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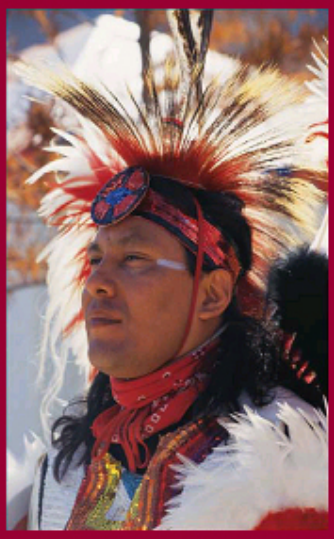

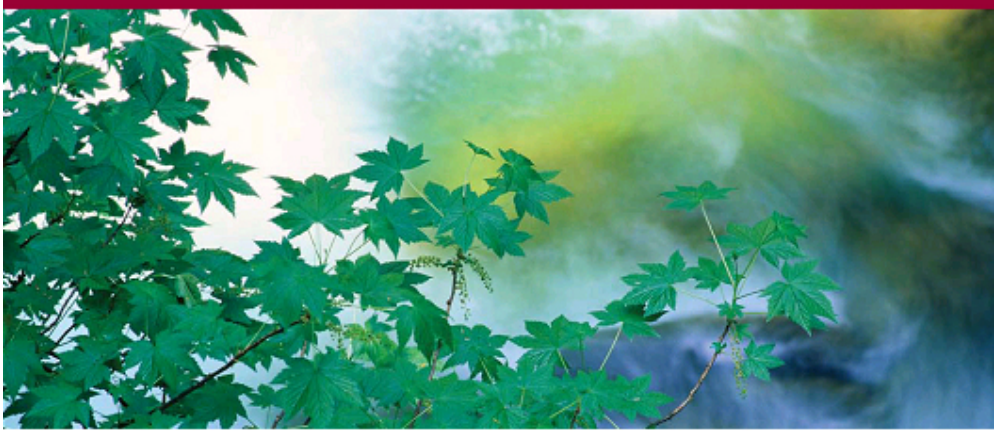

General Assistance Program (GAP) Online

Online EPA Regional User Guide

Version 1.0

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TABLE OF CONTENTS

1 INTRODUCTION **4**
1.1 INDIAN GAP WORK PLAN REPORTING SYSTEM 5
1.2 INDIAN GAP ONLINE REGIONAL USER GUIDE 5

2 THE BASICS **6**
2.1 LOGGING IN TO AND EXITING THE GAP ONLINE 6
2.2 MENU BAR 8
2.3 GAP FUNCTIONALITY SELECTIONS 9
2.1 GAP WINDOWS 10
2.4 GAP PROCESS FLOW 12

3 WORK PLAN **13**
3.1 GAP PROCESS FLOW 14
3.2 VIEW WORK PLAN HISTORY 15
3.3 ADD A COMMENT TO A WORK PLAN 15
3.4 ASSIGN AN EPA GOAL 17
3.5 NEGOTIATE A WORK PLAN 18
3.6 APPROVE A WORK PLAN 18
3.7 UNLOCK A WORK PLAN 19

4 VIEW PROGRESS REPORT **21**
4.1 VIEW AND COMMENT ON A PROGRESS REPORT 21
4.2 ACCEPTING A PROGRESS REPORT 26

5 SUMMARY REPORT **28**
5.1 VIEW A SUMMARY REPORT 28
5.2 VIEW A SUMMARY REPORT FOR A REGION 30
5.3 TYPES OF PROGRESS REPORTS 30
5.4 TOTAL COSTS BY STRATEGIC GOAL 31
5.5 TOTAL COSTS BY CAPACITY AREA 32
5.6 NUMBER OF TRIBES BY CAPACITY AREA 33
5.7 NUMBER OF CAPACITY AREA BY STRATEGIC GOAL 34
5.8 LIST OF ENVIRONMENT OUTCOME BY STRATEGIC GOAL 35

6 ACRONYMS AND DEFINITIONS **36**
6.1 ACRONYMS 36
6.2 DEFINITIONS 37

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American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

1 INTRODUCTION

The Indian Environmental General Assistance Program Act of 1992 provides programmatic authorization for the General Assistance Program (GAP), which was previously implemented as the Multi-Media Assistance Program. The GAP provides an opportunity for tribes to build capacity and management capability to develop environmental programs and is administered by the EPA. Under the Program, tribes can tailor capacity-building to address their environmental priorities. GAP provides the opportunity for a tribe to plan, develop, and establish an integrated environmental management program including the capability to manage specific regulatory programs.

The GAP is one part of the continuing effort of the Agency to facilitate tribal establishment of environmental programs. GAP has become both a core tribal environmental program and a core EPA program, representing the largest single source of funding for Tribal environmental programs awarded by EPA. GAP has increased from an original $8.4 million in 1994 to $57 million for the year 2007.

GAP provides financial resources in the form of direct funding to federally recognized tribes and intertribal consortia. In its administration of the GAP, EPA also provides technical assistance to tribal governments and intertribal consortia to develop multimedia programs that address environmental issues in Indian Country.

GAP enables tribes and intertribal consortia to:

- Identify baseline environmental needs in order to build capacity to administer an environmental program or develop a tribal environmental program that is tailored to individual tribal needs.

- Establish the administrative, legal, technical and enforcement capability of tribes to develop and implement a tribal environmental program, including the capacity to manage EPA-delegated programs.

- Foster compliance with federal environmental statues by developing appropriate tribal environmental programs, ordinances and public education and outreach programs.

- Establish a tribal communications capability to work with Federal, State, Local, Tribal, and other environmental officials.

- Establish the tribal capacity to develop and implement management programs through program-specific assistance.

Source: American Indian Environmental Office (AIEO).

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1.1 Indian GAP Work Plan Reporting System

The GAP Online System provides EPA Grantees and Project Officers with a centralized tool for creating work plans and reporting progress. The designs are based on the format of the most current EPA Strategic Plan. The GAP Online system is provided to the tribes through the American Indian Environmental Office (AIEO).

1.2 Indian GAP Online Regional User Guide

The GAP Online Regional User Guide is a reference for the EPA Regional Office Project Officer. The GAP Online Regional User Guide provides the Regional Project Officers with the ability to view the Region's work plans. The regional user will comment on the work plan after the tribe submits the work plan to the Region. The regional user may return the work plan to the tribe for additional information or suggest additional components and commitments. Finally, the regional user may accept the work plan.

Additional management support and information is available to the regional user as provided by the Summary Reports. The Summary Reports provide a number of informational reports for the regional user. The report format and output are displayed in either a pie chart or table.

2 THE BASICS

The GAP Online has been created with a standard interface to provide a consistent look and feel. The GAP Online uses commonly recognized window design for the ease of the regional user.

The following section provides an overview of the common design and use functionality.

2.1 Logging In to and Exiting the GAP Online

To log in to the GAP Online:

Access the Web site at http://iaspub.epa.gov/GAP_Online/

1. The **Login** screen will display (Figure 1).

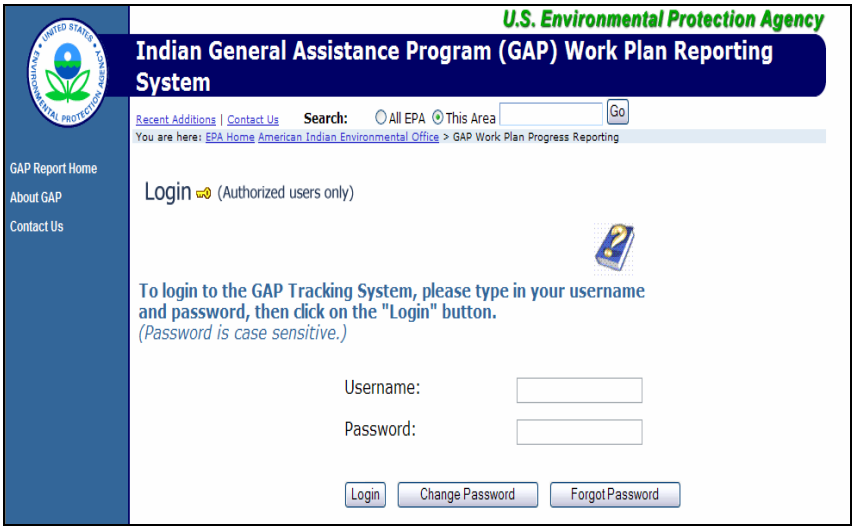


Figure 1

2. Enter the user ID and password unique to your tribe provided when registering with AIEO.

Note: Passwords are case-sensitive; be sure to use the correct capitalization (lowercase).

3. Select **Login**.

4. The **GAP Report Home** will appear (Figure 2).

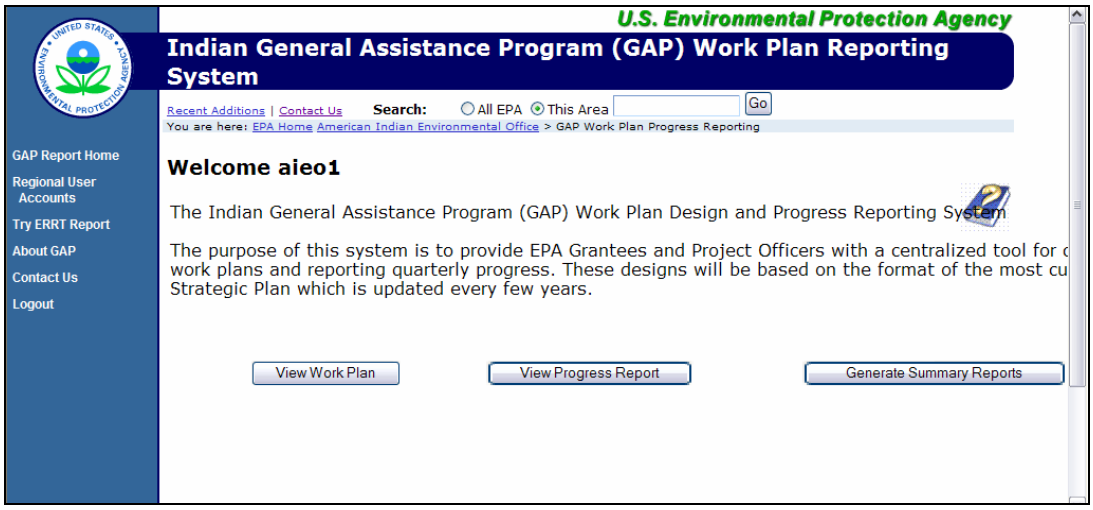
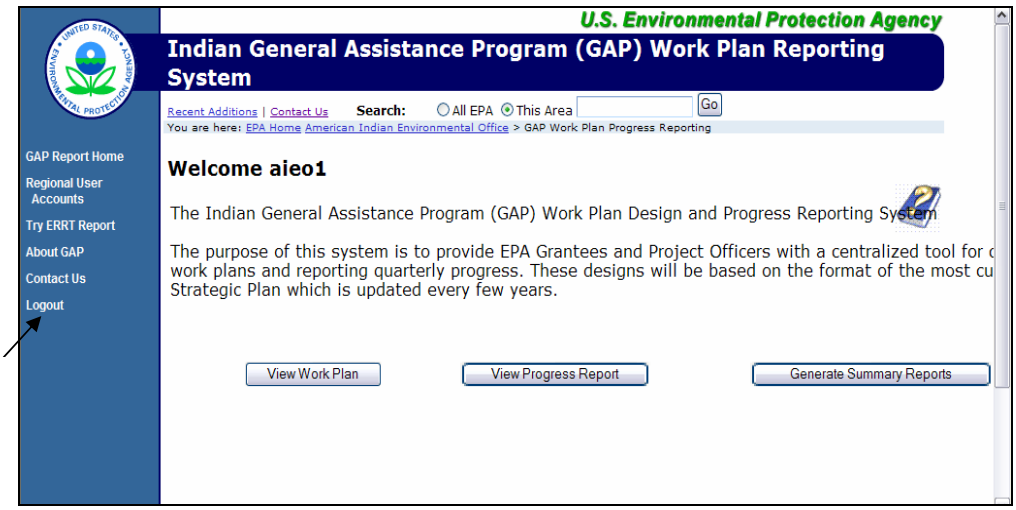


Figure 2

5. Select the task that you wish to complete.

To log out of the GAP Online:

1. Save your work in the window that you are working.
2. Select **Logout** on the left side of the GAP Online **Report Home** (Figure 3).



Logout

Figure 3

2.2 Menu Bar

The GAP Online menu bar contains a menu that lists the specific tasks that may be completed by the regional user. Once the regional user logs into the GAP Online, he or she may select a specific task.

The following menu items are listed below.

Menu	Description
GAP Online Home	Returns user ot the GAP Online Report Home page
Regional User Accounts	Provides access to all tribes listed within the Region
Try ERRT Report	Will allow you to access The Environmental Results Reporting Tool (ERRT) developed by EPA Region 9 Regional Tribal Operations Committee
About GAP Online	Access information about GAP Online and program guidance
Contact Us	Lists the EPA contact information for the regional user
Logout	Will allow you to log out of the GAP Online

2.3 GAP Functionality Selections

The GAP functionalities available to the regional user include the option to View Work Plan, View Progress Reports and Generate Summary Reports (Figure 4).

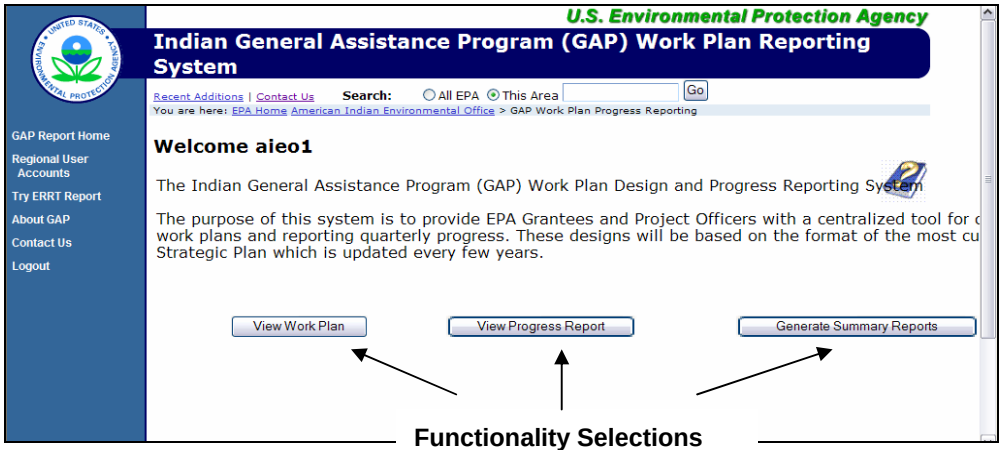


Figure 4

Menu	Description
View Work Plan	Provides access to view comment, and print a Work Plan submitted by the tribal user.
View Progress Report	Provides access to review work plans that are in progress and accept attachments delivered for completion of component or commitments.
Generate Summary Reports	Provides access to windows for creating reports. You can access both national and regional reports based on grant types, number of tribes participating, or environmental outcomes.

2.1 GAP Windows

Each task that you can complete in the GAP Online, such as reviewing a tribe's work plan, is assigned to one or more windows. From the windows, you can enter information into the GAP for each work plan submitted by the tribe.

To open a window:

1. From the menu options located to the left on the **Report Home** screen, select the task that you want to do. For example, to update the contact information of the tribal GAP user, select **Regional User Accounts** from the menu options.

2. Choose the task and the corresponding window will appear.

Data Entry Fields

Data entry fields are fields in which you can make a selection or enter information. You'll use many different types of data entry fields throughout the GAP Online.

As the regional user, the tasks you do are mainly to review, comment, and negotiate a work plan submitted by the tribal user.

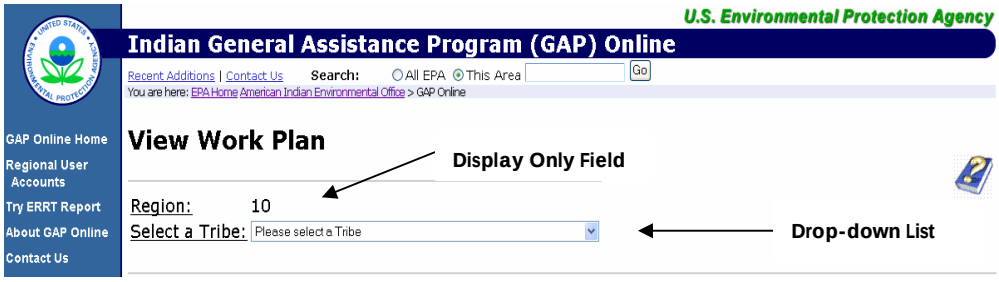


Figure 5

The drop-down list option (Figure 5) displays the tribes available for you to review their work plan information.

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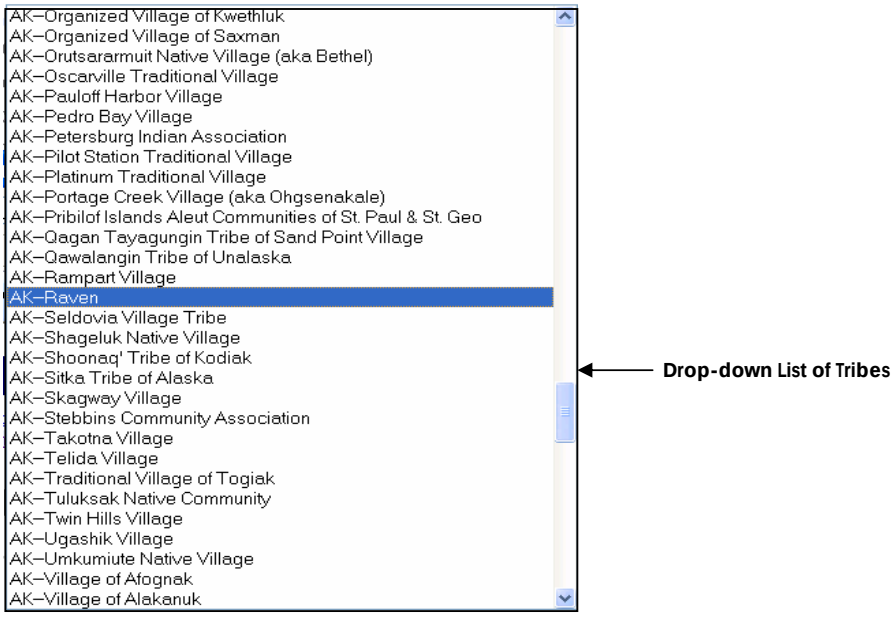

Figure 6

The drop down list of tribes shows information that is already entered into the system and can only be used to select a tribe (Figure 6).

Scrolling windows

Use scrolling windows to view the entire GAP Online window (Figure 7). You may also use scrolling windows to view the previously entered records or transactions in the GAP system.

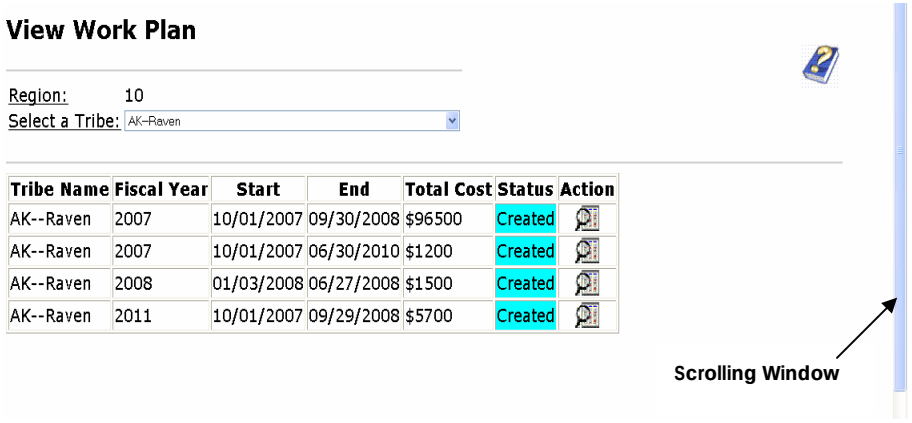

Figure 7

2.4 GAP Process Flow

The following is a high level visual display of the overall GAP Online Process Flow of the primary functions (Figure 8). You may also refer to the individual sections for additional process flow displays.

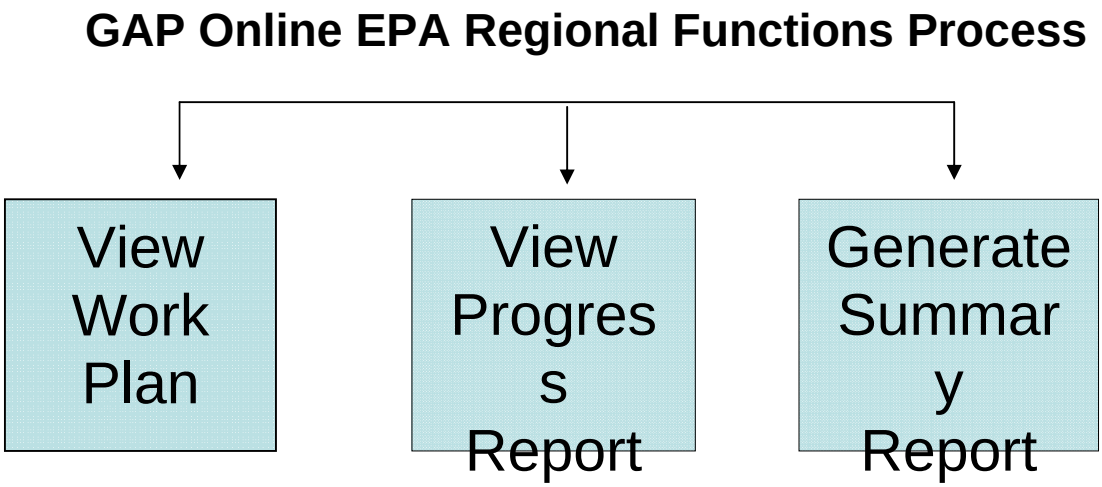

Figure 8

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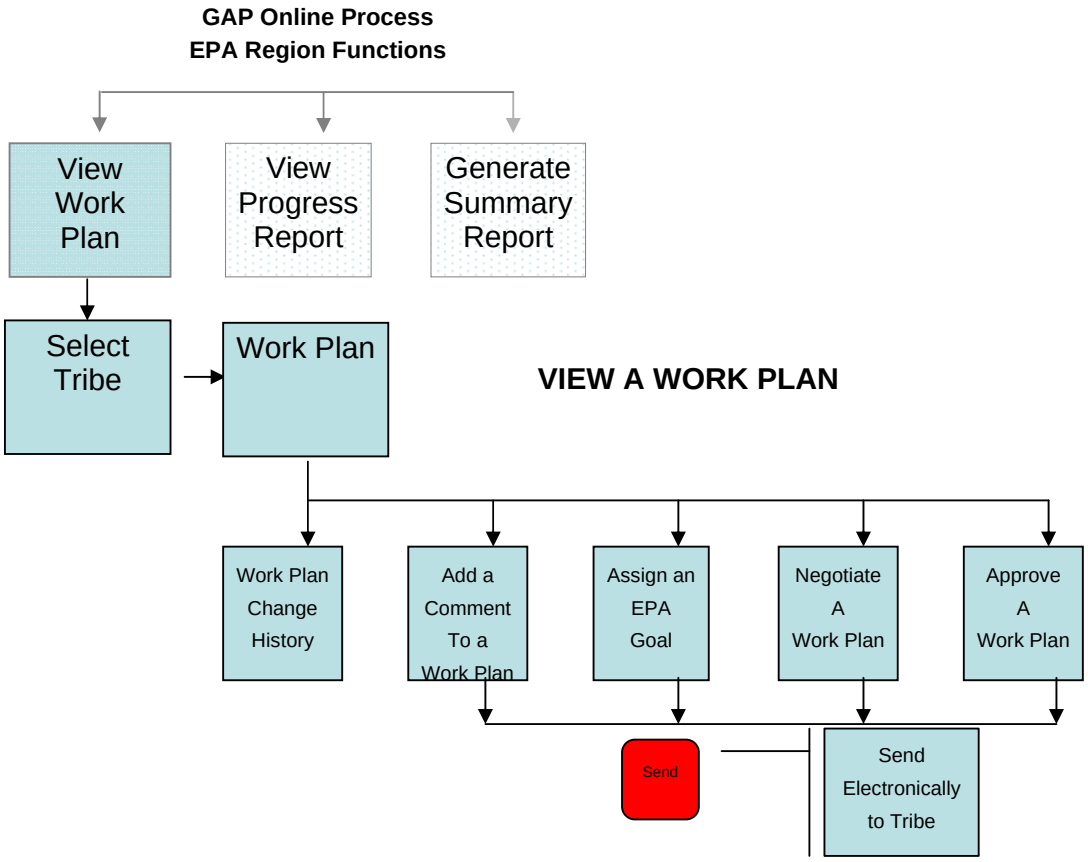
3 WORK PLAN

Once the tribe submits a work plan, the regional user may access and review the tribe's plan by using the **View Work Plan** functionality. The regional user may also edit the plan and return it with comments to the tribe for an update.



3.1 GAP Process Flow

To view a work plan:

1. Select the **View Work Plan** option in the **Welcome** screen (Figure 9).

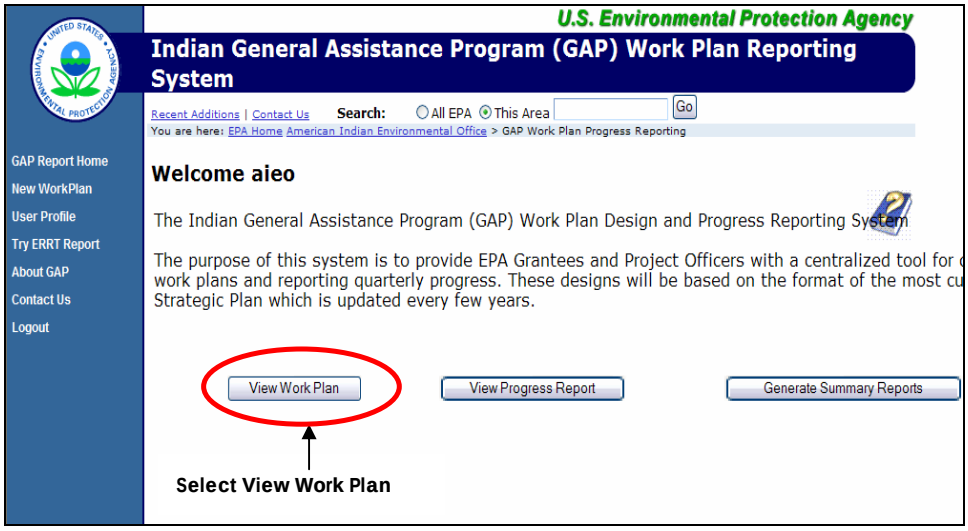


Figure 9

A work plan may be viewed in any of the following states:

Status
Created
Submitted
Commented
Approved

2. When the **View Work Plan** screen opens, select the tribe from the drop-down list (Figure 10).

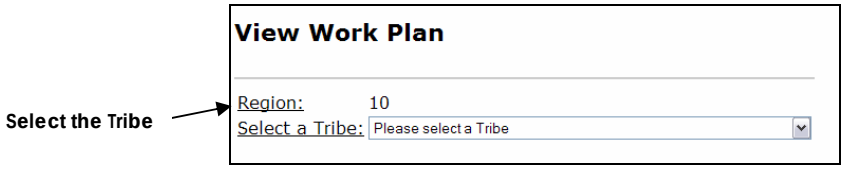


Figure 10

3. The selected Tribe's work plans will display.
4. To view the work plan, identify the work plan from the list by selecting the option with the icon under the **Action** column (Figure 11).

Figure 8

3.2 View Work Plan History

To view the history of a work plan:

1. Select the work plan to view as detailed in Section 3.1 above and then select the **View History** as shown in Figure 12.

Figure 9

2. The historical timeline of the work plan will display for your review.

3.3 Add a Comment to a Work Plan

The regional user may add a comment to the work plan that will be visible to the tribal user for review.

To enter a comment, select a work plan to view.

1. A work plan may be viewed and commented upon after selecting a tribe that entered the information and/or submitted the plan to the regional office.
2. Select the **View Work Plan** option (Figure 13).

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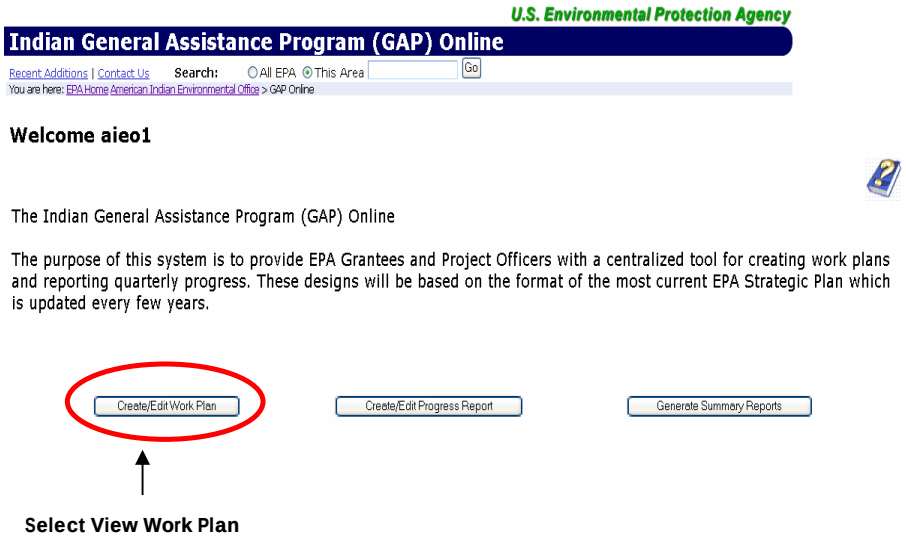

Figure 10

3. Select the **Tribe** from the drop-down list (Figure 14).

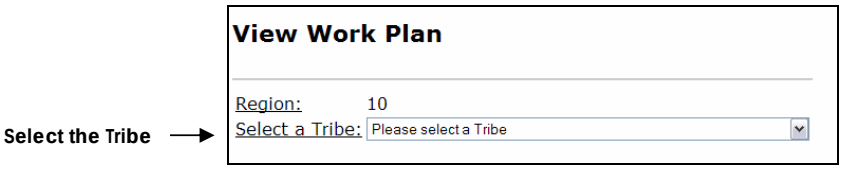

Figure 11

4. Once you have selected the work plan, the tribe's work plan will display.
5. Select the option with the icon to enter a work plan comment.
6. The **Add Comment** window will appear.
7. Add your comments for the selected work plan.
8. Once you have made your comments, the comments will appear in the **Status** column of the work plan's history.

9. Comments can be added to any part of the work plan, its components, or commitments. Just look for the icon to enter a comment on any part of the work plan.

3.4 Assign an EPA Goal

To assign an EPA goal to the work plan:

1. Select the work plan from the **GAP Report Home**.
2. Select the tribe from the drop-down list (Figure 15).

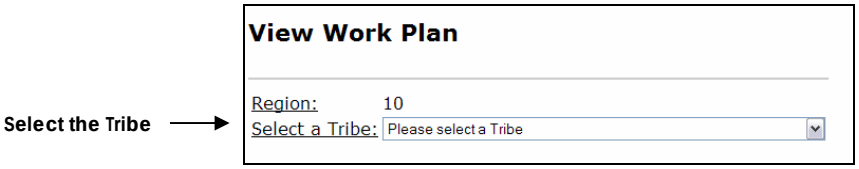

Figure 15

3. The Tribe's work plans will display.
4. Select the work plan component.
5. To add an EPA Goal, select the option with the icon.
6. The **View Work** screen will appear.
7. Scroll down to the **Assign EPA Strategy Goal** option.
8. Select **Assign EPA Strategy Goal**.
9. Enter the goal, objective, and sub-objective related to the Work component (Figure 16).

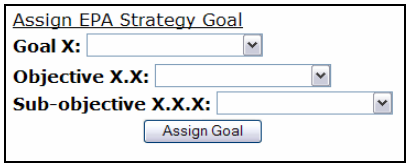

Figure 12

3.5 Negotiate a Work Plan

The regional user may want to negotiate the work plan submitted by the tribal user. A negotiation is required if the submitted plan does not contain enough information, if the list of components and commitments is too vague or does not address the stated objectives, or if the plan requires further clarification. The Project Office will return the plan to the tribe for additional work. When the tribal user addresses all of the comments from the Project Officer, they can resubmit the plan and the regional user will either continue to negotiate or approve the revised plan.

To negotiate the work plan, follow these steps:

1. Once the selected tribe's work plans display, identify the work plan of interest from the list.
2. Under the **Action** column, select the option with the icon to view the work plan.
3. Review the work plan and identify the areas in which you can comment on the work plan's components or commitments.
4. Add a comment regarding the area for which you need additional information, clarification, editing or deletion, if necessary.
5. Select the option with the icon to negotiate the work plan. This action will return the work plan to the tribal user.

3.6 Approve a Work Plan

The work plan is approved once the regional user reviews it and has no further comments. To approve a work plan, follow these steps:

1. Once the selected tribe's work plans are displayed, identify the work plan of interest from the list.
2. Under the **Action** column, select the option with the icon to view the work plan.
3. Review the work plan.
4. Select the option with the icon to accept the work plan as completed by the tribal user.

3.7 Unlock a Work Plan

Once a tribal user submits a work plan to the Regional Project Officer and the work plan is approved, there may be instances when the tribe needs to add additional information, new components, or new commitments to the approved work plan. In order for the tribe to update an approved work plan, the project officer must first unlock the plan so the tribal user can recall it. Once the updates are completed, the work plan is again submitted and the regional user can again go through the negotiation process with the tribe.

To unlock a work plan, complete the following steps:

1. Select the **View Work Plan** option in the **Welcome** screen (Figure 17).

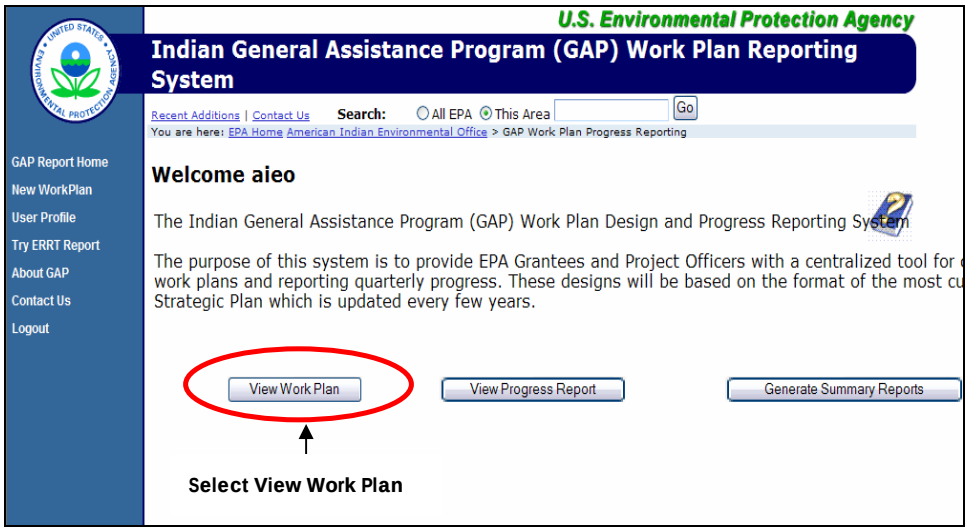

Figure 17

2. When the View Work Plan screen opens, select the tribe from the drop-down list (Figure 18).

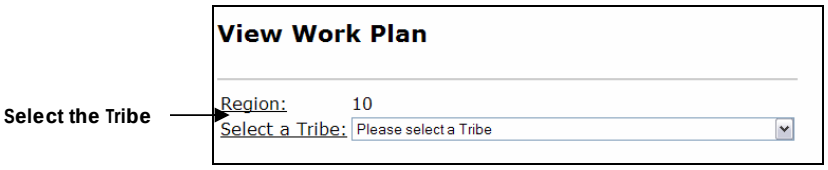

Figure 18

3. The selected Tribe's work plans will display.

4. A locked work plan will always have the status of **Accepted** and the icon will be present in the Action column.
5. To unlock the work plan, click on the icon (Figure 19).

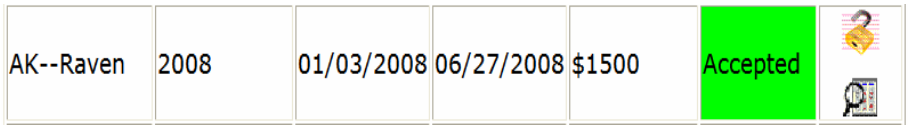

Figure 19

4. The comment screen will appear allowing the project officer to enter information as to why the work plan is being unlocked. Click Submit to send the work plan back to the tribal user.
5. The work plan will be returned to the tribal user, who can now update it with additional components or commitments.

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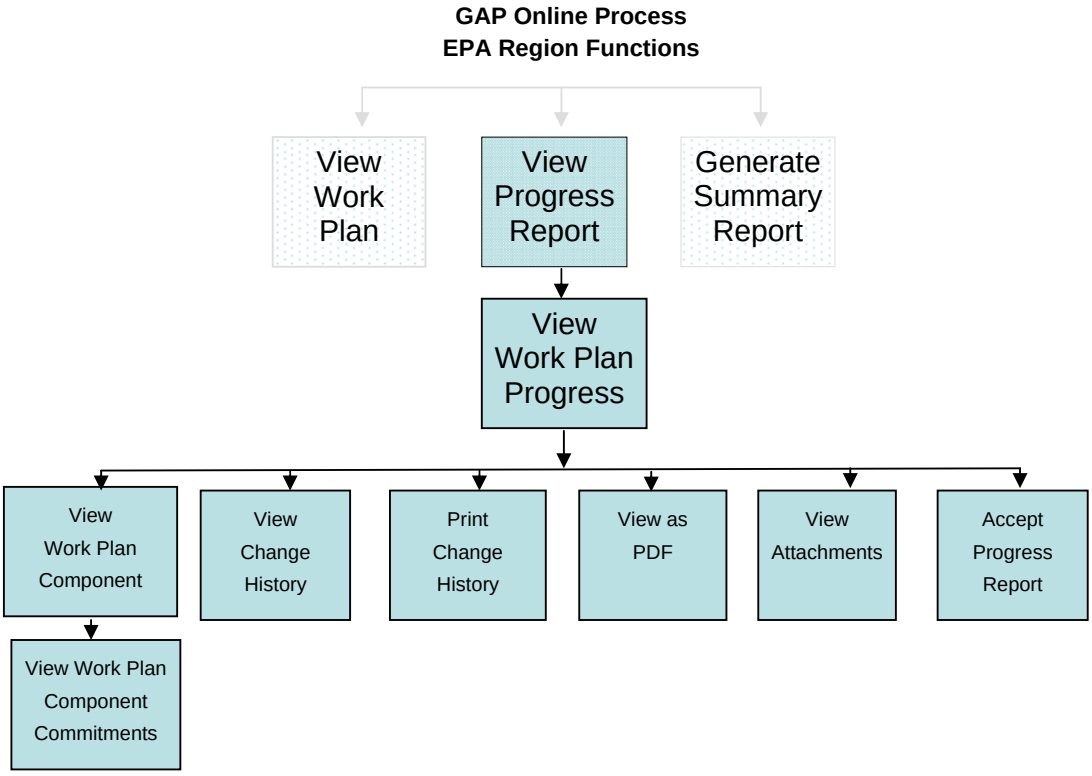
4 VIEW PROGRESS REPORT

The flow of GAP Online in tracking progress via the progress report is represented in the following diagram.



4.1 View and Comment on a Progress Report

To view a progress report, follow these steps:

1. Select the **View Progress Report** button on the **Welcome** screen (Figure 20).

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Figure 20

2. Select the **Tribe** from the drop-down list (Figure 21).

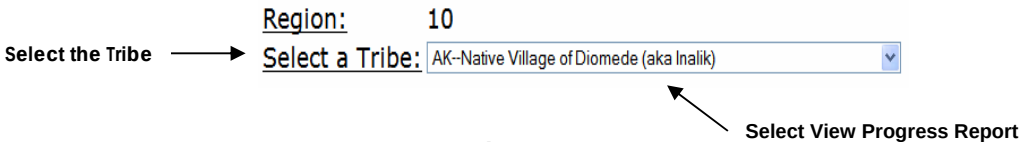
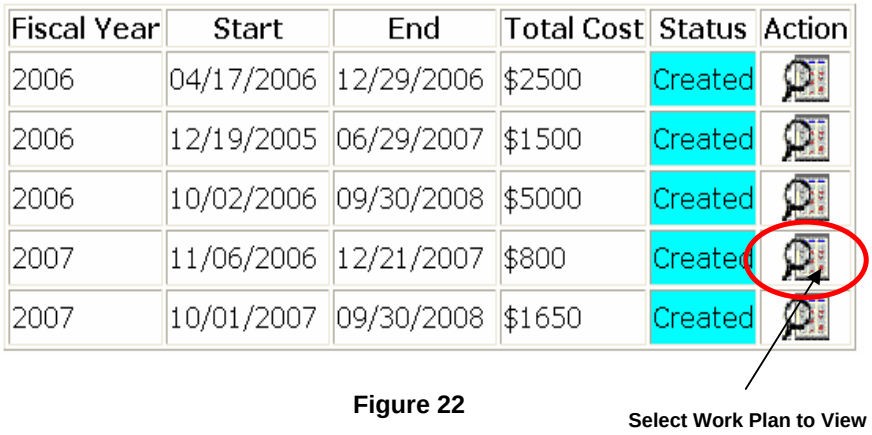


Figure 21

3. Select the appropriate work plan that you want to view for a specific time period by clicking on the work plan under the **Action** column (Figure 22).



Fiscal Year	Start	End	Total Cost	Status	Action
2006	04/17/2006	12/29/2006	$2500	Created	
2006	12/19/2005	06/29/2007	$1500	Created	
2006	10/02/2006	09/30/2008	$5000	Created	
2007	11/06/2006	12/21/2007	$800	Created	
2007	10/01/2007	09/30/2008	$1650	Created	

Figure 22

4. The Updated Work Plan Progress Report screen will display.
5. Review the history, comments, or add additional comments in this screen.
6. Select the **View as PDF** option to view work plan progress reports in the Portable Document Format (PDF) format (Figure 23).

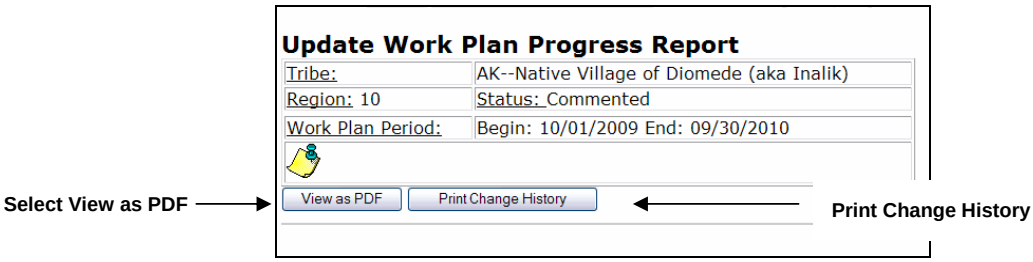


Figure 23

7. Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 24).

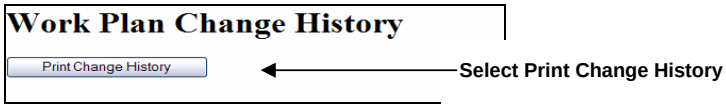


Figure 13

8. Select the **View History** button to view detail of the change history of the selected work plan progress report (Figure 25).

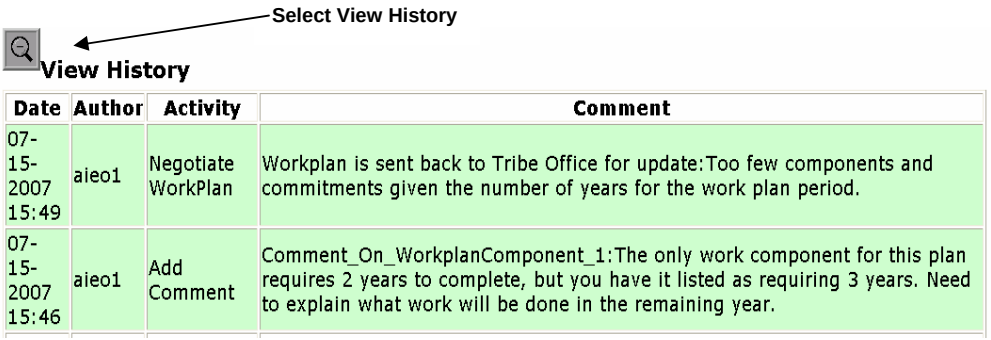


Figure 25

9. Select the appropriate work plan component for review by clicking on the appropriate component in the **ID** column (Figure 26).

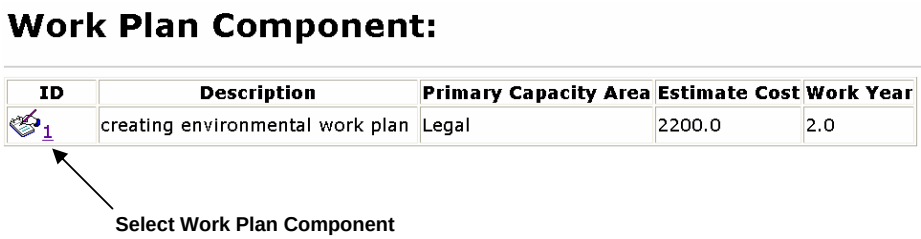


Figure 26

10. Select the **Work Plan Component** button to review the respective components (Figure 27).

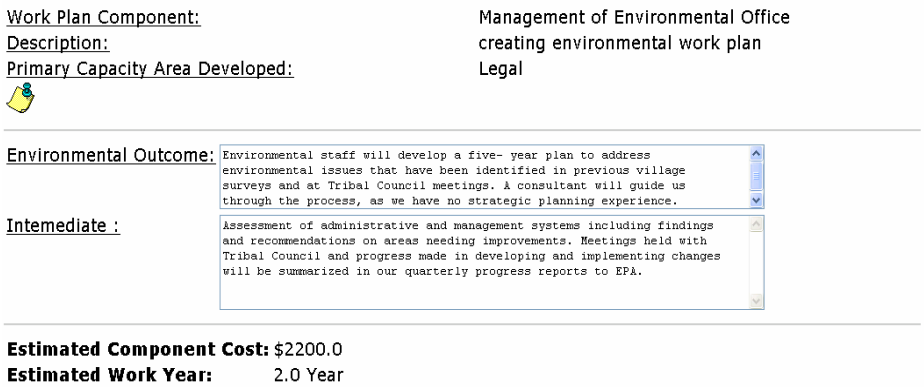


Figure 14

Additional information on the work plan's component is available by viewing each commitment that states how the tribe plans to meet the component (Figure 28). Comments may be added to each individual commitment.

For either the component or the commitments, comments may be inserted that will be relayed back to the tribal user.

Commitment ID	Commitment	Capacity Area Developed	Estimate Cost	End Date	Outcome and Deliverable
1.1	Meetings held with Tribal Council and progress made in developing and implementing changes will be summarized in our quarterly progress reports to EPA.	Administrative	$1150	07/24/2008	quarter progress report to EPA showing meetings scheduled, action items, progress on implementing action items.

Figure 28

11. To review documents providing evidence of work on a given component, select the **Attachment** button to view detail list of any associated attachments (Figure 29).

Attachment

File Name
Purchase_Order.txt

Figure 15

12. Click on the file name to open the attachment for the work plan or individual component (Figure 30). Be sure to use your **BACK** arrow when exiting the attachment. If you close the document, you will close out of your session.

Product Information

Task Order	Description / Specifiation *(See Note Below)*	Qty	Estimated Unit Price	Estimated Extended Price
All	Dell Latitude 820 Intel Core 2 Duo T7400 (2.16GHZ) 4M	1	$1,250.45	$1,250.45
	L2 Cache, 667MHZ Dual Core Genuine windows XP Professional			
	SP2 with media 2 GB Memory DDR2-667 SDRAM			
	2 DDIMMS 100GB Hard Drive 8X DVD RW w/Roxio Digital Media Dell 17" Ultra Sharp 1707FP			
	Flat Panel Adjustable Stand, Large Nylon Carrying			
	Case, Docking Station, Black Keyboard, Mbuse			
	Total Purchase Request >>			$1,250.45

Figure 30

4.2 Accepting a Progress Report

To comment and accept a progress report, complete the following steps below.

1. Select the **View Progress Report** button on the GAP **Welcome** screen (Figure 31).

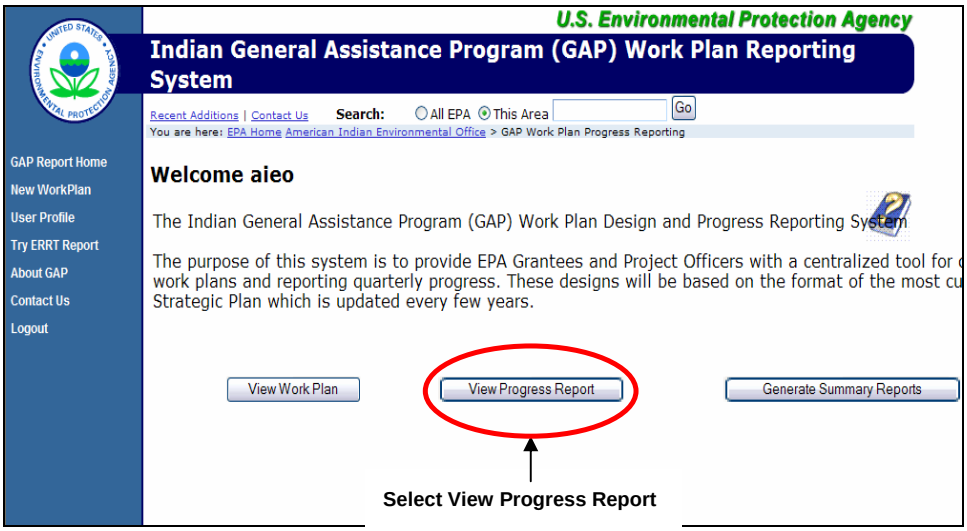


Figure 31

2. Select the **Tribe** from the drop-down list (Figure 32).

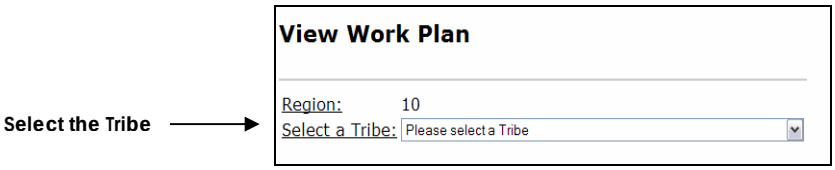


Figure 32

3. Select the appropriate work plan that you want to view for a specific time period by clicking on the work plan under the **Action** column (Figure 33).

Figure 33

4. The updated work plan progress report screen will display.
5. Review the history, comments, or add any comments in this screen.
6. Once you have completed your review and have no additional comment, select the option with the icon to accept the progress report.

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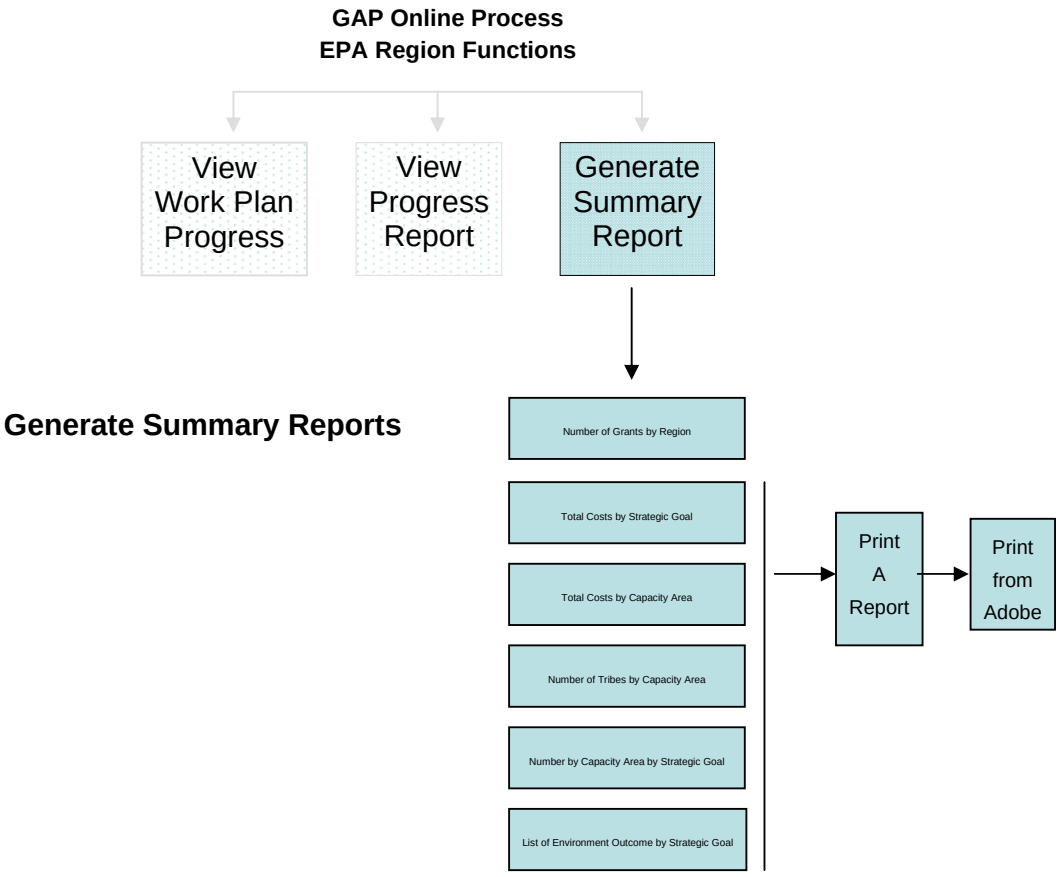
5 SUMMARY REPORT

5.1 View a Summary Report

To access the Summary Reports available, select the **Generate Summary Reports** option from the GAP Welcome screen. The following flow diagram outlines access to the Summary Reports in GAP Online.



1. Select **Generate Summary Reports** from the menu selections on the GAP **Welcome** screen (Figure 34).

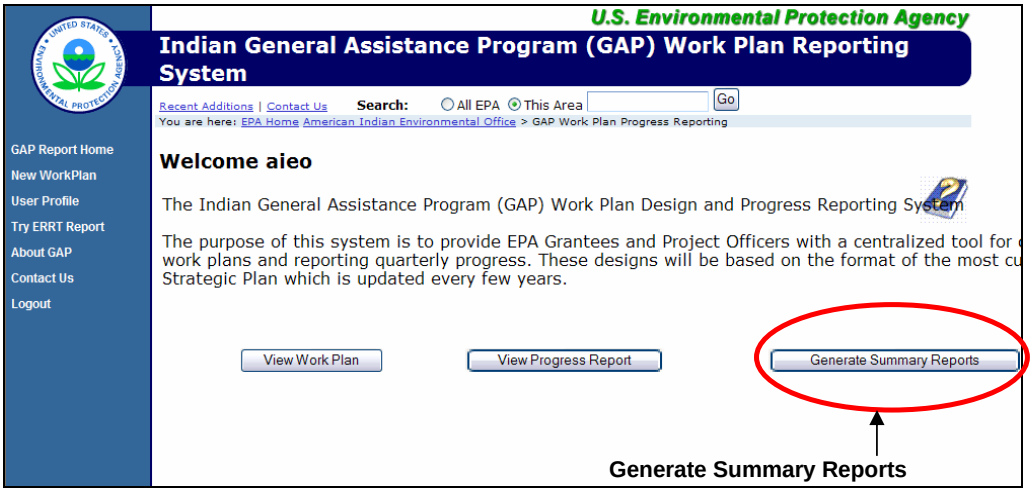


Figure 34

2. The **Generate Summary Reports** page will appear (Figure 35).

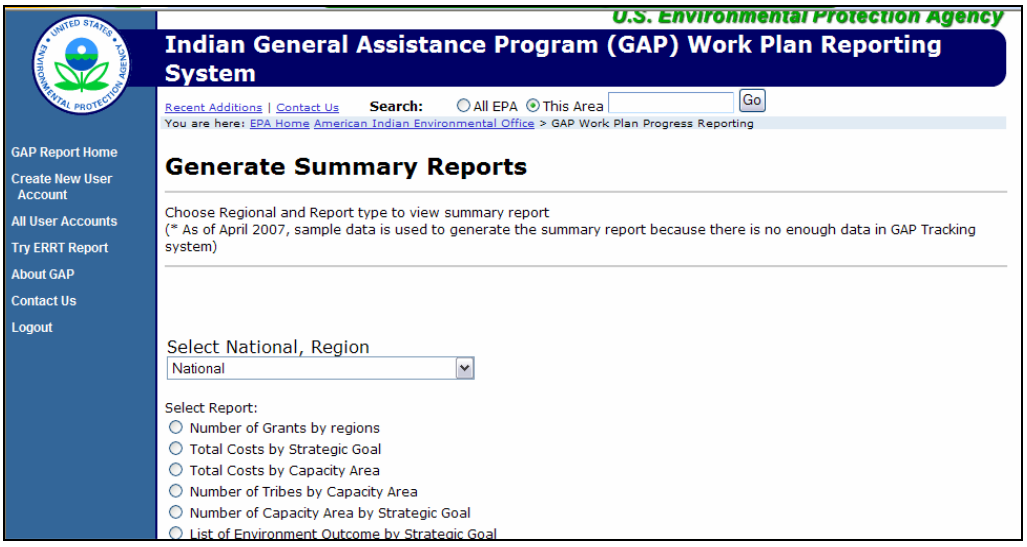


Figure 35

5.2 View a Summary Report for a Region

1. The Regional reports will display for you to select (Figure 36).

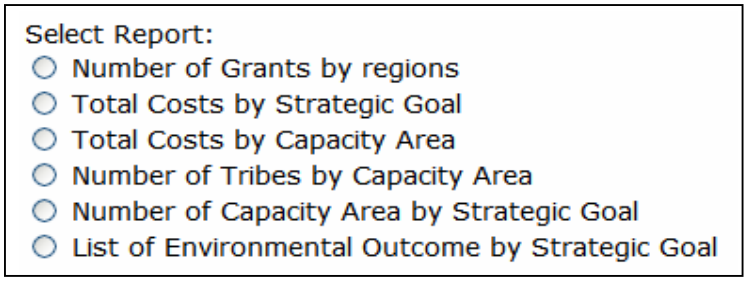


Figure 36

2. From the drop down list, you may select a report that is specific to your region (Figure 37).

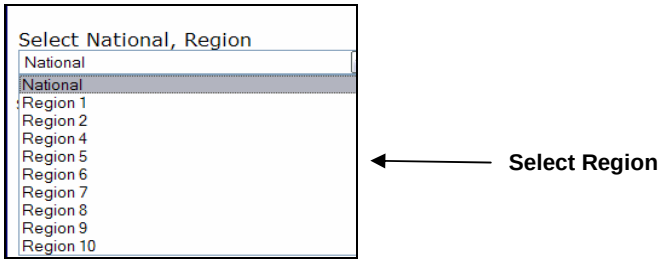


Figure 16

5.3 Types of Progress Reports

The following Summary Reports are available for the Regional user.

- National reports include the following.
- Number of Grants by regions
- Total Costs by Strategic Goal
- Total Costs by Capacity Area
- Number of Tribes by Capacity Area
- Number of Capacity Area by Strategic Goal

- List of Environment Outcome by Strategic Goal

5.4 Total Costs by Strategic Goal

Regional Report

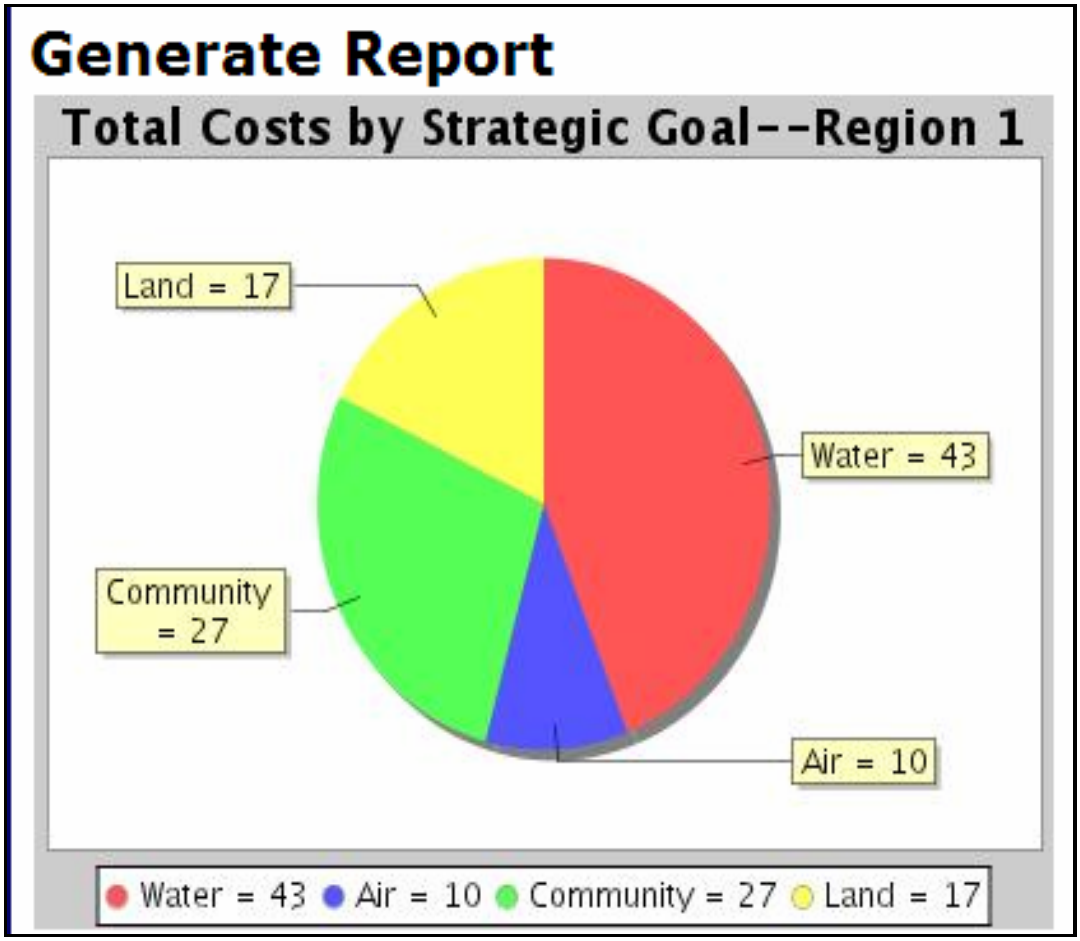


Figure 38

5.5 Total Costs by Capacity Area

Regional Report

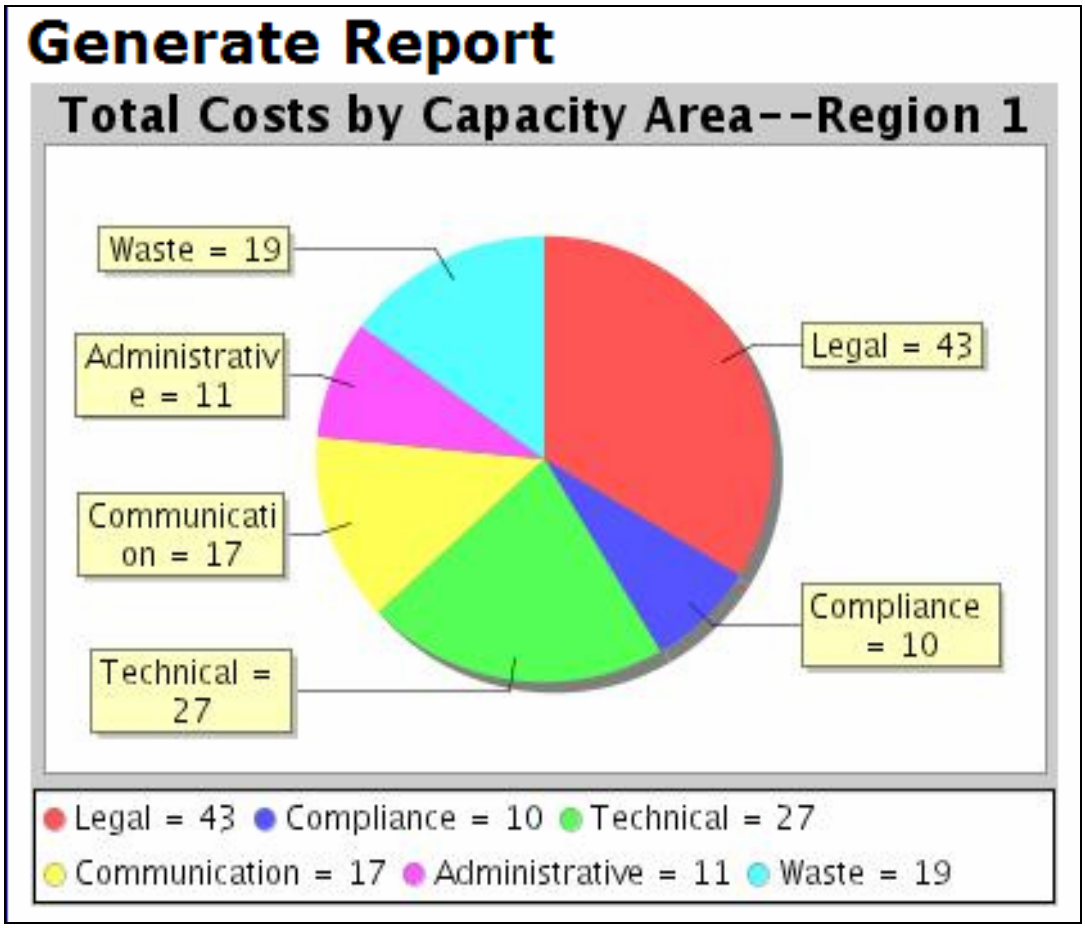


Figure 39

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5.6 Number of Tribes by Capacity Area

Regional Report

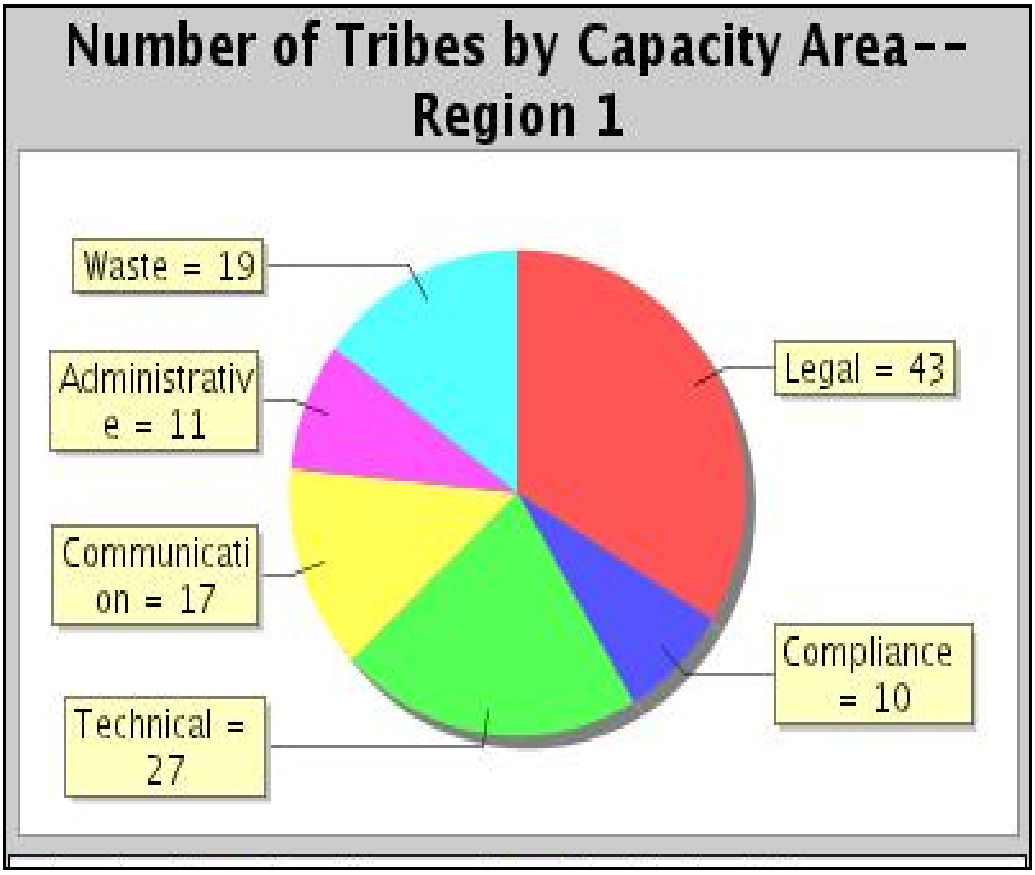

Figure 40

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5.7 Number of Capacity Area by Strategic Goal

Regional Report

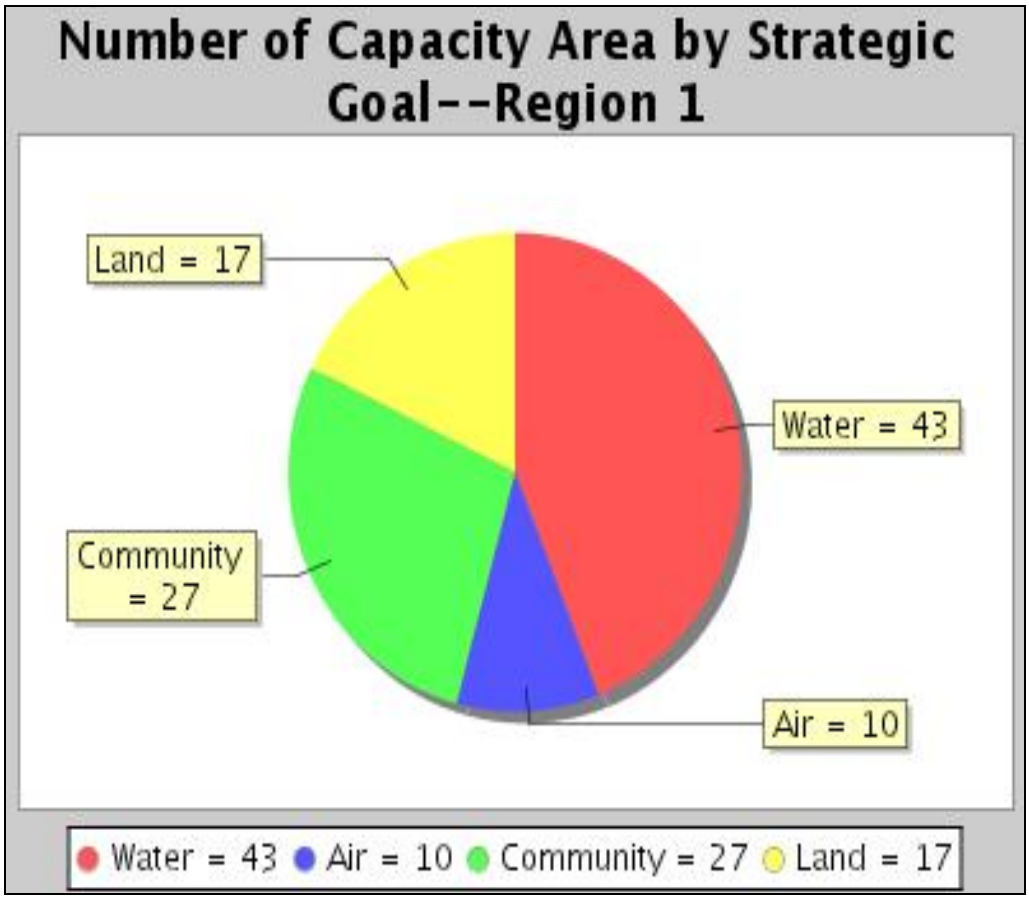

Figure 41

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5.8 List of Environment Outcome by Strategic Goal

Regional Report

List of Environment Outcome by Strategic Goal

Strategic Goal	Environment Outcome
Water	• Protect water • Protect watershed • Protect drinking water
Air	Promote air safety
Community	Protect community

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6 ACRONYMS AND DEFINITIONS

6.1 Acronyms

The following acronyms were used in this document.

Acronym	Definition
AIEO	American Indian Environmental Office
EPA	United States Environmental Protection Agency
ERRT	Environmental Results Reporting Tool
GAP	General Assistance Program
PDF	Portable Document Format

6.2 Definitions

The following words and related definitions are provided for ease in understanding the use of the word reference in this document.

American Indian Environmental Office (AIEO). The AIEO leads an agency-wide effort to work with 572 federally-recognized tribes, as well as intertribal consortia, located in nine of EPA's ten regions.

Data Entry Field. Fields in which a selection or data entry may be completed.

Lookup Field. Field that displays the available selections.

Drop-down List. Field that provides a drop down list of available options.

Display-only Field. Field pre-populated with data that cannot be edited or changed.

Work Plan. A Work Plan is created by a Tribe on an annual basis. The Work Plan is composed of multiple components with multiple commitments.

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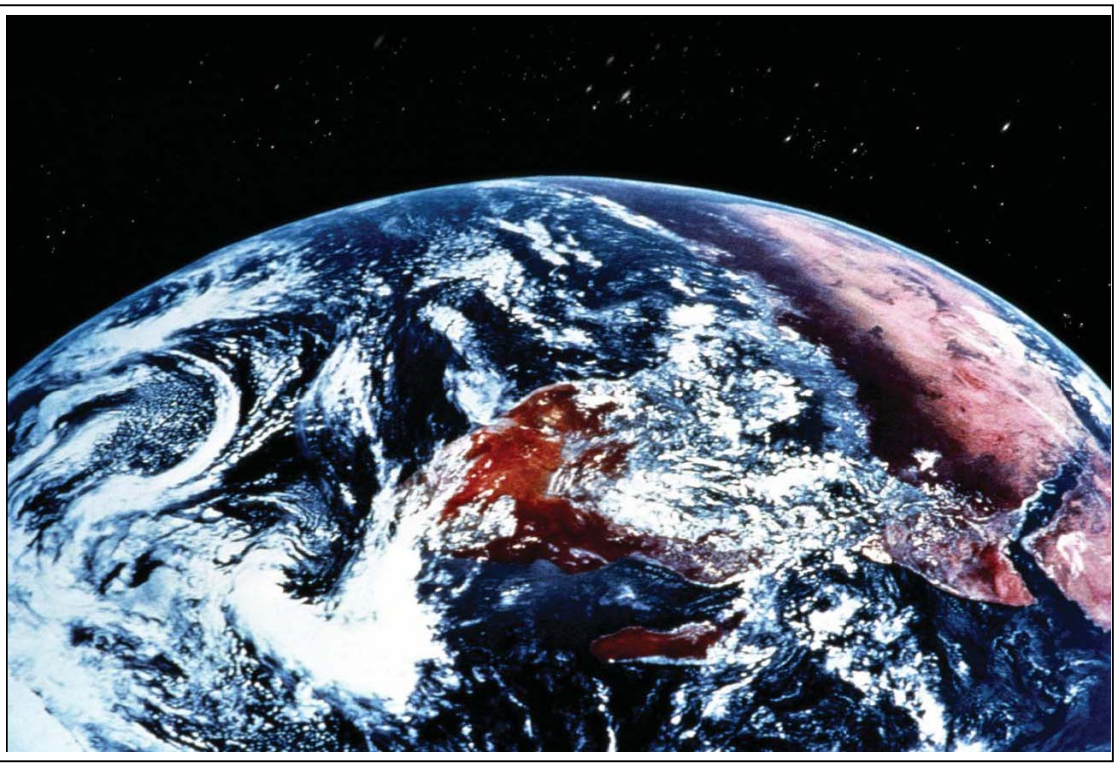
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