



American Indian Air Quality Training Program

***COURSE NOTICE FOR:***

***"Management of Tribal Air Programs and Grants"  
(a Level 2 course)***

October 29-31, 2019  
Tulsa, Oklahoma

***Course Description:***

This course is designed for environmental professionals who are responsible for managing tribal air programs and grants. The course is designed as an interactive training. There are lectures, discussions, and an emphasis on small-group work. Groups will draft strategic plans, work plans, and budgets for a hypothetical tribal air program. A substantial amount of time will be devoted to grant management and reporting.

***Topics include:***

- The Clean Air Act (CAA) and the Tribal Authority Rule (TAR)
- Elements in a typical tribal air program
- Strategic planning for an air program
- Developing a work plan and budget
- Personnel management
- Grant management
- Grant reporting
- Tribal case study

***Required Pre-Course Webinars:***

Part of the course content will be conveyed via **three pre-course Webinars**. Each webinar will have a **Listening Guide** for participants to complete and submit to ITEP. Instructions for the webinars and listening guides will be included with notification of your selection for the course. The webinars and listening guides are part of the course and must be completed in order to attend the 3-day class.

***Pre-Requisite Course:***

- *Introduction to Tribal Air Quality* (or equivalent training or experience)

Please contact Patricia Ellsworth, Air Quality Curriculum Coordinator, at [patricia.ellsworth@nau.edu](mailto:patricia.ellsworth@nau.edu) or phone 928-523-6721 if you have questions regarding the pre-requisite.

**How to Apply for the Course:** Read all enclosed information carefully. Fill out both sides of the enclosed Application Form and fax it to ITEP by the Pre-Registration date listed for priority consideration. Applications received after the pre-registration period will be considered if there is still space available.

The "Personal Data" section is ***required for first-time applicants*** or applicants who need to update information. The "Course-Related Information" section is ***required of all applicants***. Information obtained on the application form is used to aid the selection process and prepare instructors for interaction with participants; please be as specific as possible. Incomplete application forms may be omitted from the applicant pool. Selections for the course will be made on a case-by-case basis.

**Travel and Hotel Arrangements:** Your hotel reservations will be made by ITEP. Detailed information regarding hotel arrangements will be sent to you with notification of your selection for this training course. Lodging costs are FREE to tribal participants, provided that they ***attend the entire course***. Transportation arrangements to and from the training location are the responsibility of the participant; however, you ***must*** obtain a letter of selection for the course prior to making travel arrangements.

- **Lodging Costs:** ITEP will pay Participant lodging expenses (room and tax only). All incidentals will be paid by the participant.
- **Meals (per diem):** Meals will be reimbursed, at the State of Arizona rate, ***AFTER*** successful completion of the course.
- **Transportation Costs:** ITEP will provide a limited number of scholarships to help tribes pay transportation costs for tribal employees; only ***ONE*** scholarship per tribe will be provided. Applications for a transportation scholarship are reviewed on a case-by-case basis and are awarded based on availability of funds.

**NOTE:** Scholarships will be issued ***AFTER*** successful completion of the course and will be used to reimburse eligible expenses including airfare and mileage, up to the amount of \$400.00.

**Additional Responsibilities:** Once you have agreed to attend it is ***absolutely essential*** that you complete the training course ***in full*** in order to receive your Certificate of Completion. Please read the enclosed "***Attendee Expectations***" & "***Cancellation Policy***" for more information. Families are not encouraged to travel as full participation by the attendee is required. Excessive cancellations or poor attendance may jeopardize your eligibility for future courses.

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*As a cooperative effort between Northern Arizona University and the U.S. Environmental Protection Agency, the American Indian Air Quality Training Program seeks to fulfill the mandate of the 1990 Clean Air Act to offer Native American tribes full partnership in the management of air quality on tribal lands.*

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# Institute for Tribal Environmental Professionals

Northern Arizona University  
P.O. Box 15004  
Flagstaff, AZ 86011-5004  
Ph: 928.523.5504  
Fx: 928.523.1266  
ATTN: Sharlene Brown  
[Sharlene.Brown@nau.edu](mailto:Sharlene.Brown@nau.edu)

## **Training Course Application Form**

Complete both pages of this form and fax to the above number. Please type or print clearly.

Applications **must** be approved by ITEP in order to be accepted to attend the course.

**\*\*Applications received by September 24, 2019 will have priority consideration over other applications\*\***

Name \_\_\_\_\_

Title \_\_\_\_\_

Tribe or Organization [employer] \_\_\_\_\_

Tribal Federal ID Number [9-digit number; verify with tribal financial dept.] \_\_\_\_\_

Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone [required for last-minute contact—if no cell phone, please list home phone] \_\_\_\_\_

Emergency Contact Name and Phone \_\_\_\_\_

By submitting this application, you will automatically be added to ITEP's email list for our quarterly publication, **Native Voices**. If you wish to "opt-out" of this service, check here:

**\*Include name & contact information of Tribal Financial Officer for reimbursement purposes\***

Name \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**\*ITEP takes photos of course-related activities for use in presentations, web pages, brochures, and other materials in order to promote ITEP programs. Please check the appropriate space below:**

I authorize ITEP to use pictures of me taken during the course

I **do not** authorize ITEP to use pictures of me taken during the course

**\*The signature of your supervisor is REQUIRED to approve your application for, and travel to, this training course AND to accept the terms of ITEP's policy on cancellations & reimbursements\***

I verify that I have read and understand all enclosed statements and requirements related to attendance, travel costs, and cancellations. **Applicant Signature:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Personal Data (Please update as necessary)**

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**Name** [required] \_\_\_\_\_

Job description/duties \_\_\_\_\_

Year you began working in the environmental field: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Date of High School Diploma or GED \_\_\_\_\_

Do you have a college degree?  2-year  4-year  Other \_\_\_\_\_

Field of study or technical training: \_\_\_\_\_

Please list the dates of degrees/certificates: \_\_\_\_\_

College science and math courses completed: \_\_\_\_\_

Please detail your experience and/or training in environmental monitoring/management:

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**Course-Related Information [please fill this section out as *completely* as possible]**

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1. Does your tribe currently have an air quality program?  **103**  **105**  **GAP**  **N/A**

2. If not, do you plan to develop one in the near future?  **YES**  **NO**  **UNKNOWN**

3. Are you, or will you be, responsible for managing the grant and other activities for your air program?  **YES**  **NO**  **UNKNOWN**

4. What specific topics would you like instructors to address in this training?

# Transportation Scholarship Request for AIAQTP Courses

**IMPORTANT!!!** Fill out this page ONLY if you are requesting a scholarship from ITEP to help pay for transportation costs. (One request per tribe per course.)

**Instructions:** In order to be considered for a scholarship to help cover transportation costs, fill out this application form as accurately and completely as possible. The deadline to request a scholarship is the same as the deadline to apply for the course; you must fill out a separate request for each course. Please return this form with your course application.

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**Name:** \_\_\_\_\_

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

**Course:** \_\_\_\_\_

1. Indicate the costs for which you are requesting *additional* assistance (see above):  
 Airfare    Mileage    Other (please specify) \_\_\_\_\_
2. Does your tribe have a CAA103 or CAA105 air grant, GAP grant with air quality-related tasks, or other source of funding?  103    105    GAP    None    Other (please specify) \_\_\_\_\_  

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  - a. Will you be able to attend this course if you are **NOT** provided a scholarship to help cover transportation costs?  YES    NO
  - b. What **specific** items in your grant work plan relate to the topics of this course? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. If your tribe does **NOT** have air quality funding, please indicate why you are interested in taking this course (eligibility for scholarship is **not** based on your funding). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How will **you** benefit from attending this course? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. How will **your program** benefit from you attending this course? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Institute for Tribal Environmental Professionals (ITEP)

### **ATTENDEE RESPONSIBILITIES**

*The following expectations have been developed for all ITEP Attendees for several reasons: 1) the expectations ensure that all participants receive proper training; 2) ITEP events are short but convey a great deal of content; 3) it is difficult for ITEP to justify federal expenditures when attendance and participation are not satisfactory; and 4) attendees who fail to follow these expectations deny other tribal participants the opportunity to attend. The word "Attendee" herein refers to any person participating in an ITEP event including training courses, internships, and meetings. Thank you for your understanding and adherence to these responsibilities.*

#### **Attendance**

Attendance at ITEP events is mandatory and essential to positive learning outcomes. Certificates of Completion and per diem reimbursements will be given only to participants who attend and participate in all sessions. Completion of in-class assignments is also required. Participants who fail to adhere to the attendance and participation expectations may be billed for any pre-paid expenses and/or reimbursements may be withheld. If an emergency situation occurs, please consult with support staff as soon as possible. Individuals with circumstances that might require them to miss part of a session, such as nursing mothers, should contact the support staff for assistance with scheduling. Children are not permitted in the meeting rooms.

#### **Tardiness and Leaving Early**

Attendees are expected to arrive on time to the event and all related activities. Attendees are also expected to be in the room and remain attentive while the event is in session, and to stay until the event is adjourned.

#### **Meeting Room Conduct**

Attendees are expected to be respectful of one another and keep discussions and activities during the sessions focused on the topics at hand. As a subsidiary of Northern Arizona University, ITEP must uphold the Safe Working and Learning Environment Policy. This policy affirms that everyone has the right to be safe from harassment and discrimination based upon gender, race, ethnicity, age, religion, national origin, sexual orientation, gender identity, or status as a veteran or individual with a disability. Harassment or discrimination during ITEP events is not acceptable. For more information, please see the support staff for a copy of the entire policy.

#### **Alcohol and Illegal Drug Use**

The effects of alcohol or illegal drug consumption can impair one's ability to make sound judgments, hinder one's ability to participate effectively, and negatively impact others. Abuse of alcohol or illegal drugs will be grounds for dismissal.

#### **Cell Phones & Computers**

Cell phones must be silenced during the sessions and text messaging is not allowed. Use of computers during class sessions for personal reasons (email, internet browsing, etc.) is also not allowed. Experience has shown that such activities are a distraction to both participants and presenters. Phone calls, texting, and emails can be conducted during scheduled breaks and lunches.

## Course Travel & Cancellation Policy

*By confirming your attendance for an ITEP training course, you agree to accept the following policy on travel and cancellations. These policies help ensure the efficient use of federal funds for the courses, which allows more tribal participants to benefit from this program. Please read this entire document carefully.*

### **I. Transportation Arrangements**

- a. Transportation arrangements are the responsibility of the traveler. Please do not make any travel arrangements until you have received notification of your acceptance for a course.
- b. A copy of the travel itinerary (for air or ground travel) must be **provided to ITEP by the specified date** so that ITEP staff can make appropriate hotel arrangements.
- c. All travel itineraries must coincide with the course agenda, provided with selection materials, to ensure full participation in the course. If the itinerary you submit does not allow for full participation, ITEP reserves the right to deny your attendance at the course.

### **II. Tribal Participants Receiving Transportation Scholarships**

- a. Scholarships will be awarded, **up to the amount specified** in the selection letter, **approximately four weeks after satisfactory completion** of the course. Any additional costs will be the responsibility of the traveler.
- b. Scholarships can be used to reimburse the cost of standard, round-trip, coach-class airfare (and associated taxes or fees), taxi or shuttle costs, or other eligible expenses (see Vendor Claim Form).
- c. ITEP will reimburse mileage costs at the Arizona state-dictated rate for travel to/from the training location or airport for personal or government vehicles only (no rental vehicles).
- d. Mileage costs can only be reimbursed up to the amount of a similar-itinerary airline ticket.
- e. Additional per diem or hotel costs will be covered only if they are approved **prior to travel**.

### **III. Cancellations**

- a. If you must cancel your attendance less than 72 hours before departure, **you must contact the airline or travel agent directly** to keep your ticket valid for future use. You must do this **prior** to the scheduled departure time; otherwise, your airline ticket becomes null and void. ITEP is not responsible for contacting the airline.
- b. Hotel arrangements are made in advance by ITEP through a legally binding contract. If you must cancel your hotel room, please **contact ITEP directly; do not contact the hotel**. You must notify ITEP at least **72 hours prior** to your scheduled arrival time; otherwise, your tribe will be billed for any lodging costs incurred.
- c. Excessive cancellations or outstanding payment due to ITEP will jeopardize your eligibility for future trainings.