
EPA REGION 10 CONTAMINATED ANCSA LANDS ASSISTANCE PROGRAM

Funding Request Template

Optional format

The use of this template is entirely optional. It is intended to provide a standardized format addressing the EPA Region 10 ANCSA Program Guidance and required grant elements.

Assistance Agreement Funding Request Template for:
Federally Recognized Tribes in Alaska,
Alaska Native Regional Corporations,
Alaskan Native Village Corporations,
Alaska Native Nonprofit Organizations,
Alaska Native Nonprofit Associations, and
Intertribal Consortia comprised of Alaskan Tribal Entities.

APPLICATION DEADLINE: **Rolling Basis**

FUNDING OPPORTUNITY NUMBER: **EPA-OLEM-R10-NC-24-01**

ASSISTANCE LISTING NUMBER: **66.965**

How to Use this Template



Work plan templates are intended to help strengthen your submittal to ensure requirements are met.

Step 1: Notify the EPA ANCSA Project Managers that your organization intends to apply *before* submitting initial proposals. It is also recommended to schedule a preliminary holistic discussion of sites in your community with the EPA ANCSA Program Coordinator – [Ken Andraschko](#).

Step 2: Complete all required proposal elements:

- A. Narrative,
- B. Workplan Components (aka Tasks), and
- C. Detailed Budget.

- *Italicized* items in the enclosed templates provide suggested details to address.
- **Complete all items in BLUE** – they are required elements.
- Save each as a separate document with a new name (ex. Xxxxx Village Corporation ANCSA Assistance Narrative, date).
- Provide background details throughout the proposal. Assume the reader doesn't know anything about your program, organization, or proposed project.

Step 3: Submit all three documents: Narrative, Workplan Components, and Detailed Budget by email to the EPA ANCSA Project Managers [Jeff Estes](#) and [Mahri Lowinger](#).

Step 4: EPA project managers will review initial proposals and schedule a discussion to provide feedback on your submission. Your organization may be asked to revise the proposal to ensure that all requirements are met.

Step 5: After revisions to proposal documents are addressed, your organization will be invited to submit a final application in grants.gov – which will include instructions for completing federal application forms.

Step 6: After the submission is made in grants.gov, EPA grant specialists will do a final review. If any additional issues arise or remain, EPA will be in touch to work with you to address remaining issues.

Do not submit any documents in grants.gov until specifically instructed.



Important: Once your application is submitted via grants.gov, the original budget ceiling will not change until after the project has begun.

PART A – PROJECT NARRATIVE

ANCSA FUNDING REQUEST TITLE PAGE

[\[Insert Organizational/Tribe/Consortia/Corporation Name\]](#)

Date last revised/submitted: [\[Insert date\]](#)

Please **update date each time** you make any changes and re-submit. It's a good idea to make sure updated versions have the date in the file names.

Applicant Contact Information: [\[Insert Contact Info\]](#)

Unique Entity Identifier (UEI/DUNS) number: [\[Insert UEI/DUNS number\]](#)

SAM registration renewal date: [\[Insert renewal date\]](#)

Governing Body Name if a Tribe that's different than the Federal Register: [\[Insert governing body\]](#)

Total Amount Requested (\$3 million is max): [\[Insert Amount Requested for the project\]](#)

Anticipated Project Period: [\[Insert Requested amount of time for the project up to a 5-year maximum\]](#)

Alaska Department of Environmental Conservation (DEC) Site Manager (if known): [\[Include name if applicable\]](#)

1. SITE LOCATION

For site/land information include:

[Address \(as close as possible\) and/or Latitude/Longitude](#)

2. APPLICANT ELIGIBILITY

[Select which describes your organization:](#)

Eligible Entities

- ☐ a) Federally Recognized Tribe in Alaska
 - ☐ b) Alaska Native Regional Corporation
 - ☐ c) Alaskan Native Village Corporation
 - ☐ d) Intertribal Consortia comprised of Alaskan Tribal Entities
 - ☐ e) Alaska Native Nonprofit Associations
 - ☐ f) Alaska Native Non-Profit Organizations
-

3. SITE ELIGIBILITY

The site must be verified on the EPA's [Contaminated ANCSA Sites Inventory](#) by the time of final application submission. Please indicate whether the site is verified on the Inventory.

4. BACKGROUND

Provide a short background section with a **summary of community location, history, culture, and other related background** information. Consider including details such as geographic location(s) and service area, cultural groups, and population.

Describe the **site and land ownership**. The site must be listed on the [EPA's Contaminated ANCSA Sites Inventory](#), also known as the Common Operating Picture.

Please describe the main **environmental and public health concerns** that affect the community/applicant.

Describe any related **environmental assessment or cleanup efforts conducted to date** on the contaminated ANCSA lands. If available or applicable, describe any data collection, sampling, and/or analysis.

Describe how the project funded will further the **goals and priorities of** EPA's Contaminated ANCSA Lands Assistance and the State of Alaska's Contaminated Sites Cleanup Program. *Please see page 13 of the [Contaminated ANCSA Lands Assistance Program Guidance](#) for funding priorities.*

If applicable to this site, provide a description of how the site may be impacted by near-term **climate change** — impacts being experienced now or likely to happen in the next 5 years or decades (i.e. erosion, flooding, permafrost thaw, water quality impacts to subsistence, etc.).

EPA Region 10 ANCSA COOPERATIVE AGREEMENT FUNDING REQUEST:
NARRATIVE DESCRIPTION

Describe any collaboration and how shareholders, tribal governments, local community members, village or regional corporations, or others have been notified or have been collaborating to address shared interests.

For consortia, non-profit organizations, and Alaska Native Corporations:

Describe **how the proposed work is beneficial to Tribes and/or shareholders**. And how your organization's implementation of planning, assessment, and initial cleanup may go beyond what individual communities or tribal governments could accomplish individually.

5. DESCRIPTION OF CONTAMINATION

- a. Describe the type and extent of contamination for the land/site.
[\[Enter response\]](#)
- b. If applicable, indicate if the federal government actively caused contamination prior to conveyance or had jurisdiction, custody and control of the lands contaminated at the time of conveyance. [\[Enter response\]](#)
- c. Site history. Please describe how was the site used in the past, during what time period, and who owned it during that time. [\[Enter response\]](#)
- d. Does the community suspect or have concerns about significant risks to human health or the environment from the site that should be resolved quickly? [\[Enter response\]](#)
- e. What has been tried in the past to address these problems?
[\[Enter response\]](#)
- f. Do you have partners or potential partners that you are working with on the project? If so, briefly list them below.
[\[Enter response\]](#)

6. PROJECT ACTIVITIES

Briefly describe the activities to be funded related to the site(s). Details will be provided in the workplan components section.

[\[Enter response\]](#)

7. PROGRAMMATIC CAPABILITIES

- a. What other environmental programs does the Tribe or organization administer?

[\[List programs currently administered\]](#)

- b. List any EPA or other federal funds your organization administers with projects currently in award status:

Grant or Funding	Project Period	Project Description	EPA Project Officer
<i>[e.g., MARC Assessment]</i>	<i>[e.g., FY 2019]</i>	<i>[e.g., Assessment]</i>	<i>[e.g., First Last]</i>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- c. Describe any current or previous EPA grants and any associated accomplishments and challenges. Describe any adverse audit findings for any EPA funding, and if so any corrective actions.

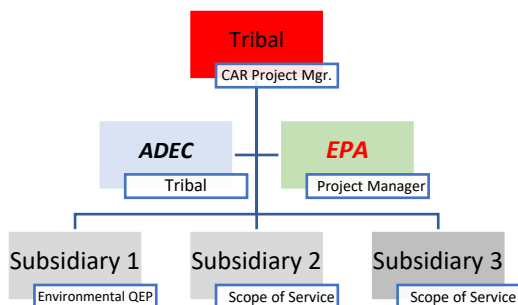
[\[Enter response\]](#)

Applicant Organizational Structure:

- d. To assist both ANCSA Assistance applicants and the EPA project officers, an organizational chart or list may be helpful to understand your structure.

[\[Enter response\]](#)

Organizational Chart



Organizational List

Org. List

Tribal Organization	
EPA	Project Officer
ADEC	Site Scope Manager
Subsidiary 1	Construction
Subsidiary 2	Finance
Subsidiary 3	Environmental (QEP)

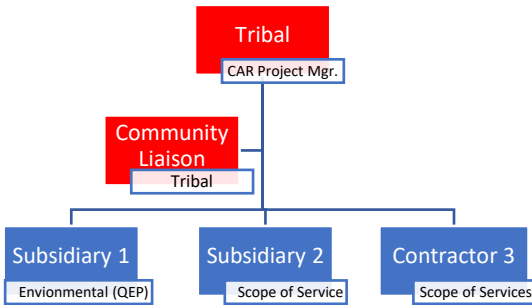
*ANCSA Federal Funds will follow the [ADEC Cleanup Process](#).

- e. For Alaska Regional and Village Corporations with subsidiary companies, include subsidiaries in organizational chart or a list. If applicable, include any environmental subsidiary(s).

**EPA Region 10 ANCSA COOPERATIVE AGREEMENT FUNDING REQUEST:
NARRATIVE DESCRIPTION**

Example for Village or Regional Corporations applicants:

1. Example Organizational Chart



1. Example Organizational List

Org. List

Tribal Applicant	Project Mgr.
Subsidiary 1	Environmental (QEP)
Subsidiary 2	Scope of Services
Contractor 3	Scope of Services

Applicant Organization Structure:

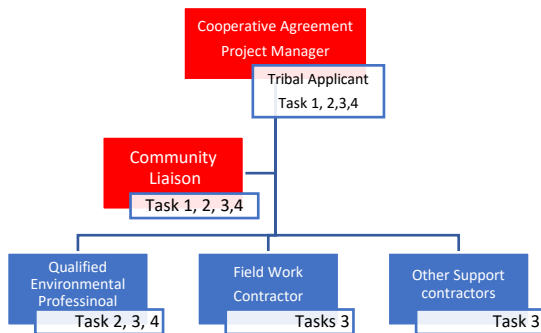
- f. Does the organization currently have procurement policies and procedures, as well as financial policies and systems consistent with the 2 Code of Federal Regulations, Part 200

☐Yes or ☐No

- g. Describe how your organization will ensure timely expenditure of funds, and completion of technical, administrative, and finance requirements of the cooperative agreement.

[\[Enter response.\]](#)

Organizational Chart



Organizational List

Org. List

<u>Organization</u>	<u>Project Position</u>
Cooperative Agreement Recipient (CAR)	Project Manager
	Community Liaison
Contractor or subsidiary ----- Per 2 CFR 200.318-327 Procurement Regulations	Qualified Environmental Professional (QEP)
	Field supervisor (Scope)
	Field Supervisor (Scope)
	Field Supervisor (Scope)

- h. Include a brief description of the key qualifications of staff to manage cooperative agreement. [\[Enter response\]](#)

- i. Describe whether your organization plans to issue any subawards to other eligible entities for cleanups on sites owned by a sub-recipient or sites for which the sub-recipient can demonstrate that it has been granted access by the site owner for the purpose of conducting assessment and cleanup activities.

[\[Enter response\]](#)

EPA Region 10 ANCSA COOPERATIVE AGREEMENT FUNDING REQUEST:
NARRATIVE DESCRIPTION

- j. **For Consortia and Federally Recognized Tribes:** Briefly describe if the other landowners, including federal and other tribes as represented by a local consortium, have been notified of this assessment or cleanup project? [\[Enter response\]](#)

8. ROLES AND RESPONSIBILITIES

[Please include the following statements as is, then remove this note.](#)

The assistance agreement is funded as a cooperative agreement. EPA will be substantially involved in work plan activities, and EPA roles and responsibilities must be clearly negotiated and defined in the work plan.

JOINT PERFORMANCE EVALUATION STATEMENT

Within 30 days of the end of each fiscal quarter (*or semi-annually, if approved by your Project Officer*), cooperative agreement recipient staff will submit a performance report detailing the accomplishments toward the completion of work plan commitments, discussing the work performed for all workplan components, and identifying any existing problem areas that could affect or delay project completion. This evaluation process will help to ensure that the assistance agreement is being administered properly and that work conducted under the cooperative agreement is in accordance with approved work plan.

AUTHORITY

The federal fiscal year 2023 Consolidated Appropriations Act established the EPA's Contaminated ANCSA Lands Assistance Program. Funding is awarded through a cooperative agreement between EPA and the Alaskan tribal entity.

The Contaminated ANCSA Lands Assistance Program aligns with the [FY 2022-2026 EPA Strategic Plan](#) Goal 6: Safeguard and Revitalize Communities - Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities, as well as Cross Agency Strategy 4: Strengthen Tribal, State, and Local Partnerships and Enhance Engagement.