

## **Attachment H**

### **Indian General Assistance Program (GAP) Alaska Peer Assistance Network (formerly known as "Circuit Rider")**

The Region 10 - Alaska GAP Peer Assistance Network provides grants management, administrative and/or financial management assistance to Tribes who either have a GAP grant or those who seek to develop the capacity to successfully administer a GAP grant. These efforts are provided by other Tribes or Consortia as peers. A list of Frequently Asked Questions (FAQ's) is enclosed below along with a list of the current Peer Assistance Providers.

Assistance may be provided through group regional training sessions in villages and hub communities, and/or one-on-one assistance in villages, and/or by distance (over the phone, email, or other means). These services may be provided to Tribal environmental staff funded by GAP, as well as administrators, bookkeepers, and/or Council members who may benefit from improved understanding of the requirements of the GAP program.

This Alaska-specific initiative began in 2006. Funding for these efforts comes out of Region 10's GAP allocation. EPA plans to continue this work as long as there is enough GAP funding. EPA also wishes to include service to those areas of Alaska that are not currently being served, and applicants may consider providing statewide services or to Tribes beyond their geographic area.

Typically these services are provided through EPA Cooperative Agreements (with greater EPA involvement than grants). Tribes and tribal consortia may apply for an Alaska Peer Assistance Cooperative Agreement for a maximum of \$75,000, or may request additional components to their base funds work plan as a "Special Project that Benefits Multiple Tribes," as described on page 7 of the Funding Announcement.

Applicants for Peer Assistance Cooperative Agreements will be evaluated after all tribes and consortia have been funded. Tribes or consortia interested in providing Peer Assistance services as a special project through a Cooperative Agreement, must submit a proposal (narrative, work plan components, budget, and Tribal Council Resolutions to EPA) by the proposal deadline of December 30, 2009. Applicants interested in providing Peer Assistance may wish to discuss these options with their GAP Project Officer.

EPA is closely examining the use of Region 10's GAP allocation for these efforts. Therefore EPA is requesting that applicants for Cooperative Agreements must be able to demonstrate and describe the below-noted items in their proposals, as well as be willing to provide further detailed information to EPA upon request.

## **Guidelines for Alaska Peer Assistance Cooperative Agreement Proposals**

*Please include or address the items noted below in proposals*

### ***Tribal Council Resolutions***

EPA will accept Tribal Council Resolutions as the means used to demonstrate that a Tribe wishes to obtain assistance from a Peer Assistance provider. Tribal Council Resolutions must be kept current every two years. If new resolutions are needed and not received by EPA by the proposal deadline, a letter of explanation, including a list of Tribes expected to submit documentation and a date by which the documentation will be provided to EPA must be included with the draft proposals. This is described on page 3 of the Funding Announcement.

### ***Narrative Section***

- Describe past history of being a Peer Assistance Provider (or Circuit Rider), if applicable.
- A description of a history of good grants management, both on a project level and financially with examples of successful administrative and financial management of EPA grants.
- A description of the ability to provide, or experience in delivering quality assistance to a group of Tribes.
- The names of Tribes that have expressed a desire to obtain assistance.
- A description of how Tribes who request assistance will be prioritized for receiving such assistance (for instance it may be first come, first served).
- If the applicant is a current Peer Assistance Provider, or has been one in the past, please include a description of any training or certification obtained by staff.
- A description of group trainings or workshop topics to be covered.
- A description of which Tribal staff members will be assisted by the Peer Assistance Provider (i.e. Environmental Coordinators, Tribal Administrators, Bookkeepers, and/or Council Members).
- A description of possible training materials that may be used (and whether they may have already been developed or will be developed as part of the agreement).
- Include the EPA Peer Assistance Roles and Responsibilities Statement. *Applicants may obtain this statement from their Project Officer.*

### ***Work Plan Components***

- If needed, please identify any skill-development needs and training courses for the

staff (i.e. Peer Assistance Provider/Circuit Rider) in the work plan as commitments or outputs (for example OMB Circular Training, etc.).

- Include commitments or outputs to conduct needs assessments of the Tribes to identify training or assistance needs.
- Include commitments or outputs to gather feedback or evaluations from those Tribes served (both from one-on-one assistance and workshops).
- Include commitments or outputs to conduct follow up after assistance was provided, to determine if the Tribe(s) still need additional assistance (this may be revealed in evaluations or feedback obtained).
- Include commitments or outputs to submit copies of the needs assessments and the feedback or evaluations to EPA. The names of Tribes may be blocked out for confidentiality if so desired.
- A description of group training/workshop topics to be covered (i.e. financial management, grant management, grant writing, Board or Council development, policies and procedures, etc.). This may be included as commitments or in the Narrative section or in the work plan.
- Include commitments or outputs to provide assistance with the GAP Online system is strongly recommended.
- Include a commitment or output to attend 80% of EPA-hosted Peer Assistance teleconferences and meetings.
- Include a commitment or output to gather at least one positive testimonial from Tribes served.
- Include commitments or outputs to describe or summarize per quarter or year the following items:
  - a. Number of requests for assistance
  - b. Number of Tribes served (further identifying those that currently have a GAP program and those who do not yet).
  - c. Number of site visits (and topics addressed)
  - d. Number of Tribes assisted over the phone (and topics addressed).
  - e. Number of Tribes assisted via email (and topics addressed).
  - f. Number of group trainings/workshops (and topic areas covered) and number of attendees
  - g. Number of Tribes in service area who have experienced GAP-funded employee turnover

**EPA Region 10 – Alaska  
GAP  
Peer Assistance Network**

**Frequently Asked Questions (FAQs)**

**1. *What is a Peer Assistance Provider?***

A peer assistance provider is a GAP funded employee, who works for either a Tribal Council or Tribal Consortia, who provides Administrative and Fiscal assistance - including grants management and/or grant writing training - to other GAP grant recipients or applicants.

**2. *Why is this important to me?***

Alaska Tribes identified fiscal and administrative training as a critical need in order to strengthen grant programs during meetings and grants management trainings since 2004. They expressed a desire to understand better how to meet EPA's reporting and accounting requirements, and how to establish internal systems to maintain best practices to ensure continuity of GAP funding and competitiveness for a variety of other programs.

Additionally, program reviews conducted by the US Office of Inspector General documented deficiencies, and no meaningful training program to address these issues. As a result of these reports and Tribal desire for fiscal and administrative training, EPA decided to focus on improving grant management and address these pressing needs by allocating some of its GAP funding towards developing fiscal and administrative training for Tribes through Peer Assistance agreements.

**3. *What type of grant management assistance is provided?***

A wide array of services may be offered depending on the provider. Generally assistance may be broken down into two categories: individual support and group training.

**Individual Support**

Most peer assistance providers offer one-on-one, individual assistance over the phone, via email and in-person either in villages or hub communities. One-on-one assistance may be in the form of grant writing, grant management assistance (including how to complete and submit required forms), and/or developing Tribal Council policies and procedures, etc.

**Group Training**

Most peer assistance providers also provide group trainings held in either hub communities or villages. Group trainings may cover topics such as Grant Writing, Grant Management, Financial Management Training, Tribal Council/Board Development, Setting up Office Systems.

**4. *How much does it cost?***

Free, if there is a provider for your region and your Tribe has submitted a Tribal Council Resolution to the Peer Assistance Provider's host Tribe or consortia.

If there is no provider for your region or Tribe, if a provider is available to assist, your GAP grant may cover travel related expenses to receive assistance or attend a workshop. Check with your EPA Project Officer for details.

**5. *Who are the Peer Assistance Providers in Alaska and how does my Tribe request services?***

Many regions of the State have a Peer Assistance Provider available to provide assistance.

Some Tribes and consortia offer the assistance through EPA cooperative agreements, while others provide assistance as part of their GAP grant's work plan.

Each Peer Assistance Provider with an EPA cooperative agreement must have copies of Tribal Council Resolutions on file in order to provide services to the Tribes they assist.

Each Peer Assistance Provider has their own method to receive requests for services. It varies from needing a formal letter to a simple phone call or e-mail.

Below is a chart of all the service providers statewide, indicating which region served and their preferred method of contact for requesting services.

**EPA Region 10 – Alaska GAP Peer Assistance Providers**

<b>Region of Alaska Served</b>	<b>Tribe/organization</b>	<b>Contact</b>	<b>Phone and/or Email</b>
<b>Aleutian/Pribilof</b>	Aleutian Pribilof Islands Association (APIA)	Klaudia Jo Klaudi	907-222-4216 klaudiak@api.ai.org
<b>Yukon/Kuskokwim</b>	Association of Village Council Presidents (AVCP)	Minnie Fritts	907-543-7373 907-543-5732 fax <a href="mailto:mfritts@avcp.org">mfritts@avcp.org</a>
<b>Southeast</b>	Central Council Tlingit Haida Indian Tribes of Alaska (CCTHITA)	Kerri Sheakley	907-463-7182 <a href="mailto:ksheakley@ccthita.org">ksheakley@ccthita.org</a>
<b>Middle &amp; Upper Kuskokwim</b>	Kuskokwim Native Association (KNA)	Lisa Feyereisen	907-675-4384
<b>Lower Cook Inlet, Prince William Sound, Kodiak and Iliamna Villages</b>	Port Graham Village Council	Violet Yeaton	907-284-2227 Vyeaton@yahoo.com
<b>Yukon River Tribes And Statewide Trainings</b>	Yukon River Inter-Tribal Watershed Council (YRITWC)	Mike Grundberg	907-258-3337 907-258-3339 fax mgrundberg@yritwc.com
<b>Cook Inlet</b>	Knik Tribal Council	Richard Porter	907-373-7991 907-373-2161 fax <a href="mailto:rporter@kniktribe.com">rporter@kniktribe.com</a>