant work plans. This work plan and reporting template, presented in Exhibit 3.1 and 3.2, is to be used by tribal governments and intertribal consortia applying for GAP funds. For FY 2006, we strongly recommend the Regions to use this format. The template will be the required format for FY 2007.

While it is not required by 40 CFR part 35, subpart B to include estimated costs in the work plan, AIEO strongly recommends that grantees include estimated costs and that the estimated costs be linked to the task and anticipated output. This encourages cost accountability, effective grant management, and is consistent with Governmental Accounting Standards

Board (GASB) no. 34 accounting pronouncements that are supported by the Native American Finance Officers Association.

For purposes of tracking how GAP funds are being used by grantees, the Regions and grantees are required to categorize the range of activities into the following categories:

*Legal:* Activities are to develop legal and enforcement infrastructure, i.e., codes, regulations, ordinances, and standards that can be used to implement management policies and guidelines.

*Enforcement and Compliance:* Activities demonstrate the ability to perform the inventories, monitoring, and inspection needed to ensure compliance with environmental policies and guidelines.

*Technical and Non-Administrative:* Activities develop technical skills for environmental management such as monitoring and analysis, baseline assessment, data management, quality assurance procedures, and emergency response systems.

*Communications:* Activities demonstrate the ability to communicate about environmental issues with the community, tribal executives, the regulated community, and other government entities.

*Administrative:* Activities establish the ability and procedures for managing and accounting for program funds, including procedures for staffing and training, management of office resources and personnel, and communication with other tribal government agencies.

*Solid and Hazardous Waste:* Activities may include, but are not limited to removal of abandoned vehicles, scrap metals and used tires, planning and conducting household hazardous waste cleanups, establishing recycling collection areas and support facilities, and open dump cleanups.

Additionally, Regions should provide the relevant goal, objective and subobjective for the above activities using EPA's Strategic Plan located at <http://www.epa.gov/ocfo/plan/plan.htm>.

EXHIBIT 3.1.—EXAMPLE WORK PLAN AND REPORTING TEMPLATE

Estimated Cost: \$27,000		Estimated Work Years: .20		
Tasks	Primary capacity area	Estimated cost	Time frame	Outputs
Work Plan Objective 1: Build capacity to implement a tribal solid waste program. Environmental Outcome:				

<sup>1</sup> EPA is currently preparing its fourth strategic plan under Government Performance and Results Act (GPRA). GPRA requires Federal agencies to

revise their strategic plans every 3 years. EPA's Strategic Plan outlines our mission, establishes our goals and objectives, and describes the means and

strategies we will employ to reach our goals and achieve results.

EXHIBIT 3.1.—EXAMPLE WORK PLAN AND REPORTING TEMPLATE—Continued

Estimated Cost: \$27,000		Estimated Work Years: .20		
Tasks	Primary capacity area	Estimated cost	Time frame	Outputs
—Reduce exposure to illegal dump sites in the tribal community. —Increase knowledge & understanding of illegal dump impacts by community members.				
1.1 Select two illegal dump sites for remediation.	Enforcement & Compliance.	\$2,000	Quarter 1 .....	Site selection reports; tribal government approval of site selection.
1.2 Select contractors and develop, approve and sign contracts.	Administrative .....	15,000	Quarter 1 .....	Signed contract.
1.3 Oversee the remediation of the dump sites.	Administrative .....	1,000	Quarter 3 .....	Records of site visits and final remediation report.
1.4 Install fence and post “no dumping” signs at the former illegal dump site.	Solid Waste Implementation.	5,000	Quarter 3 .....	Fences; signs.
1.5 Hold one community meeting to demonstrate the impacts illegal dumps have on the community.	Communications .....	2,000	Quarter 4 .....	Pre and post meeting surveys to demonstrate change in knowledge.
1.6 Municipal Waste Facility Operator Training/Certification for tribal employee.	Technical (non-administrative).	2,000	Quarter 4 .....	Certified landfill operator.

EPA Use Only  
2003–2008 EPA Strategic Plan

Goal 3: Land Preservation and Restoration  
Objective 3.1: Preserve Land  
Sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling.

Estimated cost: \$19,000		Estimated work years: 20		
Tasks	Primary capacity area	Estimated cost	Time frame	Outputs
Work Plan Objective 2: Develop solid waste management codes. Environmental Outcome: —Reduce number of illegal dumping activities.. —Improved compliance with integrated waste management plan.				
2.1 Seek and obtain information from EPA solid waste personnel and other regional tribes regarding Solid Waste Codes.	Legal .....	\$3,000	Quarter 1 .....	Trip reports; meeting minutes; SW Code template
2.2 Write draft Solid Waste Codes that reflect the needs and desires of the tribe.	Legal .....	6,000	Quarter 2 .....	Draft SW Code.
2.3 Retain an attorney/consultant to review the draft SW Codes.	Legal .....	9,000	Quarter 3 .....	Contract/Agreement with attorney/consultant.
2.4 Submit draft SW Codes to EPA for comments and meet with EPA as needed to understand any issues EPA raises.	Legal .....	1,000	Quarter 4 .....	Revised Draft SW Code.

EPA Use Only  
2003–2008 EPA Strategic Plan

Goal 5: Compliance and Environmental Stewardship  
Objective 5.1: Improve Compliance  
Sub-objective 5.1.3: Monitoring and Enforcement

EXHIBIT 3.2.—EXAMPLE WORK PLAN REPORT

Estimated costs: \$25,000		Estimated work years: 20				
Tasks	Est. cost	Actual cost	Time frame	Status	Outputs	Comments <b>Note:</b> Explanatory comments are required for any task listed as “Not complete.”
Work Plan Objective 1: Build capacity to implement a tribal solid waste program. Environmental Outcome:						

EXHIBIT 3.2.—EXAMPLE WORK PLAN REPORT—Continued

Estimated costs: \$25,000		Estimated work years: 20				
Tasks	Est. cost	Actual cost	Time frame	Status	Outputs	Comments <b>Note:</b> Explanatory comments are required for any task listed as "Not complete."
—Reduce number of illegal dump sites in the tribal community. —Increase knowledge & understanding of illegal dump impacts by community members. 1.1 Select two illegal dump sites for remediation.	\$2,000	\$1,500	Quarter 1	Complete	Signed site selection reports.	Use this space for descriptions of activities to accomplish the task. This narrative field can have as much detail as grantee & project officer agree is necessary. <i>Example:</i> "Three contractors submitted proposals for our review: (1) Remediation, Inc.; (2) Cleanup, Inc.; and (3) Land Like New, Inc. A team of tribal employees and an independent third party technical expert reviewed and ranked each proposal (see Attachment X). Remediation, Inc. received the most favorable review and was selected as our contractor. The contract was negotiated and signed on May 12 (see Attachment Y)."  <i>Example:</i> "Employee scheduled to receive training left the program. New employee will not be in place for tribal employee until next fiscal year."
1.2 Select contractors and develop, approve and sign contracts.	15,000	10,000	Quarter 1	Complete	Signed contract.	
1.3 Oversee the remediation of the dump sites.	1,000		Quarter 3	On track ..	Records of site visits and final remediation report.	
1.4 Hold one community meeting to demonstrate the impacts illegal dumps have on the community.	2,000		Quarter 4	On track ..	Pre and post meeting surveys.	
1.5 Municipal Waste Facility Operator Training/Certification for tribal employee.	2,000		Quarter 4	Not complete.	Certified landfill operator.	

EPA Use Only  
2003–2008 EPA Strategic Plan

Goal 3: Land Preservation and Restoration  
 Objective 3.1: Preserve Land  
 Sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling.

4. Environmental Results

A. Environmental Outputs, Outcomes and Milestones

The U.S. Congress, the EPA Office of Inspector General (IG), and the Office of Management and Budget (OMB) have raised concerns about the lack of clarity or documentation showing how EPA grant funds have been spent or are expected to be spent, and the lack of evidence that EPA grants produce environmental results. In response, EPA issued the Environmental Results Order 5700.7 that went into effect on January 1, 2005. It is now required that EPA Program Offices ensure that recipient

work plans contain well-defined outputs and, to the maximum extent practicable, well-defined environmental outcomes that help measure tribal successes toward achieving GAP goals.

Tracking environmental results is important for a number of reasons. It allows EPA and tribes to discuss alterations to the GAP program, such as addressing the need for a bridge between program development and implementation. It also demonstrates the effectiveness of resource investments in terms of public health and environmental improvement in Indian country. Additional benefits

include promoting good grant management by tying in the goals in EPA's Strategy Plan with actual environmental results.

The templates, presented in Exhibit 4.1 and 4.2, provide examples of environmental outputs and outcomes both for programmatic and administrative capabilities. It demonstrates the linkage to the Agency's goals, objectives, sub-objectives, annual Program Activity Measures (PAMs) and provides samples of outputs and outcomes. The Regions should ensure that EPA can clearly identify environmental outputs and

outcomes in the work plan format and contents. The Regions should also ensure that the outputs and outcomes are linked to EPA's Strategic Plan. AIEO will continue working with the Regions to develop additional measures that accurately reflect the spectrum of environmental results across media programs. AIEO expects to begin reporting programmatic environmental outcome measures by FY 2007.

The Environmental Results Order defines output and outcome as follows:

*Outcome:* The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily

be achievable within an assistance agreement funding period.

*Output:* An environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

#### EXHIBIT 4.1.—GAP PROGRAMMATIC ENVIRONMENTAL RESULTS SHEET

Grant Program: Indian Environmental General Assistance Program

CFDA: 66.926

##### GOAL 5: COMPLIANCE AND ENVIRONMENTAL STEWARDSHIP

Improve environmental performance through compliance with environmental requirements, preventing pollution, and promoting environmental stewardship. Protect human health and the environment by encouraging innovation and providing incentives for government, businesses and the public that promote environmental stewardship.

Strategic Plan Objective 5.3: Build Tribal Capacity—Through 2008, assist all federally recognized tribes in assessing the condition of their environment, help in building their capacity to implement environmental programs where needed to improve tribal health and environments, and implement programs in Indian country where needed to address environmental issues.

Note: Project Officers are responsible for ensuring that work plans contain, to the maximum extent practicable, well-defined outputs and outcomes. The following outputs/outcomes are options for grantees and Project Officers to consider including in their work plans to comply with the Environmental Results Order.

National Reportable Outputs/Outcomes for GAP:

- By 2008, increase tribes' ability to develop environmental program capacity by ensuring that 100% of federally recognized tribes have access to an environmental presence.
- By 2008, increase the number of EPA-approved quality assurance plans for tribal environmental monitoring and assessment activities.
- By 2008, increase by 50% the number of EPA agreements with tribes that reflect holistic program integration and traditional use of natural resources.

#### EXAMPLES OF PROGRAMMATIC GAP OUTPUTS AND OUTCOMES

##### Example Outputs

- Number of approved grants or cooperative agreements.
- Number of staff hired or retained.
- Number of QAPPs filed.
- Number of stream miles assessed for ambient stream conditions.
- Survey of contamination sources.
- Number of environmental ordinance proposals to Council.

##### Example Outcomes that Demonstrate Changes in Awareness, Attitudes or Knowledge

- Achievement of operator certification.
- Successful completion of training program.
- Completed exit surveys or reports from public education sessions.
- Establishment of job descriptions.
- Accurate location of contamination sources.
- Demonstrated increase in knowledge of bio-assessment protocols.
- Number of environmental ordinances passed by Council.

##### Example Outcomes that Demonstrate Changes in Behavior

- Number of projects [insert range] initiating operation, resulting in improved public health protection.
- Number of cross-agency agreements signed.
- Number of environmental ordinances passed by Council.

##### Example Outcomes that Demonstrate Changes in the Environment or Public Health

- Reduction in population exposed to drinking water that is not in compliance with health-based standards.
- Increase in population with access to approved solid waste disposal.
- Reduction in detection of PM10 contaminants.

#### EXHIBIT 4.2.—GAP ADMINISTRATIVE ENVIRONMENTAL RESULTS SHEET

Grant Program: Indian Environmental General Assistance Program

CFDA: 66.926

##### GOAL 5: COMPLIANCE AND ENVIRONMENTAL STEWARDSHIP

Improve environmental performance through compliance with environmental requirements, preventing pollution, and promoting environmental stewardship. Protect human health and the environment by encouraging innovation and providing incentives for government, businesses and the public that promote environmental stewardship.

Strategic Plan Objective 5.3: Build Tribal Capacity—Through 2008, assist all federally recognized tribes in assessing the condition of their environment, help in building their capacity to implement environmental programs where needed to improve tribal health and environments, and implement programs in Indian country where needed to address environmental issues.

Note: Project Officers are responsible for ensuring that work plans contain, to the maximum extent practicable, well-defined outputs and outcomes. The following outputs/outcomes are options for grantees and Project Officers to consider including in their work plans to comply with the Environmental Results Order.

## EXHIBIT 4.2.—GAP ADMINISTRATIVE ENVIRONMENTAL RESULTS SHEET—Continued

## National Reportable Outputs/Outcomes for GAP:

- By 2008, increase tribes' ability to develop environmental program capacity by ensuring that 100% of federally recognized tribes have access to an environmental presence.
- By 2008, increase the number of EPA-approved quality assurance plans for tribal environmental monitoring and assessment activities.
- By 2008, increase by 50% the number of EPA agreements with tribes that reflect holistic program integration and traditional use of natural resources.

## EXAMPLES OF ADMINISTRATIVE GAP OUTPUTS AND OUTCOMES

## Example Outputs

- Number of staff hired.
- Number of staff supervised.
- Number of items of equipment authorized to be purchased (if purchased under an U.S. EPA grant, identify the grant number).
- Number and name of grant deliverables reviewed (if under an U.S. EPA grant, identify the grant number).
- Number of grants closed out (if U.S. agreement, identify the grant number).
- Number of briefings that were provided to tribal officials on environmental issues.
- Number permitting procedures implemented as well as the relevant Federal Agency.
- Attendance at quarterly state Tribal Environmental Committee meeting.
- Number of environmental issues and/or policies staff reviewed, analyzed and provided comments.
- Develop/update EPA/Tribal Environmental Agreement.
- Administer QAMPs and/or QAPPs.
- Conduct long and/or short range environmental and/or natural resources management planning.
- Number of environmental databases developed or enhanced.
- Attendance at the Regional General Assistance Program Conference.

## Example Outcomes that Demonstrate Changes in Awareness, Attitudes or Knowledge

- Increase in number of certified staff in the environmental departments.
- Completion and maintenance of standard operating procedures for departmental functions.

## Example Outcomes That Demonstrate Changes in Behavior

- Annual audit contains no major environmental program or administrative findings.
- Number of environmental ordinances passed by Council.
- Documented annual environmental improvements which are a direct result of grant work plan implementation.

## SEQUENTIAL EXAMPLES

## Activity—Trainings, Conferences and Workshops

- Output—Number of trainings and/or workshops attended; number of conferences coordinated.
- Outcome—Demonstrated change in knowledge and/or behavior (i.e. operation and maintenance practices established, best management practices implemented, etc.) due to training and/or workshop, as demonstrated by an exit survey or examination.

## Activity—Outreach and Education

- Output—Number/type of outreach conducted (i.e. trainings, workshops, conferences, stakeholder meetings etc.).
- Outcome—Establishment of staff position(s) to provide outreach and education (i.e. watershed coordinator, PWSS circuit rider, etc.)
- Outcome—Demonstrated change in behavior (i.e. operation and maintenance practices established, best management practices (structural or non-structural implemented, etc.) attributed to the outreach and/or education.

*B. GAP Logic Model*

AIEO is conducting a program evaluation of the GAP program. The purpose of the evaluation is to assess: (1) The impact of GAP on tribal environmental capacity to help AIEO understand which elements of GAP contribute to the establishment of multi-media environmental programs and (2) the impact and relevance of the program on Section 5.3 of EPA's Strategic Plan.

To illustrate the various components of the GAP for the program evaluation, AIEO has developed a logic model, a graphical representation of the relationships between program inputs, outputs, and intended outcomes, presented in Appendix 1 at <http://www.epa.gov/Indian/pdfs/gap2006.pdf>. This is a tool that can be used by the Regions in identifying outcomes and outputs related to GAP goals. Key

components of the logic model include the following:

- Resources are the basic inputs of funds, staffing, and knowledge dedicated to the program.
- Activities/Outputs are the specific actions taken by EPA to achieve program goals and the immediate products that result. Under the GAP, these products include grant funds, technical assistance, training, and grant oversight.
- Customers are the users of the activities and outputs (fiscal, technical, administrative) provided. They are the tribal governments that receive GAP grants and the environmental employees hired with GAP funds.
- Short-Term Outcomes are changes in awareness, attitudes, knowledge, and behavior resulting from program outputs. Technical and grant management training opportunities

provided to tribal environmental employees through the GAP increase understanding of the processes required in developing a tribal environmental program. Note that outcomes listed in *italics* are intended as illustrative examples of the effects of tribes increased understanding of the process required in the development of a tribal environmental program.

- Intermediate Outcomes are broader in scope than short-term outcomes and often build upon the progress achieved in the short-term. Under the GAP, changes in tribal awareness and understanding pave the way for planning, development, and initiation of capacity-building activities. The logic model includes examples of activities that represent increased capability in the legal, enforcement, technical, communications, and administrative arenas. Note that outcomes listed in

italics are intended as illustrative examples of the effects of tribes increased legal, enforcement, technical, communications, and administrative capability.

- Long-Term Outcomes parallel the overarching goals of the program and are the environmental improvements and public health benefits that flow from the behavioral, procedural, and operational changes.
- Contextual/External Variables are factors, not directly controlled by the program or its entities, which may affect program performance. For example, changes in tribal policy and budgetary priorities may influence the ability of tribes to sustain environmental efforts.

## 5. GAP National Set-Asides

The GAP National Set-Aside is a specific portion of the overall GAP appropriation that is "set aside" to support specific tribal or tribal consortia projects, as directed by AIEO. The projects must have a national application or address a national program need identified by AIEO. Each year AIEO will issue a decision memorandum on the distribution of GAP set-aside funds to the Regions by January 31st.

AIEO is working with the Office of Solid Waste on potential use of limited GAP set-aside funds in FY 2006.

The National Set-Aside Funded Project Areas for FY 2006 are as follows:

### A. Financial Management Training

The American Indian Environmental Office ("AIEO") will continue to provide funding to the Regions for targeted training to tribal financial managers on EPA financial assistance agreements. As before, the training must be targeted to train tribal staff directly responsible for financial management of EPA funds, although tribal environmental staff is encouraged to attend scheduled trainings. The training must take place during FY 2006. Regions can tailor their training to meet the unique needs of their tribes, and where possible may take advantage of existing training opportunities and venues.

The available funding is limited. Proposals should include the number of tribes expected to participate, the proposed methodology, and the approach to be used to ensure maximum participation by financial management staff. Regional proposals should be signed off on by the Regional Grants Management Officers.

AIEO will review the Regional proposals and will negotiate the amount of funding to be set-aside for each Region that applies. Key factors AIEO

will consider include the number of participants, Regional contribution, and available funding at the time of the request.

Regions will also need to provide short reports documenting the training provided, and providing specific outcome measures (e.g., entrance and exit surveys, training certifications, improved grantee performance, etc.).

### B. Incentive Funding for Tier III Tribal EPA Agreements

Tribal EPA Agreements (TEAs) are a valuable tool in EPA's work with tribes to identify and address mutually shared objectives. They are one of the key parameters for the measurement of success of the Tribal program in the EPA Strategic Plan.

In recognition of their importance, and in order to promote greater implementation of this approach, AIEO will be providing supplemental funding to each Region in the amount of \$3,000 to \$4,000 per approved Tier III TEAs listed in the 5.3 System as of May 30, 2006. The maximum cap per Region is \$200,000. This supplemental funding must be for activities fundable under GAP regulations, and must be accounted for in the work plan for the grant.

### C. Implementation of Direct Implementation Tribal Cooperative Agreements

Direct Implementation Tribal Cooperative Agreements (DICTAs) is a funding authority enabling EPA to award funds to federally recognized tribes and qualified Intertribal consortia to carry out agreed upon activities to assist EPA with the implementation of federal environmental programs for Indian tribes in the absence of an acceptable tribal program. AIEO has identified the lack of dedicated resources as an impediment to promoting and establishing DICTAs.

For FY 2006, AIEO is providing dedicated funding assistance in the amount of \$200,000 for the implementation of DITCAs. AIEO will work to make this funding available in FY 2007 and FY 2008. However, funding availability may change based on Agency-wide needs. The use of these funds will require the additional commitment of funding from other sources that do not include Regional GAP funding.

This support is currently in the proposal stage. The requirements will be provided once finalized.

### D. Support Services for the Tribal Caucus of the National Tribal Operations Committee

AIEO will continue to fund support services for the Tribal Caucus of the National Tribal Operations Committee (TOC) through a Policy Advisor. The Policy Advisor provides support in reviewing, analyzing and commenting on issues of policy and practice that are before the Tribal Caucus. The Policy Advisor also provides the Tribal Caucus with meeting facilitation, as well as coordinates communication between EPA managers and staff and members of the Tribal Caucus.

### E. Support for the United South and Eastern Tribes Liaison

The Liaison position with United South and Eastern Tribes (USET) provides support to member tribes in assisting tribal capacity building in specific program areas through technical and administrative aid, on-site reviews, and advisory services. The Liaison also provides assistance to member tribes through regulatory analysis and communication.

AIEO support is intended to assist Region 4 in initiating the Liaison program, with the expectation that the other Regions support the continuation of the program to serve USET members in their areas.

### F. Discretionary Support for Selected Activities or Conferences

The Director of AIEO will continue to provide support for specific national events and conferences, as appropriate.

### G. Scheduling

*Financial Management Training:* Regional proposals should be submitted no later than December 31, 2005. Training must take place during FY 2006.

*Incentive Funding:* TEA funding will be reprogrammed to the Region based on the approved Tier III TEAs listed in the 5.3 System as of May 30, 2006.

*DITCAs:* A schedule will be provided pending final approval of the proposal.

## 6. Solid Waste Implementation Priorities

The primary purpose of GAP is to support the development of a core tribal environmental program as outlined in Section II A, "Guidelines on the Award and Management of General Assistance Agreements for Indian Tribes" (March 9, 2000). Where Regions can ensure that recipients have put in place the elements of a core environmental protection program, they may approve solid and hazardous waste implementation activities that



supplement recipients' environmental management capacity.

When funding solid and hazardous waste activities under GAP, AIEO expects the Regions to implement the following principles and funding priorities for FY 2006.<sup>2</sup>

#### A. Principles

When making funding decisions for solid and hazardous waste implementation activities, the following principles must be addressed:

- The availability of funding.
- The risk of compromising the development of tribal environmental capacity and overall in program effectiveness areas other than solid and hazardous waste management.
- The reasonableness of costs cited for the proposed activities.
- Whether the proposed activities supplement or improperly duplicate activities funded by the Federal Tribal Solid Waste Management Assistance Project (formerly known as the "Tribal Open Dumps Cleanup Project").
- The proposed activities will have technical review by EPA RCRA regional staff.
- There are no guarantees, either implicit or explicit of future funding for long term projects.
- Higher priority is given to self-sustaining programs, prevention programs and one time cleanups, as environmental outcome based work.
- Use of GAP funding for operations and maintenance activities is given the lowest priority.

#### B. Priorities

The following are the recommended priorities for use of GAP funding for solid and hazardous waste activities:

##### 1. Expansion for Interagency Coordination

Several Regions have used GAP funds to participate in interagency in efforts to coordinate solid and hazardous waste projects in Indian Country. We encourage those efforts and are supporting similar initiatives at the national level through the Tribal Solid Waste Interagency Work Group, which includes HUD, IHS, BIA, Rural Utility Service, DoD and FAA. AIEO promotes

<sup>2</sup> The funding principles and priorities for solid and hazardous waste implementation activities were derived from Memorandum from the American Indian Environmental Office on Guidance for Implementation of Solid and Hazardous Waste Activities under the Indian General Assistance Program to Regional Indian Coordinators, Regional Solid Waste Program Managers, Office of Solid Waste, OSWER Tribal Coordinator, and National Indian Work Group (June 7, 2001) (on file with AIEO's GAP National Program Manager).

the use of GAP funds in tandem with other (EPA and non-EPA) Agency resources.

##### 2. Targeted Procedures

The unique status of solid and hazardous waste implementation activities under GAP requires different internal Regional procedures than with GAP capacity building activities. Several Regions are developing procedures for working with their Regional solid and hazardous waste counterparts to review and approve implementation activities. We recommend that all Regions establish such procedures.

##### 3. Continued Review of Implementation Costs

Funding implementation activities under GAP continues to represent a new and potentially resource-intensive area of investment. Regional data has greatly assisted EPA in understanding the impact of this new grant flexibility. Several Regions have indicated that they expect an increase in the number and variety of projects.

Each Region should therefore continue to track and report separately on investments in solid and hazardous waste implementation for FY 2006. The information tracked should include name of recipient, a brief description of the project, and the amount of GAP funding allocated to that specific grant activity. Estimated amounts are acceptable, but should be stated as such.

Please contact Rodges Ankrah at [ankrah.rodges@epa.gov](mailto:ankrah.rodges@epa.gov) before March 7, 2006, if you have any question about data collection.

##### 7. GAP Tracking Electronic Data Entry

AIEO is continuing to develop and define the GAP Tracking System to enable EPA to track environmental tribal activities supported by EPA grants. The GAP Tracking System is for program management, a tool that will allow EPA to better manage the GAP program. To avoid duplication of information, the GAP Tracking System will eventually be linked to other grant and financial reporting systems. When the System becomes operational, grantees will be required to use the system in order to receive GAP funding.

The GAP Tracking System is designed to do the following:

- Allow regional officers to access GAP-related records for their region.
- Wherever possible, read data from existing databases that are a part of the larger Tribal Information Management project.

- Allow regional officers to enter and store GAP-related information in a central GAP-specific database.

- Generate common reports for use by EPA regional officers, tribal officials, EPA programs, and the U.S. Congress and OMB.

- Integrate features that will allow the GAP Tracking Tool to be efficient to use.

- Avoid duplication of information into multiple grant and financial reporting systems.

The GAP Tracking System was NOT designed for the following:

- Allow the entry of records into the Tribal Information Management System (TIMS) databases.

- Allow editing information submitted in previous fiscal years.

The screens, located in Appendix 2 at <http://www.epa.gov/Indian/pdfs/gap2006.pdf>, are a proposed update to the GAP Tracking System. EPA may impose additional requirements to integrate into the current system. Please send your comments on the proposed updates to the GAP Tracking System to Rodges Ankrah at [ankrah.rodges@epa.gov](mailto:ankrah.rodges@epa.gov) by March 7, 2006.

Dated: January 9, 2006.

**Benjamin H. Grumbles,**

*Assistant Administrator for Water.*

[FR Doc. 06-1729 Filed 2-23-06; 8:45 am]

**BILLING CODE 6560-50-P**

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## FEDERAL RESERVE SYSTEM

### Formations of, Acquisitions by, and Mergers of Bank Holding Companies

The companies listed in this notice have applied to the Board for approval, pursuant to the Bank Holding Company Act of 1956 (12 U.S.C. 1841 *et seq.*) (BHC Act), Regulation Y (12 CFR Part 225), and all other applicable statutes and regulations to become a bank holding company and/or to acquire the assets or the ownership of, control of, or the power to vote shares of a bank or bank holding company and all of the banks and nonbanking companies owned by the bank holding company, including the companies listed below.

The applications listed below, as well as other related filings required by the Board, are available for immediate inspection at the Federal Reserve Bank indicated. The application also will be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the standards enumerated in the BHC Act (12 U.S.C. 1842(c)). If the proposal also involves the acquisition of a nonbanking company, the review also

## Workplans that work

Michelle Davis, Fall 2006 IGAP  
Training

## Before you even start writing

- Community needs assessment.  
How do you know what everyone wants?  
And, how will you convince a funder that you know?
- Priority identification  
What is the most important need to address now?
- Identification of resources:  
**internal:** What resources does the Tribe already have to address this problem?  
**external:** Who else is willing to help?

## More to do before you start writing.

- Carefully read your funding announcement.
- Call your potential funder to discuss your priorities to see if they match.
- If you plan on using contractors, begin requesting information about costs and typical rates for the work you are considering.

## Ok, now you can start writing.

IGAP proposals should have:

- narrative introduction
- workplan
- detailed budget.

## Contents of Narrative

- Description of the Tribe
- Its administrative capacity
- Tribes history with IGAP program.
- Background info. on the environmental issues to be addressed by this workplan.
- Tribes long term environmental goals that will be supported in this workplan.
- Part 35 requirements

## Tribal description

These are things that are helpful for a reader to know about your Tribe.

- Where is it located?
- Cultural groups?
- How many members?
- Community population?

## Administrative Capacity

- Is your Tribe a compacting or self governance Tribe?
- Does it have regular audits?
- What other programs are administered?
- How many employees?
- Current policies and procedures?
- Financial policies and systems?
- Past issues?

## History with IGAP program

- How long has the Tribe had the IGAP?
- Accomplishments with IGAP?
- Not achieved some goals?
- Past issues?
- Changes or corrective actions.

## Background information on Environmental issues

"Narrative description of risks to human health and the environment to be addressed by the applicant, and their relation to any environmental assessment or strategy efforts conducted to date."

- Describe the problems to be addressed with this workplan.
- What has been tried in the past?
- Who are your partners?

*Project Officer's note: Update your description to match this years workplan!*

## Tribe's long term environmental goals

- What is the change that the Tribe is working toward?
- This is a long term outcome.
- Remember that outcomes can be accomplished after the grant's project period is completed.
- *Outcome:* The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. (From 2006 IGAP Guidance)

## Part 35 requirements

- Role of the EPA in completing workplan commitments
- Cost per component both in FTE (Staff time) and money.

*Project Officer note: A chart is the easiest way to show the cost per component.*

## Requirements for IGAP workplans in the 2006 IGAP guidance.

- New required workplan format.
- Tasks must have identified primary capacity areas.

*Project Officer note: Costs per task are suggested, not required.*

## New Workplan format

(look in the blue section for a better example)

Title	Primary responsibility	Estimated cost	Work items	Objectives
1.1. Administrative support for the Tribe's environmental program...	Administrative & Compliance	\$1,000	Support 1	Provide administrative support for the Tribe's environmental program...
1.2. Solid waste management and monitoring...	Administrative	1,000	Support 1	Provide administrative support for the Tribe's solid waste management...
1.3. Water quality monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's water quality monitoring...
1.4. Air quality monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's air quality monitoring...
1.5. Noise monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's noise monitoring...
1.6. Hazardous waste monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's hazardous waste monitoring...
1.7. Environmental impact statement (EIS) monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's EIS monitoring...
1.8. Environmental impact statement (EIS) monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's EIS monitoring...
1.9. Environmental impact statement (EIS) monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's EIS monitoring...
1.10. Environmental impact statement (EIS) monitoring and reporting...	Administrative	1,000	Support 2	Provide administrative support for the Tribe's EIS monitoring...

## Ingredients for an IGAP workplan. 1. Components

- Components. **1** : a constituent part : **INGREDIENT** <an important *component* of the program> <stereo *components*>
- Example: “spare components for cars.”  
Workplan components are the parts of your proposal. For example: A solid waste component, an environmental component and an administrative component.

## Workplan Ingredient 2. Outcomes

*Outcome*: The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. (From 2006 IGAP Guidance)

## Examples of Environmental Outcomes

- Long Term:
- Reduce habitat and human health impacts of water born pollutants by 50%.
  - Mine's wastewater discharge regulated to reduce adverse impacts on subsistence fisheries by 95%.
  - Subsistence fisheries remain healthy and abundant as noted by key parameters of indicator species.
- Outcomes are the change you are working toward. They can be environmental results, improved health, knowledge or behavior.

## Workplan commitments

- Formally known as tasks.
- Also called activities.
- Now commitments.  
An easy way to remember this is:  
What is the Tribe committing to do?

*Project Officer note:*  
Adding who is responsible for each workplan commitment makes a better workplan for the Tribe.

## 2006 IGAP guidance requires a primary capacity area for each workplan commitment.

- Required capacity areas:
- Legal
  - Enforcement and compliance
  - Technical and non-administrative
  - Communications
  - Administrative
  - Solid and hazardous waste

## Estimated Work Years

- Work years = The staff time that will be spent on the project. Also known as FTE.
- This is only the time that is a direct cost to the grant, using GAP funds.
- This is simply an estimate, and helps EPA evaluate the workplan.

## Workplan Outputs

Once known as deliverables.

*Output:* An environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date.

Outputs may be quantitative or qualitative but **must be measurable** during an assistance agreement funding period.

*2006 IGAP Guidance*

## Examples of outputs

- Meeting minutes
- Information summaries
- Presentation materials
- Final plans
- Quarterly reports
- Financial reports
- Policies and procedures
- Pounds of cans or numbers of batteries collected.
- Photos of alternative energy project submitted to Project Officer.
- Report on annual spring cleanup that includes number of bags collected and people participating.
- New Tribal environmental codes and ordinances
- Water sampling test results
- Newsletters

Thanks!

# **ATTACHMENT B**

## **ENVIRONMENTAL RESULTS AND THE LOGIC MODEL**

### **Indian General Assistance Program (GAP) FY 2007**

Recently, the U.S. Congress, Office of Inspector General (OIG), and the Office of Management and Budget (OMB) raised concerns about the lack of clarity or documentation showing how EPA grant funds produce environmental outcomes and results. The EPA Environmental Results Order was established to address these issues.

The Order was designed to ensure that grants are results-oriented and aligned with EPA's Strategic Plan. Thus, IGAP work plans must both identify short-term outcomes and deliverables of the grant and also connect them with long-term accomplishment of the Tribe's environmental objectives.

#### **MEASURING ENVIRONMENTAL RESULTS: OUTPUTS AND OUTCOMES**

Under the Order, EPA requires that all grant recipients include documentation of outputs and, "to the extent practicable," of outcomes as well. In order to evaluate the effectiveness of a project, applicants are expected to describe how they intend to measure their **outputs** or deliverables (conferences held, farmers trained, research completed and published, demonstration projects implemented) and how they intend to measure the **outcomes** or impacts of their activities. Outputs and outcomes differ both in their nature, and in how they are measured. Both Outputs and Outcomes should be measurable, quantifiable and relevant.

1. **OUTPUTS:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a workplan or timeline. Outputs include things like number of workshops held, number of volunteers trained, field work completed, study completed, watershed management plan completed, etc.
2. **OUTCOMES:** Outcomes are the measurable results of the work of the grant. In contrast to outputs which are accomplished during the life of the grant, outcomes often will occur after the completion of the grant. It may be useful to consider outcomes in different time frames: short-term, medium-term and long-term.
  - **Short-term outcomes** may include things like: increased knowledge, active stewardship program.
  - **Medium-term outcomes** might include: documented changes in behavior, documented reduction of pesticide use (3 of pounds of pesticides per acre no longer being used on 2000 acres).
  - **Long-term outcomes** might include: documented reduction of pollutants in lake, documented reduction in number of children with asthma, documented improvement of indoor air quality, meeting water quality standards.

- **Medium- and Long-term Outcomes** can be costly, especially if monitoring, sampling and analysis are involved. In addition, it can take many years for the long-term impact of a grant to have a measurable effect on the environment. For small grants, we tend to focus on short- and medium-term outcomes, but we want to see the grant in the context of long term goals and objectives.

**THE LOGIC MODEL: A FRAMEWORK FOR DEVELOPING OUTPUTS AND OUTCOMES**

Logic Models reflect the connections between planned actions and expected results. They explain the rationale and steps in achieving your goal:

We need to conduct this research  
*so that*  
 Scientists and the public understand why the fish are dying  
*so that*  
 Decision makers can institute protective land use policies  
*so that*  
 People can modify behaviors that damage fish habitat  
*so that*  
 Conditions in the stream improve  
*so that*  
 Salmon are healthy and abundant.

**THE LOGIC MODEL TABLE**

	HOW		WHO	OUTCOMES		
Resources/ Inputs	Activities	Outputs	Customers Reached	Short-term	Intermediate	Long-term
Programmatic investments available to support the program.	Things you do – activities you plan to conduct in your program.	Product or service delivery/ implementation targets you aim to produce	User of the products/services. Target audience the program is designed to reach.	Changes in learning knowledge, attitude, skills, understanding	Changes in behavior, practice or decisions.	Change in condition.
				<b>Attitudes</b>	<b>Behavior</b>	<b>Condition</b>
				<b>OUTCOME MEASURES</b> A metric used to gauge program or project performance		

**EXTERNAL INFLUENCES**

Factors outside of your control (positive or negative) that may influence the outcome and impact of your program/project.

# **Attachment B: Work Plan and Budget Template**

## **NATIVE VILLAGE OF RAVEN**

This work plan example is intended to provide formatting ideas and to show the level of detail requested for an Indian General Assistance Program (IGAP) Proposal. Applicants should review earlier submissions to be sure the work plans are not duplicative and reflect their environmental programs growth.

The activities described are typical and allowable for the Indian General Assistance program. Work plans should reflect the unique and specific goals of each Tribe's IGAP program. Contact your Project Officer with questions about IGAP activities.

### **FY 2006 INDIAN GENERAL ASSISTANCE PROGRAM PROPOSAL**

**October 1, 2007 - Sept. 30, 2008**

**Disclaimer:** Raven is a hypothetical Tribe. Any resemblance to other Tribes, either real or fictional is accidental.

#### **I. INTRODUCTION**

The Native Village of Raven is in Southeast Alaska on the Black River, about 30 air miles north of Juneau. Raven is a federally recognized Tribe and is the governing body for the village. In recent years, our community has been revitalized. The population has jumped from 40 to 60 residents and is expected to increase as we develop facilities and infrastructure to support community growth. 96% of our population is Alaskan Native. Travel to other villages is by plane, ferry or skiff, as there are no connecting roads to surrounding communities. SeaAir Charters brings the mail twice a week. Since there are no scheduled flights to Raven, residents have to charter planes to Juneau for health care and shopping. Fuel, freight and other large items are barged from Seattle to Juneau or Haines and then flown into Raven. Shipment costs increase yearly. Sometimes small barges are available for backhaul, but it is very expensive, and becoming more so. In the last year, our fuel costs have increased by 15%.

#### **A. Environmental Issues**

One of the Tribe's main priorities is to increase its administrative capacity. We would like to build a solid environmental program that can respond to a wide range of issues. To do this, we need to be sure that our management systems have the ability to manage federal funds. Our tribe would like to be able to successfully manage several federal grants at once and wants to be sure that we are prepared for that challenge.

This summer's housing project will bring new residents to Raven. Eventually, as the population continues to grow, the old dump will need to be closed and a new permitted landfill developed. Research on a waste reduction and funding sources to deal with our solid waste issues will be a major priority.



Every summer, hunting and fishing camps engulf the Black River. There are 13 commercial camps and one lodge, as well as 154 traditional camps. This has raised concerns about the environmental impacts on water quality from human and solid waste disposal. Additionally two mining operations are currently in the permit application and development stages. We expect participating in the Black River Watershed Council will help address these issues.

### **B. Accomplishments and Management Capabilities**

Raven first received funding for the current GAP grant for FY 2004 and is now applying for its third year of funding under that grant. We have hired an Environmental Coordinator and a half-time Assistant to implement the workplan. Environmental staff and Council Members have attended EPA-sponsored workshops to learn about the GAP program. Tribal administrative staff attended training in bookkeeping and grant writing to improve their ability to write and manage grants. Tribal environmental staff attended a water quality-monitoring workshop that was a tremendous help in conducting two workshops with the school children. The information learned will become part of a five-year environmental plan to help guide future work.

Additionally, environmental staff researched information that resulted in several village improvement projects, such as an Alaska Native Health Board Solid Waste Demonstration grant. They were the liaison between Randall Environmental Services and the Tribe during the development of the village's water, sewer, and solid waste management engineering study. The regional Housing Authority also relied on the Environmental Coordinator as a contact person and information source. Raven is a member of the Black River Watershed Council (BRWC) that was formed three years ago by the surrounding villages to preserve water quality and protect habitat in the Black River drainage. The environmental staff has been instrumental in securing funding for outreach and environmental education projects conducted by the BRWC.

The Tribal Administrator continues to work with the Bookkeeper and Council to enhance the Tribe's capability to manage federal and non-federal grants and programs. This work resulted in the development of a more formal organizational structure. The Environmental Program is included under the Administrative staff, which has immediate oversight of the program. Through GAP, the Tribal Administration upgraded their computerized accounting system and is considering improvements to its financial policies and procedures. Raven had its annual audit last year and there were no problems noted. There were difficulties in 2002, but these have been corrected. Due to A-133 audit requirement change, the Tribe does not expect to reach the \$500,000 audit threshold. However, they wish to have an audit to evaluate the internal management systems and to continue building a history of successful fund administration for federal funds. Also, there has been turnover in the Tribes Administrative staff; so some training that was completed in prior years will be repeated.

## **II. COMPONENTS**

This proposal contains three primary objectives that are identified as program components to build Tribal Capacity. The first component will build capacity to develop and administer environmental programs to respond to the issues and needs identified above. The second component is Tribal participation in Black River Watershed. The Third component addresses the Tribe's solid waste issues. The Tribe has developed this proposal under the statutory authority provided by the Indian Environmental General Assistance Program Act of 1992.

### III. JOINT PERFORMANCE EVALUATION PROCESS

Within 30 days of the end of each fiscal quarter, Environmental Program staff will submit a performance report detailing the accomplishments toward the completion of workplan commitments, discussing the work performed for all workplan components, and identifying any existing problem areas that could affect or delay project completion. If the EPA Project Officer, after reviewing the report, finds that the recipient has not made sufficient progress under the workplan, EPA and the Raven Tribal Council will negotiate a resolution that addresses the issues. This evaluation process will help to ensure that the grant is being administered properly and that work conducted under the grant is in accordance with approved work plan.

### IV. EPA ROLES AND RESPONSIBILITIES

The EPA will have no substantial involvement in the accomplishment of workplan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion. *If EPA will be involved in completing any portion of the workplan commitments, please state as such.*

### V. SUMMARY OF FTE % AND COST PER OBJECTIVE INFORMATION

*FTE may be thought of as “Full Time Equivalent” or “Percentage of Employee Effort”. It is a way of evaluating staff time and costs and costs for each objective/component. Please show these estimates below. This information is provided for planning purposes. Cost accounting is managed on a per-component basis.*

	<b>% FTE</b>	<b>Cost/Objective</b>
1	35	\$38,500
2	30	\$33,000
3	35	\$38,500
<b>Total</b>	<b>100%</b>	<b>\$110,000</b>

***Following is an example of the new required format. As outlined in the 2006 GAP guidance, this is now required for all new IGAP workplans.***

## Sample of Required IGAP Work Plan Template

<b>General Assistance Program Work Plan Template</b>					
<b>Tribe:</b> <u>Native Village of Raven</u> <b>Region:</b> <u>Region 10</u> <b>Work Plan Period Begin</b> <u>October 1, 2007</u> <b>End:</b> <u>September 30, 2008</u>					
<b>Work Plan Component 1:</b> Build capacity to develop and manage environmental programs.					
<b>Primary Capacity Area Developed (check one):</b> <b>Legal</b> __ <b>Enforcement/Compliance</b> __ <b>Technical</b> __ <b>Communication</b> __ <b>Administrative</b> <u><b>X</b></u> <b>Solid/Hazardous Waste Implementation</b> __					
<b>Environmental Outcome(s):</b> We will be able to meet the financial management requirements for federal funding, which will help us secure other funding to address our environmental issues.					
<b>Intermediate Outcome(s) (this work plan period):</b> Increased ability to manage federal funds, as shown by accurate and timely financial reports. Improved internal management systems and policies, as shown by updated policies and procedures.					
<b>ESTIMATED COMPONENT COST:</b> <b>\$38,500</b>			<b>ESTIMATED COMPONENT WORK YEARS:</b> 35%		
	COMMITMENTS	CAPACITY AREA DEVELOPED	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	Review 40 CFR, Part 31 guidelines on procurement and hiring of contractors and consultants. Retain contractor to assist with management systems review.	Administrative		Quarter 3	Assessment of administrative and management systems and recommendations on areas needing improvements.
1.2	2. Evaluate Administrative Policies/Procedures and Management Systems. Coordinator will work with Administrator and Consultant to evaluate internal management systems and policies. Consultant will generate report and recommendations for improvements	Administrative		Qtr. 2-3	Meetings held with Tribal Council and progress on implementing changes will be summarized in our quarterly progress reports to EPA.

1.3	Component 1. continued. Environmental staff will work with Tribal Administrator to ensure that all required reports are submitted on schedule. Prepare and submit quarterly Progress Reports, annual Financial Status and Disadvantaged Business Enterprise Utilization Reports and other required documentation to EPA	Administrative		As detailed in award documents	Quarterly progress reports will be submitted to Project Officer and Tribal Council. Annual Financial Status Report will be sent to EPA Grants Specialist and the annual Disadvantaged Business Enterprise Utilization (DBE) reports to the DBE Coordinator.
1.4	Attend ANHB/GAP, AFE/GAP and Region 10 Tribal Leaders Summit.	Administrative		Quarter 1-4	Conferences will be summarized in quarterly progress reports to EPA. And Tribal Council.
1.5	Hold meeting(s) with Tribal Council to review and approve draft changes and recommendations	Administrative		Each Quarter	A copy of the report on management systems will be sent to EPA.
1.6					
<b>EPA Use Only</b>					
<b>2003-2008 EPA Strategic Plan</b>					
<b>Goal X:</b>					
<b>Objective X.X:</b>					
<b>Sub-objective X.X.X:</b>					

**Detailed budget - Native Village of Raven Revised June, 30, 2007**

**Category**

**PERSONNEL**

Position/title	Hourly Rate	Annual Salary	% Time or No. of Hrs	Amount	Subtotal
Environmental Coordinator		\$35,000	100%	\$35,000	
Env. Assistant		\$32,000	50%	\$16,000	
Bookkeeper		\$34,000	10%	\$3,400	
Student Intern	\$8.00		260	\$2,080	
					<b>\$56,480</b>

**FRINGE**

Fringe consists of FICA, FUTA, Retirement, Health and Life Ins. Calculated @ 21% of salaries.

Salary times Rate **21%** **\$11,861**

**TRAVEL**

A Tribal Council member will participate in trip C below, to affect future policy decisions for the Tribe's environmental program. The Tribal Administrator will attend workshop A to gain information on the financial and administrative requirements. The Environmental Coordinator will attend A,B & C and the Assistant will attend A & B for program information and Administration.

Purpose	A. ANHB ACTEM/GAP and AFE/GAP conferences/trainings in Anchorage. (See objective 1). Coordinator, Assistant, Administrator.				
	Cost	How Long?	How many People	How often	Amount
A. Airfare RT	\$700.00	1	2	2	\$2,800.00
Meals & Misc	\$75.00	6	2	2	\$1,800.00
Lodging	\$85.00	5	2	2	\$1,700.00
Car/week	\$120.00	1	1	1	\$120.00
					Subtotal <b>\$6,420.00</b>
Purpose	B. Black River Watershed meetings in member villages. One meeting hosted by Raven. (See obj. 4). Coordinator, Assistant, council member?				
B. Airfare RT	\$160.00	1	2	3	\$960.00
Meals & Misc	\$80.00	2	2	3	\$960.00
Lodging	\$110.00	4	2	1	\$880.00
Car					
					Subtotal <b>\$2,800.00</b>
Purpose	C. 2005 Region 10 Tribal Leaders Summit. Location unknown. Seattle used for planning purposes. (See obj. 1). Coordinator, Council member. (Budget note 1).				
C. Airfare RT	\$950.00	1	2	1	\$1,900.00
Meals & Misc	\$75.00	4	2	1	\$600.00
Lodging	\$85.00	3	2	1	\$510.00
Car /day	\$40.00	4	1	1	\$160.00
					Subtotal <b>\$3,170.00</b>
					<b>TOTAL TRAVEL \$12,390.00</b>

**EQUIPMENT**

**Note:** For all requests to purchase equipment, a detailed Equipment Justification must be included. See budget note 2 for an example.

Purpose	Four wheel ATV, including freight cost. (See objective 1, budget note 2).				
	Cost	How Long?	No. of Units		Amount
4 wheel ATV	\$7,149.20	1	1	1	\$7,149.20
Freight		1	1	1	
					<b>\$7,149.20</b>

**SUPPLIES**

**Note:** Describe supplies needed and show how you reached your estimate. If you are requesting items that have been purchased before, such as a computer, camera or desks, please say why they are being purchased again. Example below.

	Cost	How Long?	No. of Units	Amount	
A. Office Supplies	\$85.00	12		\$1,020.00	\$1,020.00
B. Office Furniture					
Desk	\$340.00		1	\$340.00	
Computer Table	\$430.00		1	\$430.00	
Chairs	\$24.00		10	\$240.00	
File Cabinet	\$430.00		1	\$430.00	
Table	\$400.00		1	\$400.00	\$1,840.00

**C. Other Supplies**

Satellite Dish	\$4,000.00	25%			\$1,000.00	
Laptop	\$3,000.00		1		\$3,000.00	
Surge Protectors	\$40.00		1		\$40.00	
ATV Fuel, supplies, parts	\$500.00		1		\$500.00	\$4,540.00
						<b>\$7,400.00</b>

**CONTRACTUAL**

**Purpose** We will contract with a firm to develop our Tribal environmental plan. This estimate is based on phone quotes from three firms. The average quote was for \$4000. It is estimated that it will take about 75 hours to accomplish. (obj. 3.)

Environmental Plan	\$4,000.00				\$4,000.00	<b>\$4,000.00</b>
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**OTHER**

**Purpose** A consultant will be obtained to provide expertise to the Tribe to review and update its administrative systems and management practices. (obj. 2.)

**A. Consultant**

	Cost	How Long?	How many People	How often	Amount
Hourly	\$50.00	40	1	1	\$2,000.00
Travel	\$300.00	1	1	2	\$600.00
Meals & Misc.	\$75.00	2	1	2	\$300.00
Lodging	\$85.00	2	1	2	\$340.00

**B. Registration Fees**

	\$100.00	1	6	1	\$600.00	<b>\$3,840.00</b>
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**C. Building Lease**

C. Building lease - \$400 per month X 12 months. The Tribe pays \$1600 per month for the Tribal office building. The GAP program occupies 25% of the square footage of the total space. Therefore, GAP pays 25% of the total lease costs. (includes utilities)

Monthly	\$400.00	12	1	1	\$4,800.00	<b>\$4,800.00</b>
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**D. Phone lline**

D. Dedicated phone line estimated at 50\$ per month, 12 months.

	\$50.00	12	1	1	\$600.00	<b>\$600.00</b>
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**E. Long Distance**

E. Long distance. We use phone cards for long distance. This amount is based on what it cost last year to purchase enough cards for 12 months. Exclusive to IGAP.

	\$1,000.00	1	1	1	\$1,000.00	<b>\$1,000.00</b>
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**F. Internet Fees**

F. Internet Fees - \$40 per month, based on 12 months. Tribe estimates it will pay 160 per month for internet access. GAP is one of four programs that shares the cost, therefore GAP is charged 25% of the monthly fee.

	\$40.00	12	1	1	\$480.00	<b>\$480.00</b>
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**Total Direct Cost** \$110,000.00

**INDIRECT COSTS**

Indirect Cost are a percentage of the total all costs , EXCLUDING Contracts and ?, when the organization has an approved Indirect Cost Rate agreement .

Percentage  **Total Indirect Cost**

**General Assistance Program  
Workplan Template**

**Tribe:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**Work Plan Period Begin:** \_\_\_\_\_

**End:** \_\_\_\_\_

**Work Plan Component 1:**

**Primary Capacity Area Developed (check one):**

Legal\_\_ Enforcement/Compliance \_\_ Technical\_\_ Communication \_\_ Administrative\_\_ Solid/Hazardous Waste Implementation \_\_

**Environmental Outcome(s):**

- 

**Intermediate Outcome(s) (this work plan period):**

- 
- 
- 

Estimated Component Cost:			Estimated Component Work Years:		
COMMITMENTS	Capacity Area Developed	Estimated Commitment Cost (Optional)	end date	Outputs AND DELIVERABLES	
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
<u>EPA Use Only</u>					
2003-2008 EPA Strategic Plan					
<b>Goal X:</b>					
<b>Objective X.X:</b>					
<b>Sub-objective X.X.X:</b>					

**Detailed budget - Native Village of Raven      Revised June, 30, 2007**

**Category**

**PERSONNEL**

Position/title	Hourly Rate	Annual Salary		% Time or No. of Hrs	Amount	Subtotal
Environmental Coordinator						
Env. Assistant						
Bookkeeper						
Student Intern						

**FRINGE**

Fringe consists of FICA, FUTA, Retirement, Health and Life Ins. Calculated @ 21% of salaries.

Salary times Rate **21%**

**TRAVEL**

**Purpose**

	Cost	How Long?	How many People	How often	Amount
<b>A. Airfare RT</b>		1			
<b>Meals &amp; Misc</b>					
<b>Lodging</b>					
<b>Car/week</b>			1		
<b>Subtotal</b>					

**Purpose**

<b>B. Airfare RT</b>		1			
<b>Meals &amp; Misc</b>					
<b>Lodging</b>					
<b>Car</b>					
<b>Subtotal</b>					

**Purpose**

<b>C. Airfare RT</b>		1			
<b>Meals &amp; Misc</b>					
<b>Lodging</b>					
<b>Car /day</b>			1		

**TOTAL TRAVEL**

**EQUIPMENT**

**Note:** For all requests to purchase equipment, a detailed Equipment Justification must be included. See budget note 2 for an example.

**Purpose**

Freight		1	1	1	
		1	1	1	

**SUPPLIES**

**Note:** Describe supplies needed and show how you reached your estimate. If you are requesting items that have been purchased before, such as a computer, camera or desks, please say why they are being purchased again. Example below.

	Cost	How Long?	No. of Units	Amount
<b>A. Office Supplies</b>				
<b>B. Office Furniture</b>				
Desk				
Computer Table				
Chairs				
File Cabinet				
Table				



**C. Other Supplies**

Satellite Dish					
Laptop					
Surge Protectors					
ATV Fuel, supplies, parts					

**CONTRACTUAL**

<b>Purpose</b>	
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Environmental Plan	
--------------------	--

**OTHER**

<b>Purpose</b>	
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**A. Consultant**

	Cost	How Long?	How many People	How often	Amount
Hourly					
Travel					
Meals & Misc.					
Lodging					

**B. Registration Fees**

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**C. Building Lease**

Monthly		

**D. Phone Line**

--	--	--

**E. Long Distance**

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**F. Internet Fees**

--	--	--

**Total Direct Cost** \_\_\_\_\_

**INDIRECT COSTS**

<b>Percentage</b>	
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**Total Indirect Cost** \_\_\_\_\_



## APPENDIX E: CONTACTS

NAME	VILLAGE/AGENCY	PHONE	EMAIL
Representatives of Bristol Bay area tribes who participated in the Workshop			
Tina Carr	Alekangik		
Julia Kuchenoff	Chignik Lake	845.2888	chigniklake_IGAP@hotmail.com
Louie Jones	Ekuk	842.4314	ekenvr@starband.net
Lorraine King	Ekwok	464.3300	king2lorraine@yahoo.com
Arline Franklin	Manokotak	289.1437	arlinefranklin@yahoo.com
Ray Wassillie	Newhalen	571.1720	wassilliera4@email.com
Peter Gumlickpuk	New Stuyahok	693.3242	nsigap@starband.net
Wassillie Chunak	New Stuyahok	693.3242	nsigap@starband.net
Charlotte Balluta	Nondalton	294.2330	c_balluta@yahoo.com
Ben Foss	Pedro Bay	850.2342	bsfoss@gmail.com
Clara Ann Martin	Togiak	493.5821	togiakenvironmental@starband.net
Debbie Hoseth	Twin Hills	525.4831	pilpital@hotmail.com
Training Facilitators			
Ellen Campfield Nelson	Agnew::Beck Consulting	222.5424	ellen@agnewbeck.com
Kirsten Richardson	Agnew::Beck Consulting	222.5424	kirsten@agnewbeck.com
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Technical Assistance Providers			
Mark Jen	Environmental Protection Agency	271-3411	jen.mark@epa.gov
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Brian Reed	Bristol Bay Area Health Corporation	842.3396	breed@bbahc.org
Chris Dankmeyer	Bristol Bay Area Health Corporation	842.3396	cdankmeyer@bbahc.org