



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460



General Assistance Program (GAP) Online

Tribal User Guide

Version 2.1



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1 INTRODUCTION

The Indian Environmental General Assistance Program Act of 1992 provides programmatic authorization for the General Assistance Program (GAP). GAP provides an opportunity for tribes to build capacity and management capability to develop environmental programs and is administered by the Environmental Protection Agency (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.

GAP is one part of the continuing effort of the EPA 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 funding of \$8.4 million in 1994 to \$57 million for the year 2007. The current overall funds expended for the GAP program total over \$640 million.

GAP provides financial resources in the form of direct funding to federally recognized tribes and intertribal consortia. In its administration of 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 statutes 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



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1.1 General Assistance Program (GAP) Online 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 GAP Guidance Guideline (GAP Guidance for 2006).

1.2 GAP Online Tribal User Guide

The GAP Online Tribal User Guide is a reference for the Tribal Grantees and Project Officers. The GAP Online Tribal User Guide provides the Tribal Grantees and Project Officers with the ability to enter their work plans. The tribal user may also update and edit the work plan prior to submitting the work plan to the Regional Project Officer. In addition, the tribal user may edit the work plan if requested to do so by the Regional Project Officer. The tribal user may also delete the work plan, if necessary.

Additional management support and information is available to the tribal user as provided in the Summary Reports. The Summary Reports provide a number of informational reports on the distribution of grants by various categories for both the individual tribe and on a national basis. The report format and output are displayed in either a pie chart or table.



2 WHAT'S NEW IN GAP ONLINE 2.1

GAP Online 2.1 has many new features and functions for the tribal user as well as the Regional Project Officer. These new features and functionalities emerged from the various training sessions AIEO conducted during the rollout of GAP Online 1.0. We collected suggestions for enhancements and resolved work flow issues that were identified with the first release of GAP Online. As GAP Online continues to evolve, AIEO looks to the tribes in addressing how GAP Online can be further improved to facilitate the development and negotiation of work plans to best serve the tribal community.

2.1 New Features for the Tribal User in GAP Online 2.1

- A new User Interface to better address the process flow of Work Plan development.
- Tribal Users now have unique user names and passwords to log into GAP Online using Web Access Management (WAM).
- An End-of-the-Year Summary Report feature to summarize the progress made on implementing the GAP work plan.
- Email notifications between the Tribal User and Project Officer are automated for each part of the Progress Reporting and End-of-Year Summary process.
- A Save history to prompt the user to save their work every 15 minutes.
- A Save reminder appears if the Tribal User adds new entries or makes changes to existing entries but forgets to save before moving to a new screen.
- Components and Commitments can now be rearranged to meet the tribe's preferred ordering.
- Comments are inserted directly into the Components or Commitments to which they apply.
- Archiving function to store a copy of your work plan.
- A Modification History to track updates to the Work Plan, Components, and Commitments as the work plan is negotiated.
- Tribal Users can respond to the comments inserted by the Project Officer.
- Sorting functionality is now available on all columns in the Work Plan.
- New screens allow the Tribal User to upload Narrative Background information, the tribe's budget.
- A new view for Progress Reporting that allows you to enter Work Accomplished updates based on the Reporting Frequency for your tribe.
- The Tribal User is able to download the Work Plan as an Open Office file (**NOTE: To view and edit documents using Open Office, you will need to download and install a copy of Open Office from their web site (<http://www.openoffice.org/>). Please note that the download for Open Office may take a considerable amount of time).**



3 THE BASICS

The GAP Online is web-based application created with a standard interface to provide a consistent look and feel. GAP Online uses commonly recognized window design for the ease of the tribal user.

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

3.1 Logging in to and Exiting GAP Online

To log in to GAP Online, follow these steps:

1. Access the GAP Online Web site (https://iaspub.epa.gov/GAP_Online). A new option is available for logging into GAP Online. Web Access Management (WAM) allows you to log in with an individual user name (your email address) and password assigned from the EPA Oracle Internet Directory (OID). This process ensures greater security for you and the work plans you develop for your tribe.
2. To log into GAP Online using WAM, first click on the **GAP Portal Login** link (Figure 1).



Figure 1

Accessing GAP
Online Portal
Login

3. Enter as your user id the email address you enter in the GAP Online User Profile. Enter the password provided to you by your Project Officer.



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If you are not yet registered for GAP Online via a Portal ID, you can still access your work plans by entering the user name and password provided for your tribe (Figure 2).

Login (Authorized users only)

To login to GAP Online with EPA Portal user, please visit [GAP Portal Login](#)

To login with GAP Online user, please type in your username and password, then click on the "Login" button.
(Password is case sensitive.)

Username:

Password:

Figure 2

Accessing GAP Online
using the Tribe
username and password

4. Enter your user id and password provided by the Regional Project Officer at the time you registered for access to GAP Online.

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

5. It is recommended that you change the password of the tribal user account on a 90-day basis and use a complex password (at least 8 characters of upper and lower case and numbers).
6. To change the password, select the Change Password button. A popup window will appear (Figure 3).



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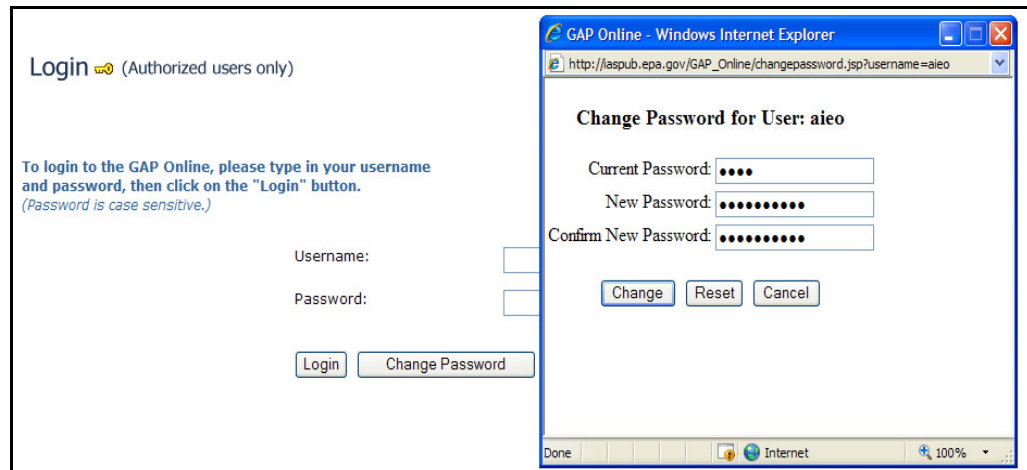


Figure 3

6. If your browser is set to not allow pop-ups, a gold bar will appear across the top of the screen informing you that the Change Password window does not appear because it is a blocked pop-up (Figure 4).



Figure 4

7. In order to change the password, you must have your browser's setting set to Allow Pop-ups (Figure 5). You can choose whether to temporarily allow pop-ups or to always allow pop-ups.



Figure 5



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8. Contact your GAP Project Officer if you forget your password.
9. Select **Login**.
10. When you log in for the first time as the tribal user for your tribe, you will need to enter the email address of the Project Officer assigned to review, comment, and approve your work plan (Figure 6).

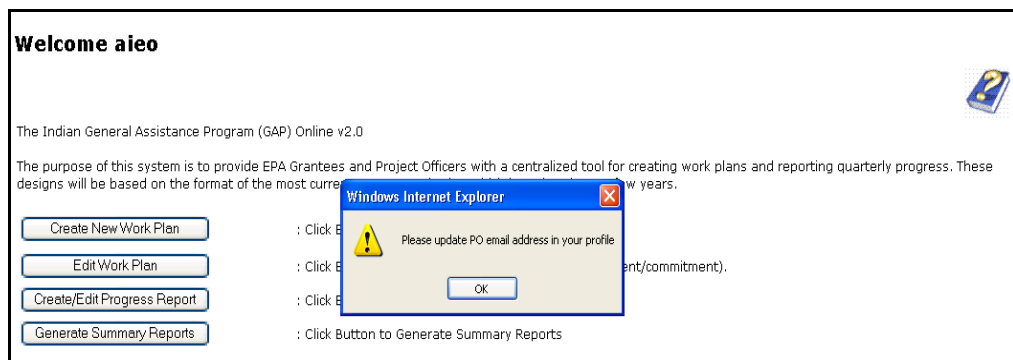


Figure 6

11. To enter your Project Officer's email address, click on the User Profile on the left menu bar (Figure 7).

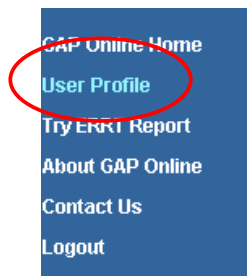


Figure 7

12. Please enter the Project Officer's email and your email when you first log in so that your Project Officer knows when a work plan is submitted and you know when a work plan is commented.

13. The **GAP Report Home** will appear (Figure 8).



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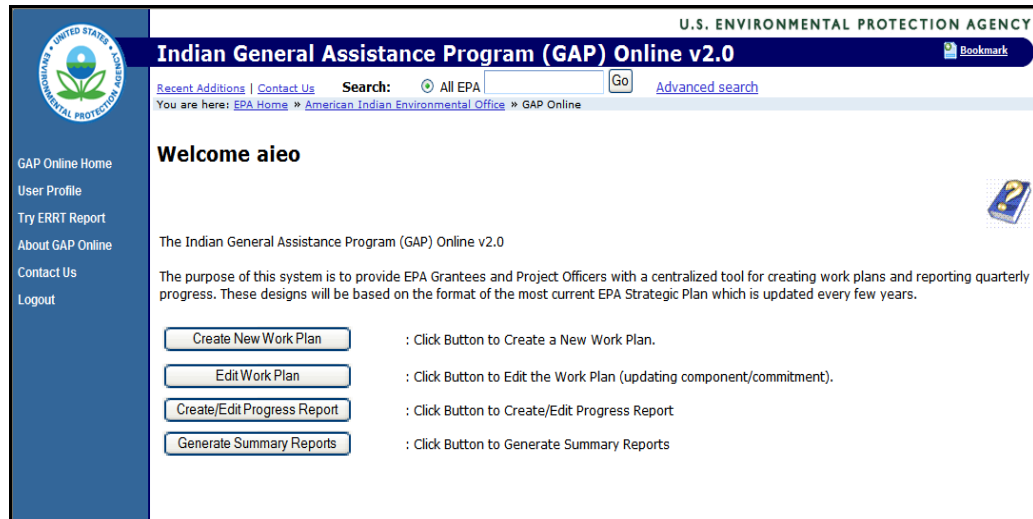


Figure 8

14. Select the task that you wish to complete.

To log out of GAP Online, follow these steps:

1. **Save your work in the window that you are working.** Please make sure to save your work often while you are developing a work plan. Lost connections to the GAP server can result in lost work so save often to ensure your work plan is current.
2. Select **Logout** on the left side of the **GAP Report Home** screen (Figure 9).

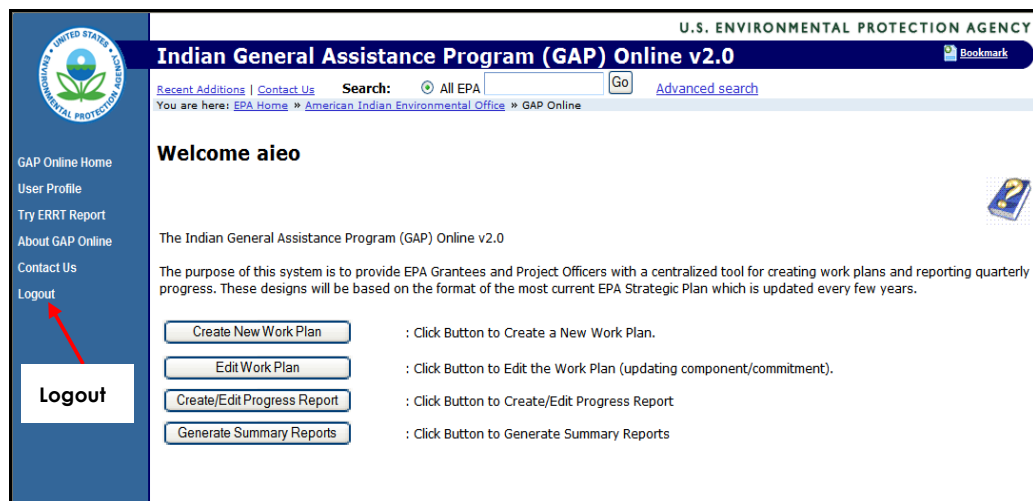


Figure 9



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3.2 Menu Bar

GAP Online menu bar contains a menu that lists the specific tasks that may be completed by the tribal user. Once you log into GAP Online, you may select a specific task.

The following menu items are listed below.

Menu	Description
GAP Online Home	Returns user to the GAP Online Welcome Home Page
User Profile	Lists the Tribal User Profile information including Name and Contact Information
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 Tribal User
Logout	Logs user out of GAP Online

3.3 GAP Functionality Selections

The GAP functionality available to the tribal user includes the option to Edit Work Plans, Create or Edit Progress Reports and Generate Summary Reports (Figure 10).



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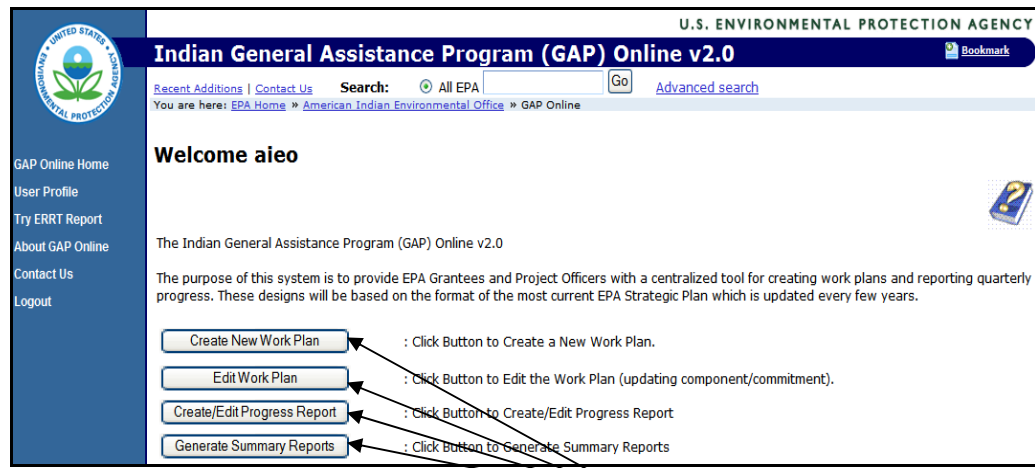


Figure 10 Functionality Selections

Menu	Description
Create New Work Plan	Provides access to create a Work Plan
Edit Work Plan	Provides access to view, update, delete and print a Work Plan
Create/Edit Progress Report	Provides access to report on work plan implementation and review work plans that are in progress
Generate Summary Reports	Provides access to windows to create reports. You can access both National and Regional reports based on grant types, number of tribes participating, or projected environmental outcomes.

3.4 GAP Windows

Each task that you can complete in GAP Online, such as entering data into a work plan, is assigned to one or more windows. All aspects of the work plan correspond to the various windows, from starting the work plan template, to the components screen, to the commitments table embedded within each component's window.



To open a window:

1. From the menu options located to the left on the **Welcome** screen, select any of the linked tasks that you want to explorer.
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 will use many different types of data entry fields throughout GAP Online (Figure 11).

The screenshot shows the 'Indian General Assistance Program (GAP) Online' interface. The page title is 'Indian General Assistance Program (GAP) Online'. The left sidebar contains navigation links: 'GAP Online Home', 'User Profile', 'Try ERRR Report', 'About GAP Online', 'Contact Us', and 'Logout'. The main content area is titled 'Create New Work Plan'. It contains the following fields and controls:

- Tribe:** Native Village of Diomedea (aka Inalik) - Labeled as a 'Display-Only Field'.
- Region:** 10
- Work Plan Period:**
 - Begin:** 10/01/2008 (with a calendar icon)
 - End:** 09/30/2009 (with a calendar icon) - Labeled as a 'Lookup Field'.
- Copy Data from Previous Work Plans?** - Labeled as a 'Checkbox'.
- Save** button - Labeled as a 'Save Button'.

Figure 11

The Lookup field will display the selection available for you to insert the proper information.

The Save button is the primary button to save your work on the window within GAP Online.

The Display-only field shows the information that is already entered into the system. It cannot be edited or changed.

Scrolling windows

Scrolling windows always appear within another window. Use scrolling windows to view a list of previously entered records or transactions. Some scrolling windows



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allow you to view either single or multiple lines of information for each item in a scrolling window (Figure 12).

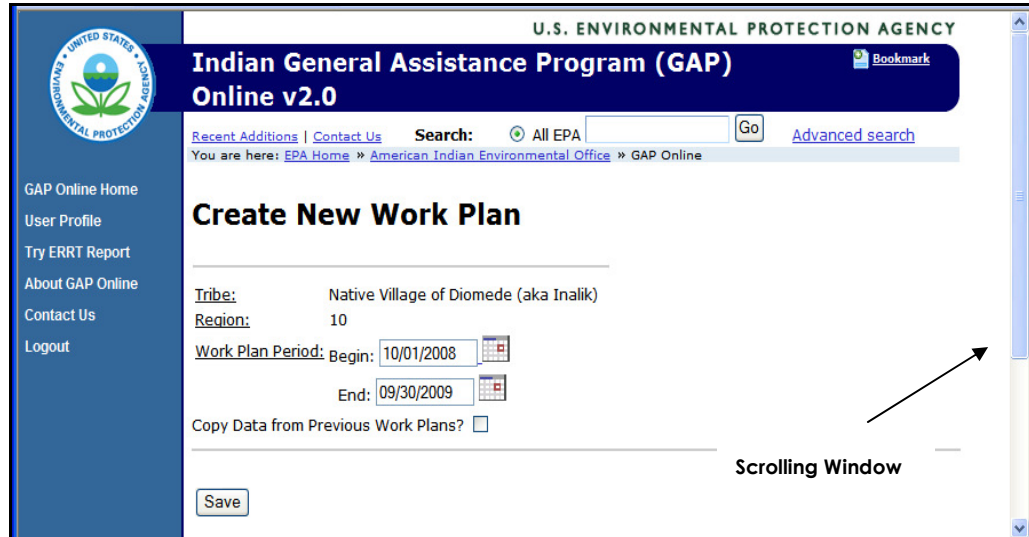


Figure 12

3.5 GAP Process Flow

The following is a high level visual display of the overall GAP Online Process Flow of the primary functions (Figure 13). You may also refer to the individual sections for additional process flow displays.

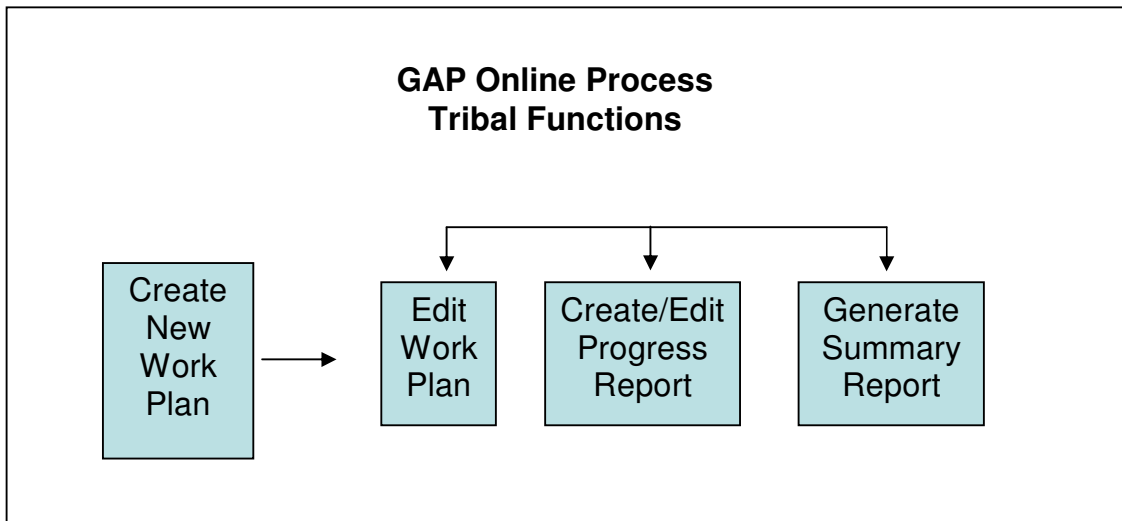


Figure 13



4 WORK PLAN

The work plan is created by the tribe. A work plan is composed of tribal specific data. The work plan data is composed of the work plan components, descriptors, financial attributes, descriptive information and additional attachments. The work plan is managed in a cooperative effort between the tribe, the EPA Regional office in which the tribe is located, and EPA Headquarters.

The following is a high level visual display of the overall work plan process flow (Figure 14).

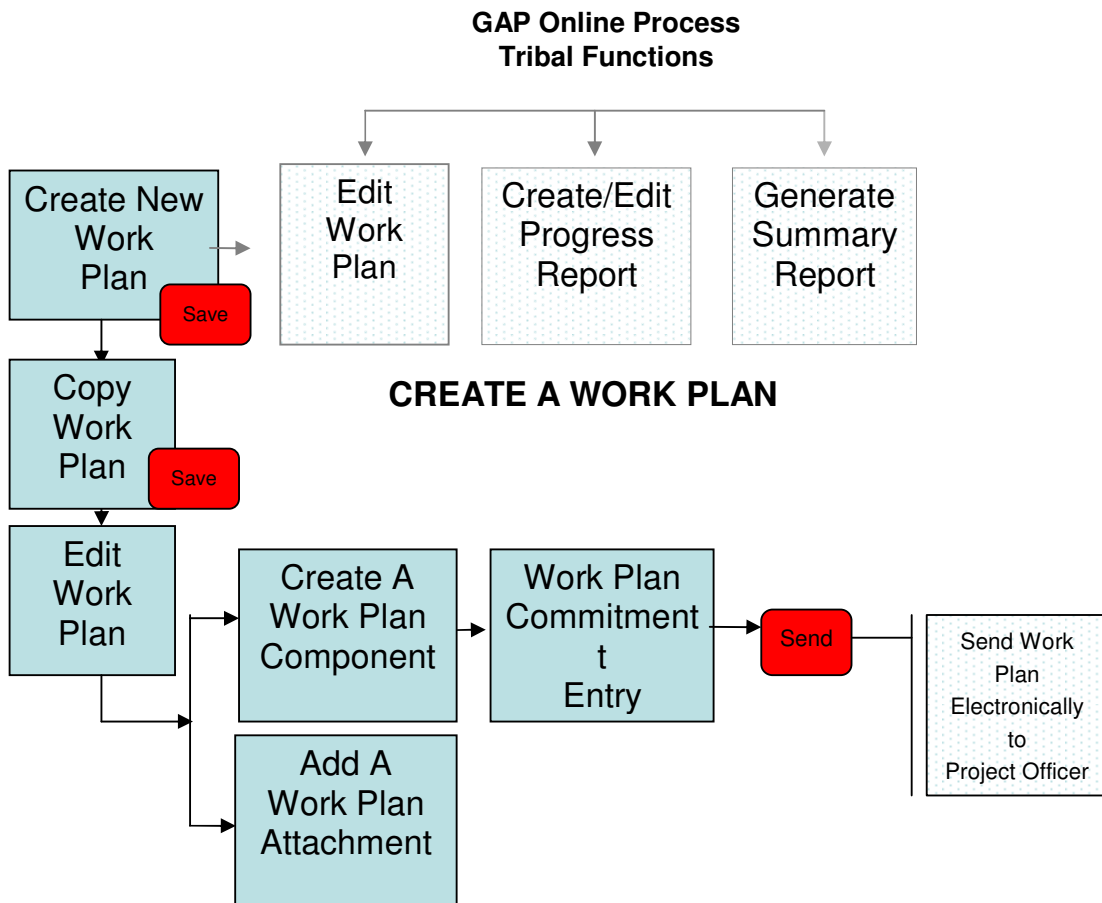


Figure 14



4.1 Create a Work Plan

A new work plan is created by the tribe. A tribe can create new work plans and maintain existing work plans for each year a plan is in place. A work plan can include any number of components. Each component can include any number of commitments.

The tribe will create a work plan to submit to the Project Officer assigned to the tribe by the EPA Region. The Project Officer will review, negotiate, and approve each submitted work plan. The work plan must be completed to the fullest extent possible (all required fields are populated with information) prior to the submission to the EPA Region.

To create a new work plan:

1. Select the **Create New Work Plan** option (**first button**) from the group of buttons on the welcome page (Figure 15).
2. The tribe name and Region identification information will already be entered for you in a display field.

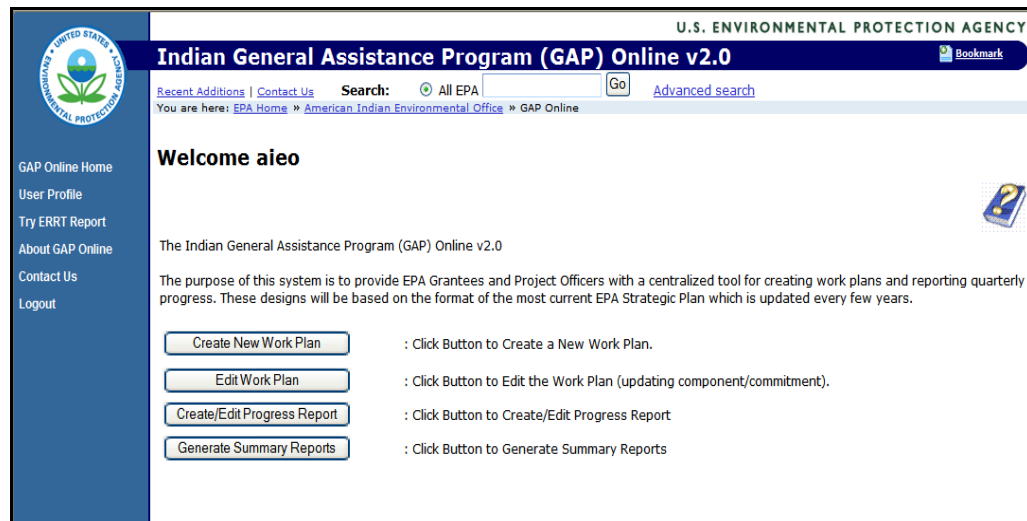


Figure 15

3. Select the appropriate Work Plan Period for your new work plan from the available calendar (Figure 16).



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Create New Work Plan

Tribe: Native Village of Diomedede (aka Inalik)
Region: 10
Work Plan Period: Begin: 10/01/2008
End: 09/30/2009
Copy Data from Previous Work Plans?

Figure 16

- If you wish to edit an existing work plan, selecting **Copy Data from Previous Work Plans** (Figure 13) will allow you to select any work plan previously created. Click in the “Copy Data from Previous Work Plans” box to select this option then click outside the box to view the table of all available work plans (Figure 17). This feature is useful if you are continuing a project started in the previous fiscal year or starting a new work plan similar to one from an earlier year.

Copy Data from Previous Work Plans?

	Start	End	Status	Grant Number	# of Components
<input type="radio"/>	10/01/2008	09/30/2009	Commented	1234_56789	1
<input type="radio"/>	10/01/2008	09/30/2009	Created		4
<input type="radio"/>	04/13/2009	12/23/2009	Created		3

Figure 17

- Press the **Save** button to save your record.
- If you wish to add background information, such as a tribal narrative or a separate budget for the work plan, you can add them as specific attachments by clicking on the **Tribal Background** button at the top of the **Edit Work Plan** screen (Figure 18).



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Tribe: Raven Tribe

EPA Tribal Code: 999

Region: 20

Status: Created

Grant Number: To be entered by Project Officer

Author:

Work Plan Period: Begin:

End:

Figure 18

7. From this screen, you can upload the tribe's background information and a spreadsheet or document for the budget.
8. The **Position Information** button (Figure 19) allows you to identify the skill sets of the people who will be utilized in performing the work identified in the work plan as well as the percentage of the GAP funding that will be used to support them.

Position Information

Create New Position

Category: Professional
Primary tasks are policy setting and implementing policy decisions. Positions in the professional category are responsible for supervision of the overall program and related staff.

Category Description:

Position Title (Select from Existing Positions): Director
Or, Enter a New Position Title

Percentage of Position Paid by GAP %

Existing Positions

Position	Category	% Paid by GAP	Action
<input type="button" value="Add New Position"/>			

Figure 19

This is a required field for entry.

9. Click on the **Save** button to save the position information.



4.2 Create a Work Plan Component

Once you have created a new work plan, you may add the work plan component(s), as necessary.

1. Once you have saved your work plan, the **Edit Work Plan** screen will appear (Figure 20).

Edit Work Plan

← Previous

Tribe: Native Village of Diomedé (aka Inalik)

EPA Tribal Code: N07

Region: 10

Status: Created

Grant Number: To be entered by Project Officer

Author: aieo

Work Plan Period: Begin: 10/01/2008 End: 09/30/2009

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
----	-------	-------------	-----------------------	---------------	-----------	--------

Figure 20

2. Enter the component information for your Work plan by completing the following steps. You will use the scroll bar on the right side of the window. Once you see the Work Plan Component section, you will begin to enter the appropriate Work Plan Component information.
3. Select the **Create Work Plan Component** button (Figure 21).

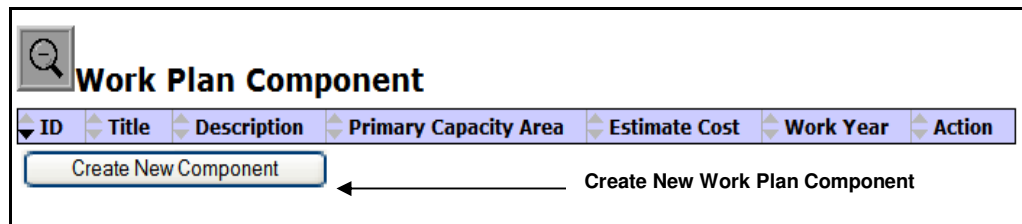


Figure 21



4. The **Work Plan Component Entry** screen will appear (Figure 22).

Work Plan Component

An asterisk (*) indicates required field.

Title *
Type New Title
Choose Title from list or Type New Title

Description * :
Owner is aieo

Primary Capacity Area Developed: Legal

Environmental Outcome * :

Intermediate Outcomes * :

Add More Intermediate Outcomes ...

Estimated Component Cost * : \$0

Estimated Work Year (FTE) * : 1 Year

Save

Figure 22

Scroll down on the **Work Plan Component Entry** screen to enter the information. All required information will have an asterisk (*) after the field name.

- a. Enter the appropriate title as you wish to word it or select a pre-defined title from the drop-down list of available titles.

This is a required field for entry.

- i. You may create a New Title by entering the information into the editable field (Figure 23). Please note the title of a work plan component cannot be greater than one hundred characters.

Title *
Type New Title

Figure 23



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- ii. If you want to use a pre-defined title for the work plan, select from the drop-down list of available titles (Figure 24).

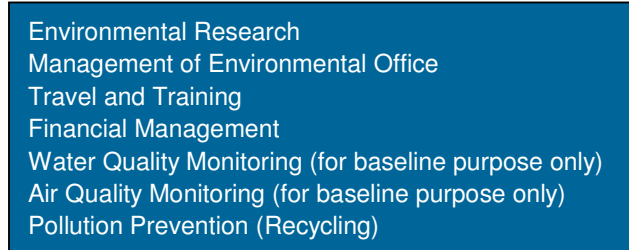


Figure 24

- b. Enter a description of the work component associated with the work plan. The description gives an overview of what environmental activities the component will address.

This is a required field for entry.

- c. The **Primary Capacity Area Developed** drop-down list provides the following options (Figure 25). Select a Primary Capacity Area that identifies the kind of activities that will be undertaken to fulfill the component.



Figure 25

- d. Enter the description of the Environmental Outcome.

This is a required field for entry.

- e. Enter descriptions of the Intermediate Outcomes related to this work plan component. The Intermediate Outcomes are in bulleted format. If you want to include more than two (2) Intermediate Outcomes, click on the “Add More Intermediate Outcomes” button (Figure 26).

This is a required field for entry.



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Figure 26

f. The next field will allow you to enter the Estimated Component Cost.

This is a required field for entry.

g. Enter the Estimated Work Year (FTE) associated with this Work Component. The Estimated Work Year is the amount of time needed to complete the component. This can be a whole number or a decimal. The duration of the component's work year should not exceed the duration of the entire work plan.

This is a required field for entry.

5. Choose the **Save** button to save the record.

6. If there are fields that do not have information entered in them, an error message will be returned (Figure 27). Click "OK" on the message and enter the required information to advance to the next screen.

Figure 27



A new feature in GAP Online 2.1 is rearranging Components and Commitments as you develop your work plan (Figure 28). To rearrange a Component, click in the active ID window and type the order in which you wish to arrange two or more Components. When the page refreshes, the components will rearrange as you ordered them.

ID	Title
1	Management of Environmental Office
2	Develop Solid Waste Management Plan

Figure 28

Components can be rearranged by reordering the numbers.

4.3 Create a Work Plan Commitment

Once you have created a work plan component, you may add the commitment(s), necessary to achieve each component of the work plan. Commitments are task-oriented activities that have shorter durations than the components. There can be any number of Commitments for any Component.

1. Once you have saved your component, you will be returned to the **Edit Work Plan Component** screen. Click on the **Create New Commitment** button at the bottom of the page to start entering commitments (Figure 29). Please note: PCA means **Primary Capacity Area**.

Work Plan Commitment							
ID	Commitment *	PCA *	Positions	Estimate Cost	End Date * mm/dd/yyyy	Outcome and Deliverable *	Action

Figure 29

2. Enter the work commitment information for your work plan component (Figure 30). All information for the commitment is stored in the commitment



table and remains on the same screen as the component. This allows you to retain the component information as you develop the commitments.

ID	Commitment *	PCA *	Positions	Estimate Cost	End Date * mm/dd/yyyy	Outcome and Deliverable *	Action
1			<input type="checkbox"/> Director <input type="checkbox"/> Tribal EPA Consultant <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Division Head	0	12/24/2008		

Figure 30

3. Enter the commitment information by completing the following steps. You should capture as much detail as possible for completing the commitment.
 - a. Enter a description of the commitment as you wish to word it to indicate what aspect of the component is being addressed by the commitment.

This is a required field for entry.
 - b. The **Primary Capacity Area (PCA)** drop-down list provides the following options (Figure 31). Because a component can have several commitments, it is important to label what aspect of the component the commitment is addressing by selecting the capacity area.

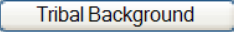

- Legal
- Enforcement/Compliance
- Technical
- Communication
- Administrative
- Solid/Hazardous Waste Implementation

Figure 31

This is a required field for entry.



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c. Check off the **Positions** required to do the commitment. The Position Titles found in this box are those you entered when you first identified the skills required for the work plan under **Tribal Background**. If you do not have all the positions listed that are needed for a commitment, go back to the Tribal Background button  and enter more positions in the Position Information  **Position Information (Required)** tab.

d. Enter the **Estimated Commitment Cost**. The sum total should be representative of the total cost for the commitment but does not have to be equal to the estimated cost for the component.

e. Enter the **End Date** for when this commitment will be completed.

This is a required field for entry.

f. Enter the **Outcomes and Deliverables** for the commitment. This will be reported in the Progress Report for the work plan.

This is a required field for entry.

4. Choose the **Save** button to save the record.

Work plan commitments can also be rearranged to meet your needs as you develop the work plan. Each Commitment has an ID associated with it. As you build your work plan, you can rearrange commitments by entering the numbering sequence in which you want Commitments to appear. Once you refresh the Commitments page, you will see your commitments rearranged to your preferred order (Figure 32).



ID	Commitment *	PCA *	Positions	Estimate Cost	End Date * mm/dd/yyyy	Outcome and Deliverable *	Action
1	This is the first commitment we are entering for our work plan.	Commu	<input type="checkbox"/> Director <input checked="" type="checkbox"/> Tribal EPA Consultant <input checked="" type="checkbox"/> Administrative Assistant <input checked="" type="checkbox"/> Assistant Manager <input type="checkbox"/> Division Head	1000	02/18/2009	This is what we will deliver to the Project Officer to show we completed this commitment.	View History
2	This is our second commitment for this work plan.	Tech	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Tribal EPA Consultant <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Division Head	5000	2/24/2009	This is what we will deliver when this commitment is done.	

Commitments can be rearranged by reordering the numbers.

Figure 32

4.4 Adding Attachments and Background Information

You may attach additional documentation and information to support your work plan. To attach a document, complete the following steps.

1. From the **Edit Work Plan** screen, use the **Browse** function to select the document that you wish to attach to the work component (Figure 33).





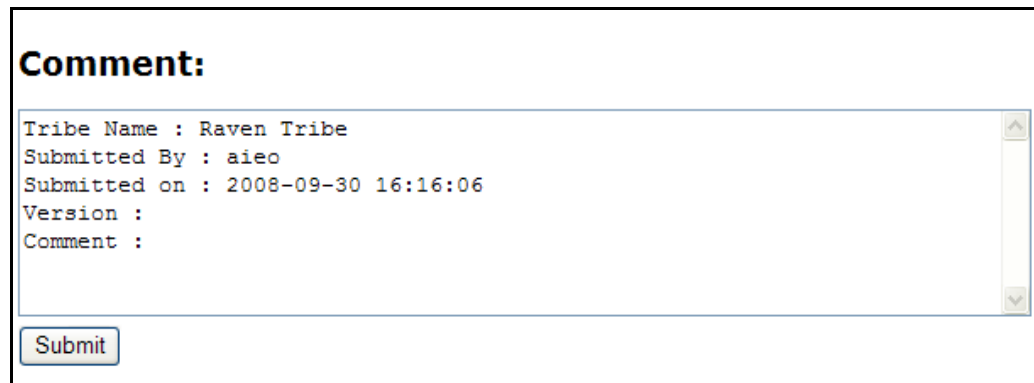
Figure 33

2. Select the icon to upload the document associated with the work component.
3. You may review other attachments that are associated with the work component by clicking on the option with the icon.
4. A list of available attachments will appear.



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5. If you find a document has been uploaded by mistake, or if you have another document that is more recent, you can delete the document by clicking on the  icon to remove it from your work plan.
6. Once you have completed all of the necessary work components and commitments and uploaded all the supporting documents associated with the work plan, click the **Send**  button. A pre-populated field of information specific to your tribe will appear in the next screen (Figure 34). You will need to fill in the version number of the work plan as well as any additional comments you have for the Project Officer who reviews the tribe's plan.



Comment:

Tribe Name : Raven Tribe
Submitted By : aieo
Submitted on : 2008-09-30 16:16:06
Version :
Comment :

Submit

Figure 34

7. When you are ready to send the plan, click the **Submit** button.



5 EDIT WORK PLAN

The work plan is the basis for the tribal management function. The work plan provides the tribe with the opportunity to submit data in a precise, informative and comprehensive manner. Once the work plan has been created, the tribal user may view the work plan details accordingly through GAP Online. In addition, the tribal user may view the work plan components. If a work plan is submitted to the Regional Project Officer for review and comment, the tribal user cannot edit or modify the work plan until the Regional Project Officer returns or releases the work plan to the tribal user.

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 35).

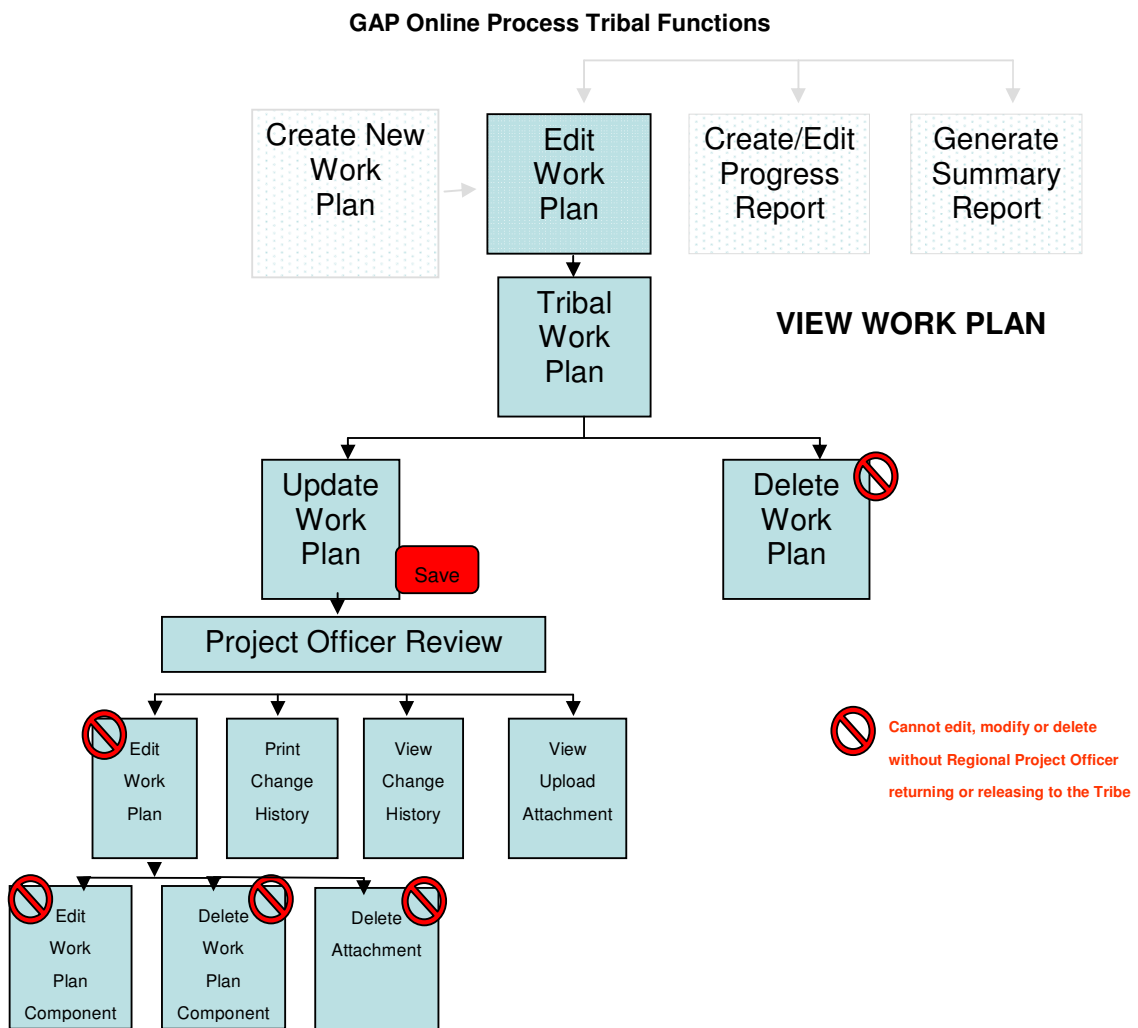


Figure 35



5.1 Work Plan View

A tribal user can view a work plan once the information has been entered and submitted to the Regional Project Officer; however, the tribe cannot edit the document or modify it unless the document has been returned or released by the Project Officer.

A work plan can be in one of the following states during its lifecycle:

- **Created**: the tribal user created the work plan, which can be edited in this state.
- **Submitted**: the tribal user submitted the work plan to the Regional Project Officer for approval. The work plan is non-editable by tribal user. The Regional Project Officer can either approve or comment.
- **Reviewed**: the Regional Project Officer has opened the work plan and is in the process of reviewing its content. The work plan cannot be edited while it is in review.
- **Commented**: the tribal user can read comments and modify the work plan. After the modification, the work plan must be re-submitted to the Regional Project Officer.
- **Approved**: the work plan is approved. In this status, the Regional Project Officer can unlock it if the tribal user has additional information to include. If the work plan is unlocked, it reverts to the Commented status.
- **Final**: no changes can be made at this time.

To view a work plan:

1. Select the **Edit Work Plan** option (Figure 36)

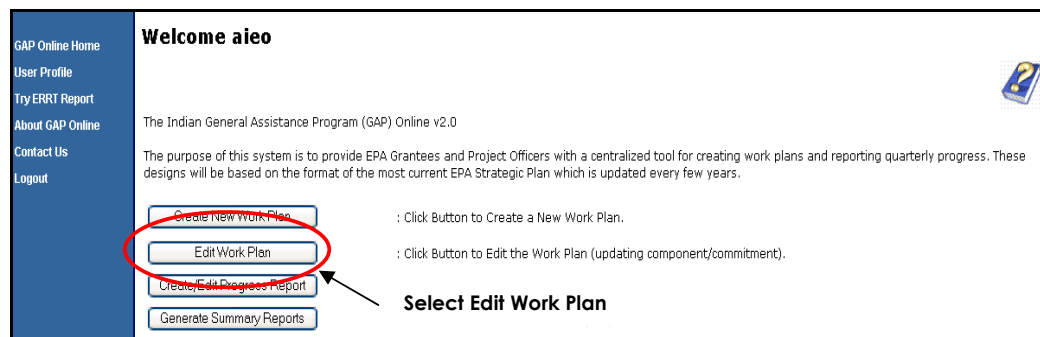



Figure 36

2. The tribe's work plans will be displayed.



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3. Identify the work plan from the list.
4. To view the work plan, select the option with the  icon under the **Action** column.
5. Once you have selected the work plan under the Action column, you can review each component and its commitments within the work plan (Figure 37).




ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention _Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Figure 37

5.2 Update a Work Plan

A work plan may be created and saved as described in **Step 1** of **Section 4.1**. Once the work plan is created, the work plan may continue to be edited and modified so long as the tribal user has not selected the **Send** option and submitted the work plan to the Region. Once the work plan has been submitted, it must be referred by the PO in order for the recipient to edit it. The following is a high level visual display of the Edit or Modify process (Figure 38).

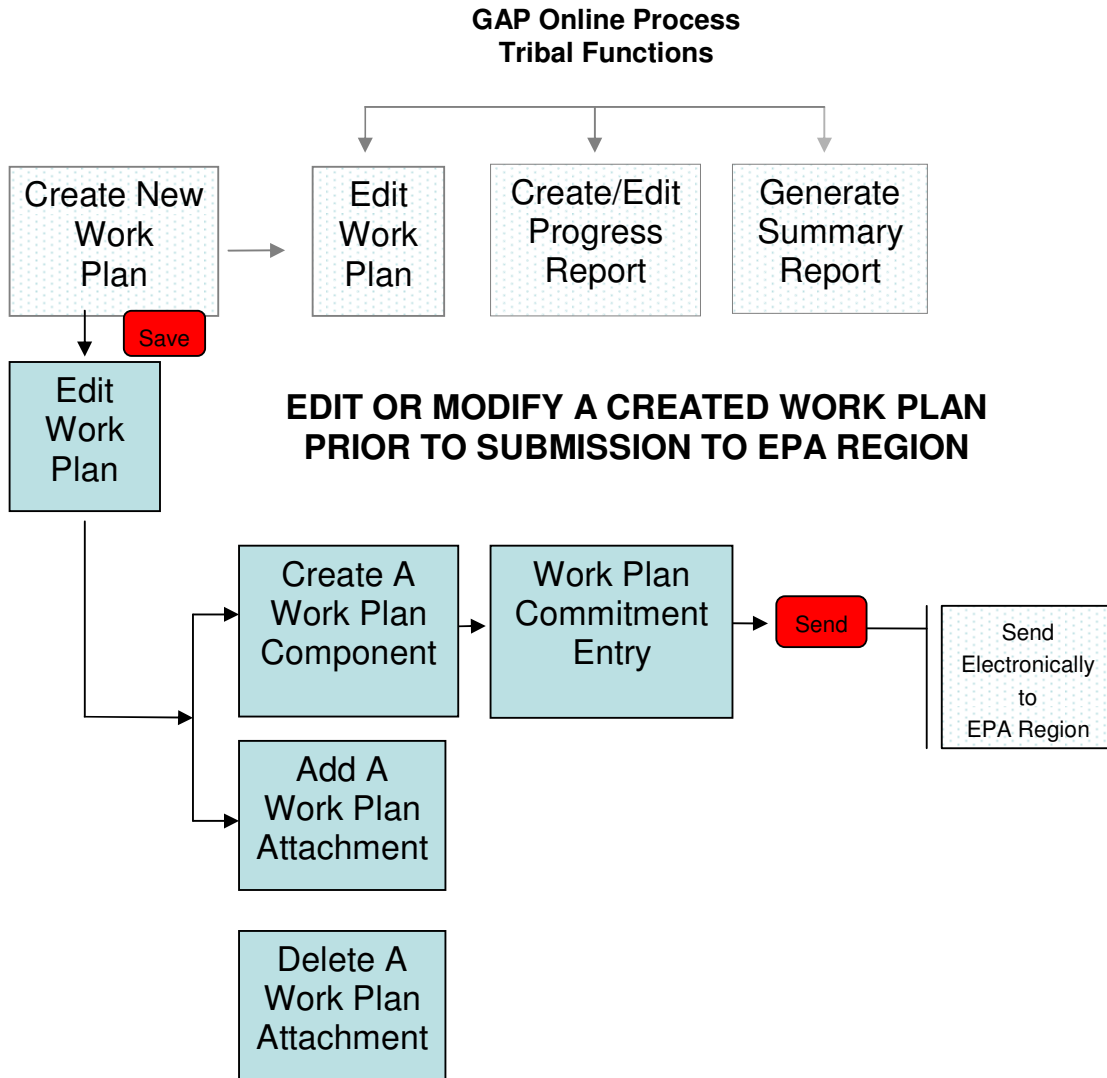


Figure 38

To update the work plan:

1. Select the **Edit Work Plan** option (Figure 39).



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The purpose of this system is to provide EPA Grantees and Project Officers with a centralized tool for creating work plans and reporting quarterly progress. These designs will be based on the format of the most current EPA Strategic Plan which is updated every few years.

[Create New Work Plan](#) : Click Button to Create a New Work Plan.

[Edit Work Plan](#) : Click Button to Edit the Work Plan (updating component/commitment).

[Create/Edit Progress Report](#) : Click Button to Create/Edit Progress Report

[Generate Summary Reports](#) : Click Button to Generate Summary Reports

Figure 39

2. The Tribe's work plans will display (Figure 40).

View Work Plan

[← Back](#)
[GAP Home](#)

Tribes: Raven Tribe
Region: 20

Start	End	Total Cost	Status	Last Update	Action
01/01/2009	09/30/2009	\$1000	Accepted	12/24/2008	
01/26/2009	12/30/2010	\$7000	Commented	12/24/2008	
04/13/2009	12/31/2009	\$50000	Accepted	12/24/2008	
10/01/2008	09/30/2009	\$52500	Review	12/24/2008	

Figure 40


3. Identify the work plan with a status of "Created" from the list.

4. To update the work plan, select the option with the icon under the **Action** column (Figure 41).

10/01/2008	09/30/2009	\$100	Created	2008-09-19	
------------	------------	-------	---------	------------	--

Figure 41

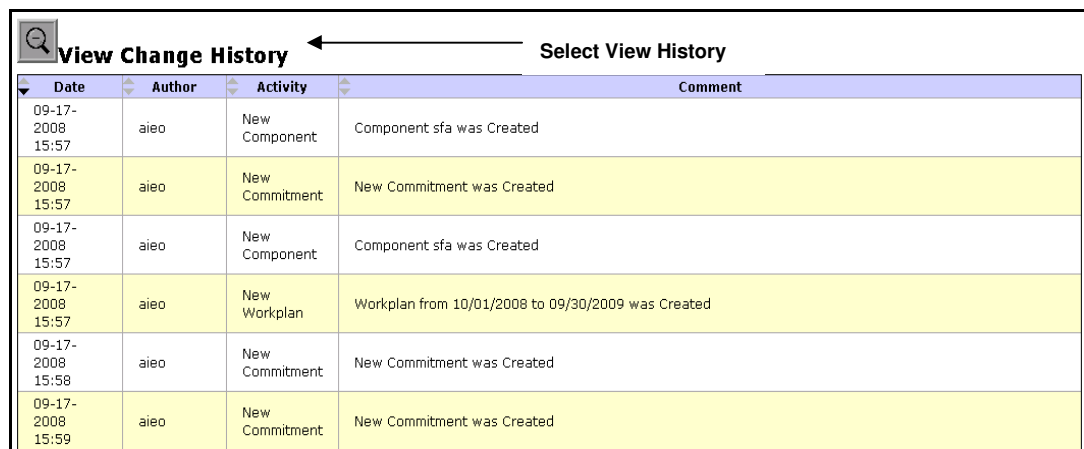


5. Choose the **Send**  button to send the updated work plan to the Region.

5.3 View Change History

A tribal user may wish to view a work plan's history. The View History provides a useful reference for the tribal user to review the change history associated with a work plan. The viewing option is often a convenient and quick reference point to determine if a particular action has been taken in the past.

Select the View History button to view details of the changes made for the selected work plan progress report (Figure 42).



The screenshot shows a table titled "View Change History" with a search icon and a "Select View History" button. The table has four columns: Date, Author, Activity, and Comment. The data rows are as follows:

Date	Author	Activity	Comment
09-17-2008 15:57	aieo	New Component	Component sfa was Created
09-17-2008 15:57	aieo	New Commitment	New Commitment was Created
09-17-2008 15:57	aieo	New Component	Component sfa was Created
09-17-2008 15:57	aieo	New Workplan	Workplan from 10/01/2008 to 09/30/2009 was Created
09-17-2008 15:58	aieo	New Commitment	New Commitment was Created
09-17-2008 15:59	aieo	New Commitment	New Commitment was Created

Figure 42

Select the View as PDF or Open Office options to view work plan in Portable Document Format (PDF) format or in Rich Text Format (Figure 43). To view and edit documents using the Open Office format, you will need to download a copy of Open Office from their web site (<http://www.openoffice.org/>) and install it on your local machine. Please note that the download for Open Office may take a considerable amount of time.

Two new features in GAP Online 2.1 are an **Archive** function and a **Modification History**. The **Archive** function allows you to capture a copy of the work plan to store within your work space. The **Modification History** provides a step-by-step review of the updates requested by the Project Officer and the responses made by the tribal user.



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<u>Tribe:</u>	Raven Tribe	<input type="button" value="Tribal Background"/>
<u>EPA Tribal Code:</u>	999	
<u>Region:</u>	20	
<u>Status:</u>	Commented	
<u>Reporting Frequency:</u>	Annual	
<u>Grant Number:</u>	To be entered by Project Officer	
<u>Author:</u>	aieo	
<u>Description:</u>	updated after creation	
<u>Work Plan Period:</u>	Begin 10/01/2008	
	End 09/30/2009	

<input type="button" value="View as PDF"/>	<input type="button" value="View as Open Office"/>	<input type="button" value="Archive"/>	<input type="button" value="Modification History"/>
--	--	--	---

Select View as PDF Select View as Open Office Archive Existing Work Plan Modification History to Track Work Plan Updates

Figure 43

5.4 Print Change History

A tribal user may print a work plan's change history. The Change History provides a useful reference for the tribal user to review the changes associated with a work plan. In particular, the change history is important if a work plan has been sent back and forth, due to edits or modification, between the tribe and the EPA Regional Project Officer.

Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 44).



Work Plan Change History

Print Change History ← Select Print Change History

Tribe: AK--Native Village of Diomedea (aka Inalik)
 Region: 10
 Status: Commented
 Work Plan Period: Begin 10/02/2006 End 09/30/2007

Date	Author	Activity	Comment
04/22/2007	aieo	New Component	Component Management of Environmental Office was Created
04/16/2007	aieo1	Negotiate WorkPlan	Workplan is sent back to Tribe Office for update:sdfhgdsf
04/16/2007	aieo	Submit WorkPlan	Workplan was submitted to regional office
04/16/2007	aieo	Recall Work Plan	Work Plan was recalled
04/16/2007	aieo	Submit	Workplan was submitted to regional

Figure 44

5.5 Delete Work Plan Component or Commitment

A work plan may be created and saved as described in **Step 1** of **Section 4.1**. Once the work plan is created, the work plan may continue to be edited and modified so long as the tribal user has not selected the send option to submit the work plan to the Regional Project Officer.

If you enter a component and save it, you can later delete it if you are not satisfied with the wording or if you decide not to pursue that particular component's work. To delete a component, do the following:

1. Select the **Component** that you wish to delete (Figure 45).

Work Plan Component

ID	Title	Description	Measure(s)	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Travel and Training	Owner is aieo To attend training session on using MS Excel for administrative purposes.	increase tribe's recording keeping by 50	Administrative	\$30000	0.5	

Figure 45

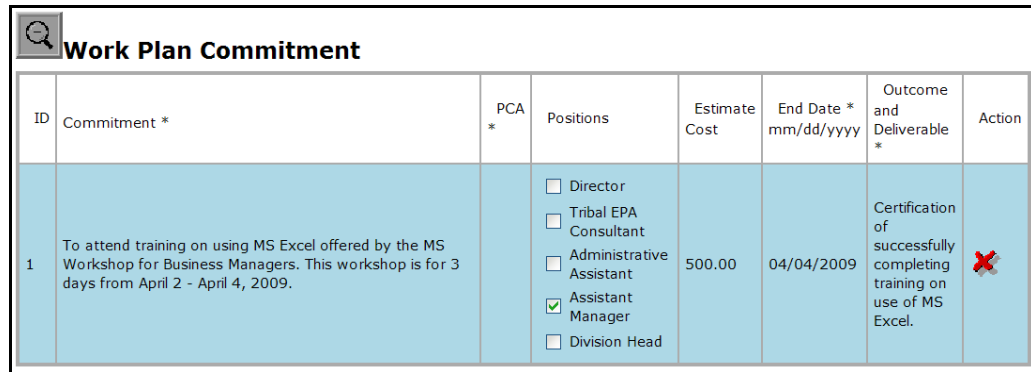
2. Under the **Action** column, click on the delete button. A pop-up message box will appear asking if you are sure you want to delete this component.



Select **Yes**. Be very careful with deleting a component. Once the component is deleted, it cannot be retrieved.

If you enter a commitment and save it, you can later delete it if you are not satisfied with the wording or if you decide not to pursue that particular commitment's task. To delete a commitment, do the following:

1. Select the **Commitment** that you wish to delete (Figure 46).





ID	Commitment *	PCA *	Positions	Estimate Cost	End Date * mm/dd/yyyy	Outcome and Deliverable *	Action
1	To attend training on using MS Excel offered by the MS Workshop for Business Managers. This workshop is for 3 days from April 2 - April 4, 2009.		<input type="checkbox"/> Director <input type="checkbox"/> Tribal EPA Consultant <input type="checkbox"/> Administrative Assistant <input checked="" type="checkbox"/> Assistant Manager <input type="checkbox"/> Division Head	500.00	04/04/2009	Certification of successfully completing training on use of MS Excel.	

Figure 46

2. Under the **Action** column, click on the delete  button. A pop-up message box will appear asking if you are sure you want to delete this commitment. Select **Yes**. Be very careful with deleting a commitment. Once the commitment is deleted, it cannot be retrieved.

After the work plan has been submitted, the tribal user cannot edit, modify or delete a work plan or associated work component. The following is a high level visual display of the functionalities available to the tribal user once the work plan has been submitted to the Regional Project Officer (Figure 47).

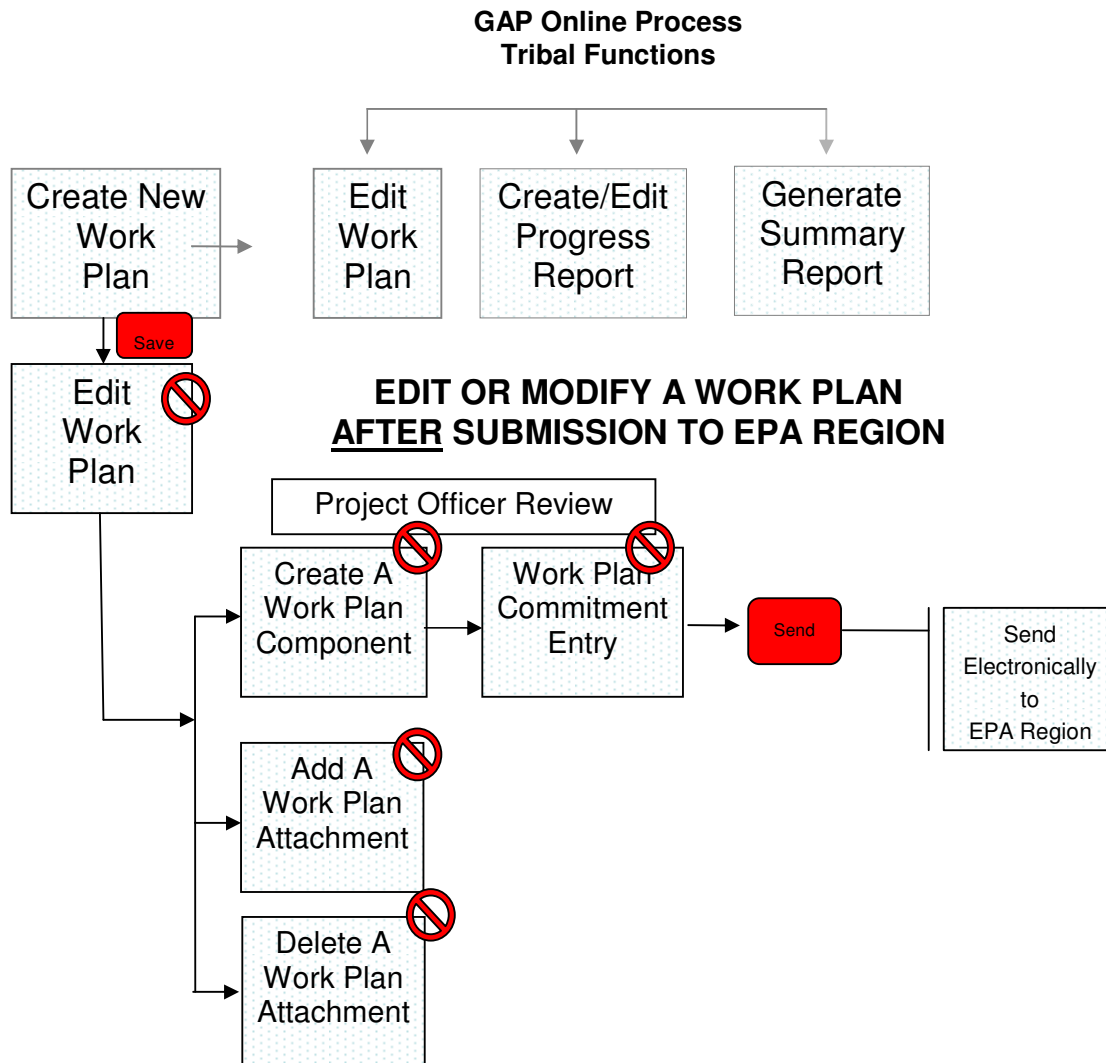


Figure 47

5.6 Recall a Work Plan

A tribal user can recall a work plan **ONLY** if it has not yet been opened by the Project Officer. Once a work plan is opened for review by the Project Officer, it will be locked and you will not be able to modify it until the Project Officer refers it back to you.

To recall a work plan:

1. Select the **Edit Work Plan** option (Figure 48).



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[Create New Work Plan](#) : Click Button to Create a New Work Plan.

[Edit Work Plan](#) : Click Button to Edit the Work Plan (updating component/commitment).

[Create/Edit Progress Report](#) : Click Button to Create/Edit Progress Report

[Generate Summary Reports](#) : Click Button to Generate Summary Reports

Figure 48

2. The tribe's work plans will display.
3. Identify the work plan from the list.
4. To recall the work plan, under the **Action** column, select the option with the  icon (Figure 49).

View Work Plan

[Back](#)
[GAP Home](#)

Tribe: Raven Tribe
Region: 20



Start	End	Total Cost	Status	Last Update	Action
01/26/2009	12/30/2010	\$7000	Submitted	12/26/2008	
01/01/2009	09/30/2009	\$1000	Accepted	12/24/2008	

Figure 49

5. You will be asked "Are you sure you want to RECALL this work plan?"
6. If you wish to RECALL this work plan, select **OK**.
7. If you do not wish to RECALL this work plan, select **CANCEL**.
8. If you select **OK**, an email will be automatically generated and sent to the Regional Project Office notifying them that the work plan has been recalled.



6 CREATE / EDIT PROGRESS REPORT

A Progress Report is a useful tool for a tribe to view and monitor a work plan. The Progress Report provides the ability to view work plan details and information. The Progress Report also allows the tribal user to update commitments and upload the deliverables associated with the commitments.

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 50).

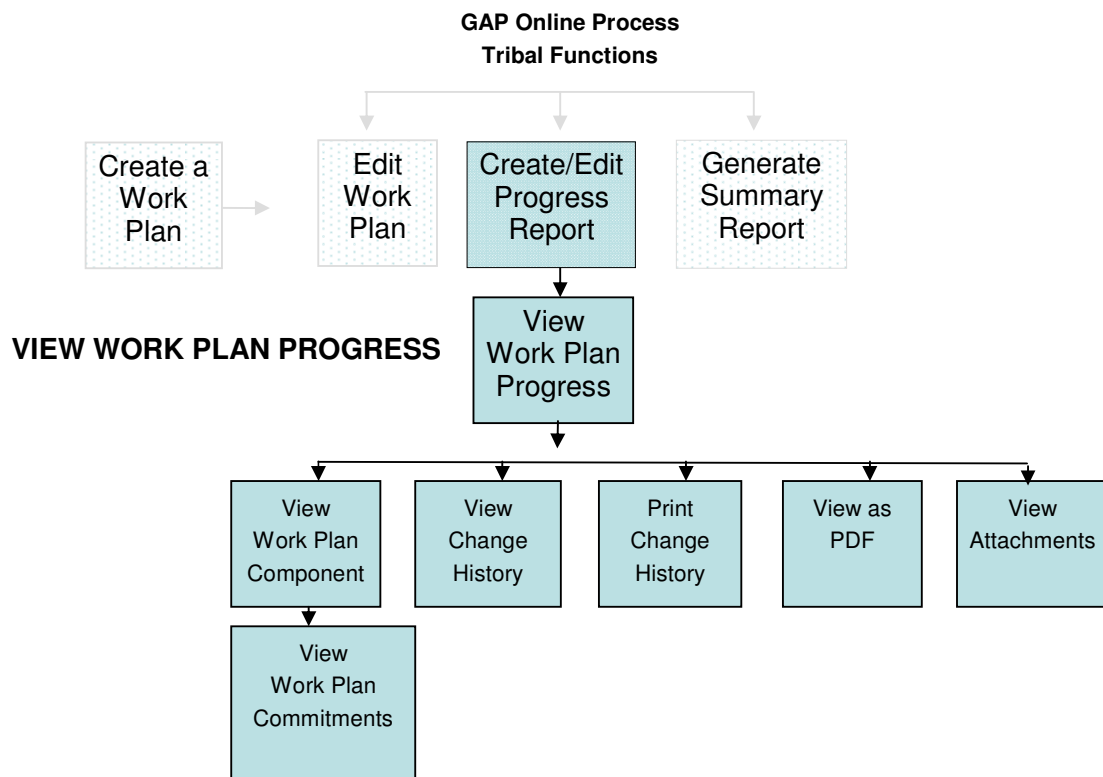


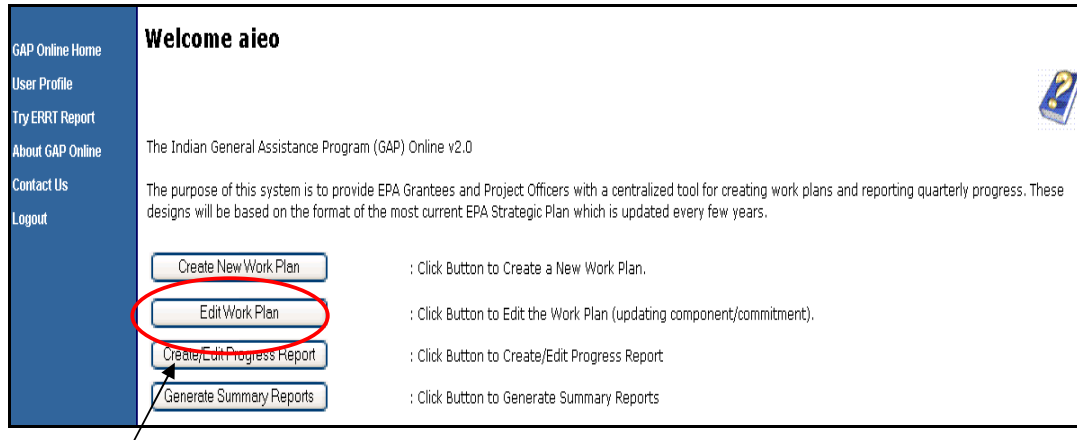
Figure 50



6.1 The Progress Report

To create or edit the progress report, follow these steps:

1. Select the Create/Edit Progress Report button in the GAP **Report Home** page (Figure 51).



Select Create/Edit
Progress Report

Figure 51

2. 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 52). Please note, you can only start reporting on activities for a work plan after the plan has been accepted by the Project Officer.

Tribe: Raven Tribe
Region: 20

Start	End	Total Cost	Status	Last Update	Action
04/13/2009	12/23/2009	\$60500	Created	2008-10-01	
10/01/2008	09/30/2009	\$0	Accepted	2008-09-17	
10/01/2008	09/30/2009	\$100	Created	2008-09-19	

Select Work Plan to View

Figure 52



3. Select the **View as PDF** option to view work plan progress reports in Portable Document Format (PDF) format (Figure 53).

Tribe: Raven Tribe Tribal Background

EPA Tribal Code: 999

Region: 20

Status: Created

Grant Number: To be entered by Project Officer

Author: aieo

Work Plan Period: Begin 04/13/2009
End 12/23/2009

View as PDF (Progress Report) Print Change History **Print Change History**

View Change History

Work Plan Component **Select View as PDF**

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention_Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Figure 53

4. Select the **Change History** button to view detail of the change history of the selected work plan progress report (Figure 54).

Select View History


View History




Date	Author	Activity	Comment
06-25-2007 11:50	gap01	Upload Attachment	New Attachment was added to this work plan
06-25-2007 11:46	gap01	Update Component	Component Air Quality Monitoring : Env Outcome=Monitor air quality across the tribal village to determine measures necessary for compliance with The Clean Air Act of 1972 intermediate=train staff on the data collection process and the subsequent data transfer protocols for providing the data to the EPA national data repository.
06-25-2007 10:41	gap01	Update Component	Component Travel and Training : workyear=0.25
06-25-2007 10:41	gap01	New Component	Component Travel and Training was Created
06-25-2007 09:40	gap01	New Component	Component Air Quality Monitoring was Created
06-25-2007 09:39	gap01	New Workplan	Workplan for fiscal year 2006 was Created

Figure 54



5. Select appropriate Work Plan Component for review by clicking on the appropriate component link in the **Action** column (Figure 55).

 **Work Plan Component**

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention _Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	 View Work Plan Component
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Select Work Plan Component

Figure 55

6. Select the **Work Plan Component** button that indicates what the Capacity Area being addressed is with respect to the component (Figures 56).

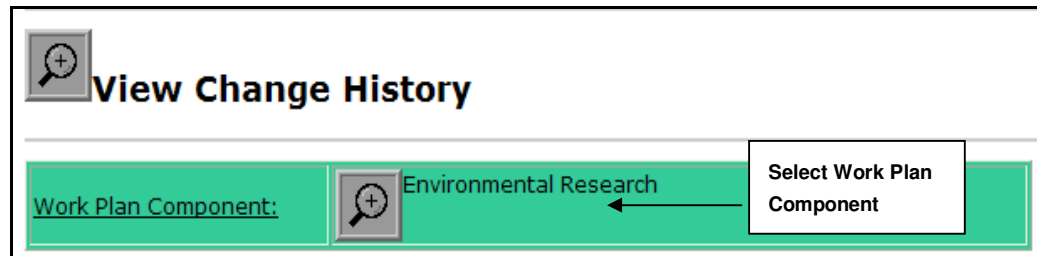


Figure 56

7. Expand the icon on the **Work Plan Component** field to view the component description (Figures 57).



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<u>Work Plan Component:</u>	Environmental Research
<u>Primary Capacity Area Developed:</u>	Communication
<u>Estimated Component Cost:</u>	\$1000
<u>Estimated Work Year (FTE):</u>	0.5 Year
<u>Description:</u>	Owner is aieo Convene the Open Waters Watershed Forum to manage and monitor water fowl within the Open Waters Reservoir and the wetlands surrounding the reservoir. Water quality of the reservoir within the tribe's lands will be the focus of the forum as well as the protection and management of the wetlands surrounding the reservoir. The Watershed forum will be the starting point for a comprehensive watershed management plan that addresses immediate concerns _pollution sources in the community_ and long-term issues from existing and potential development around the reservoir.
<u>Environment Outcome:</u>	Conduct monthly meetings for the tribe and all neighboring tribes / communities that are identified as stakeholders in the watershed management.
<u>Intermediate Outcomes</u> ∞ :	Convene 2 regional meetings to discuss issues specific to the Op

Figure 57

- Select the **Attachment** button to view the detail list of any associated attachments for the component (Figure 58).

Attachment
← Select Attachment icon

Work Plan Component

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Develop a watershed restoration plan	Owner is aieo - use the EPA Watershed Plan Builder to start a watershed restoration plan	Technical	\$3500	1.0	
2	Pollution Prevention _Recycling_	Owner is aieo - Create a new recycling program for the community	Technical	\$850	0.6	

Figure 58



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9. Select the appropriate attachments for review (Figure 59).

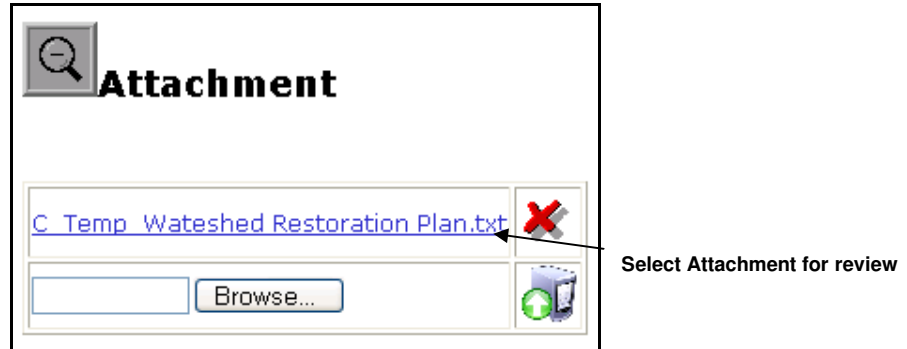


Figure 59


6.2 Updating Progress on Commitments

Commitments are updated within the Progress Report to reflect their completion. Deliverables associated with the completed commitment can also be uploaded as attachments.

A new feature in GAP Online 2.1 is the reporting frequency. The reporting frequency is set by the Project Officer before the work plan is accepted. Depending on the required reports (monthly, quarterly, semi-annually, or annually), you will update information on how commitments addressing the work plan are being completed.

You will be able to enter information (**New Reporting**) at any time on any of the commitments during an active reporting period (**Current Reporting**). Once the reporting period ends, you can view your inputs under the **Previous Reporting** periods.

1. Select the component of the work plan that will be updated from the View Work Plan Progress Report page (Figure 60).

ID	Title	Description	Measure (s)	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Management of Environmental Office	Owner is aieo Continue providing management and oversight of environmental office		Administrative	\$50000	0.8	

Select the Component to report progress

Figure 60



- If a commitment has been created for the component (Section 4.3, Create a Work Plan Commitment), it can be updated to reflect completion date or upload a deliverable.
- Select the **Time Period** for which you are reporting on a commitment (Figure 61). The **End Date** is defined when the Commitment was first created. The **Milestone Date** automatically populates with the current date. You can change the **Milestone Date** to reflect the actual date to which the commitment applies.

Time Period	End Date	Milestone Date
1st Quarter of 2009	12/20/2009	12/26/2008
2nd Quarter of 2009		
3rd Quarter of 2009		
4th Quarter of 2009		

Figure 61

- The commitment can be updated to reflect the work. The text box, **Work Accomplished**, allows users to update the status of the commitment and note additional requirements for the commitment. Whenever you enter new information on a Commitment, it will be reported under **New Reporting**. You can also edit any of the work accomplished entries under the **Current Reporting** tab (Figure 62).

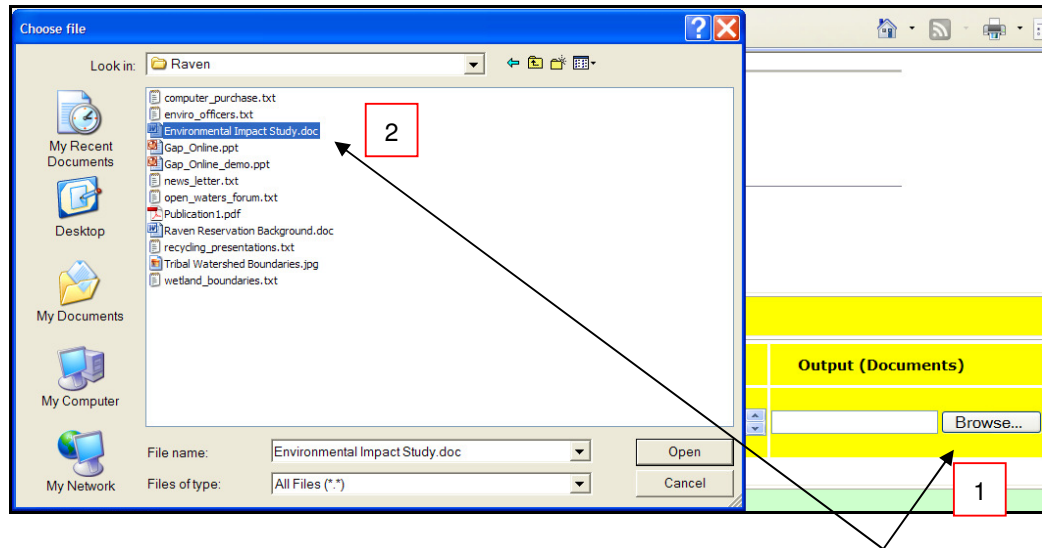
Time Period	End Date	Milestone Date	Work Accomplished	Output (Documents)	Action
1st Quarter of 2009	12/20/2009	12/26/2008		Browse...	Add New
1st Quarter of 2009	12/20/2009	01/07/2009	posted advertisement for a technical assistant in the environmental office	* demo.agend.txt Browse...	Update
1st Quarter of 2009	12/20/2009	02/07/2008	interviewed a pool of candidates	Browse...	Update

Figure 62



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- To upload documents related to a Commitment, select the **Browse** button under the **Output (Documents)** 1 column then navigate to the file you wish to upload 2 (Figure 63). Click the **Save** button to store the updated file.



Select "Browse" then navigate to the location of the document you wish to upload

Figure 63

- Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 64).

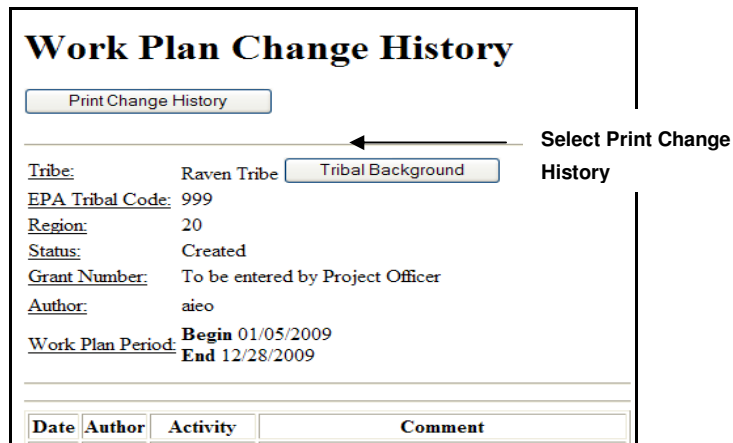


Figure 64



7 SUMMARY REPORTS

7.1 Summary Reports Work Flow

The following is a high level visual display of the overall Generate Summary Report Process Flow (Figure 65).

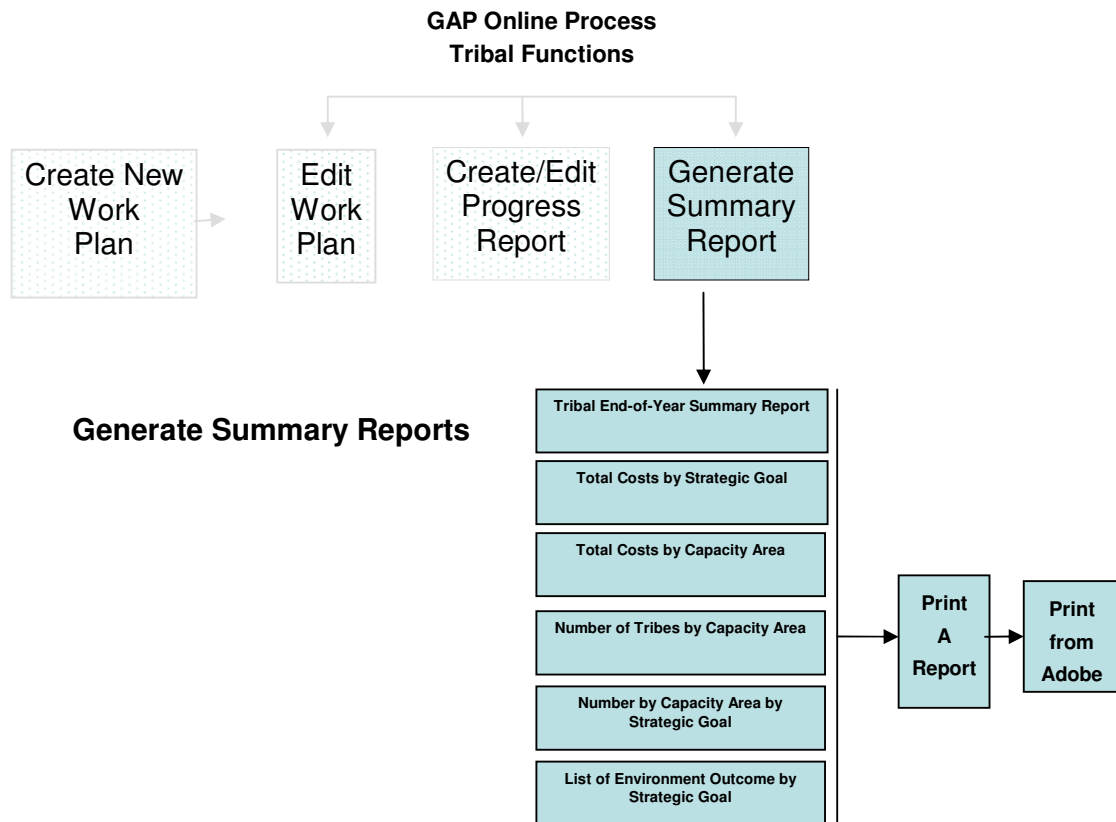


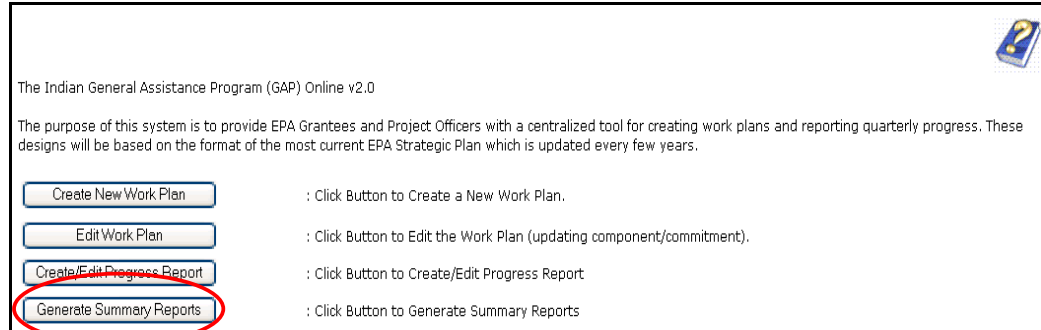
Figure 65



7.2 End-of-Year Summary Report

To access the Summary Reports, select the **Generate Summary Reports** option from the GAP Welcome screen.

1. Select **Generate Summary Reports** from the menu selections on the GAP **Welcome** screen (Figure 66).



Select Generate Summary Reports

Figure 66

2. The **Generate Summary Reports** page will appear (Figure 67).

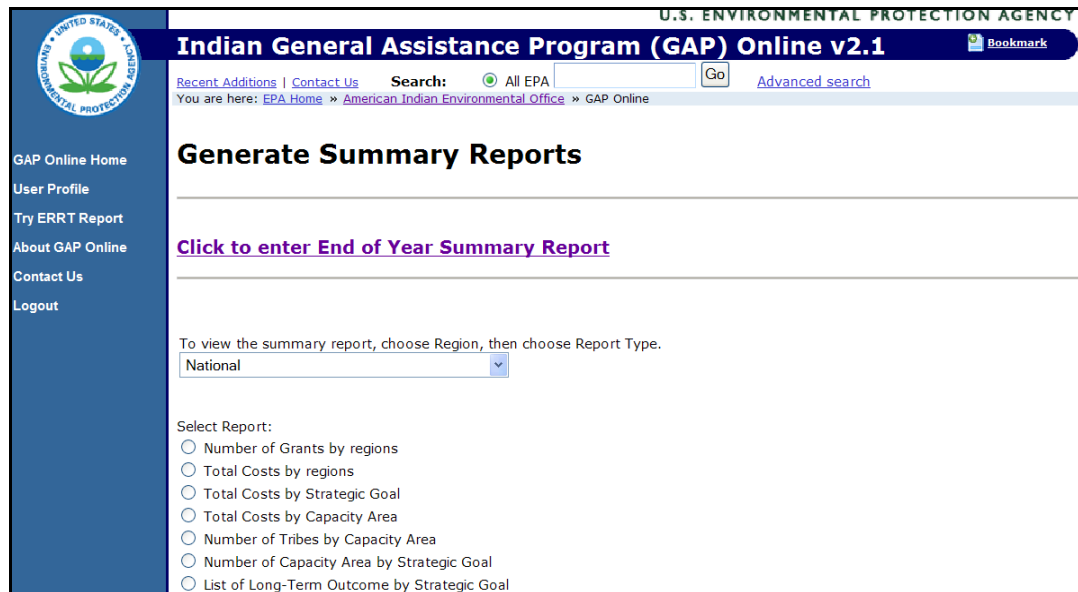


Figure 67



A new feature in GAP Online 2.1 is the End-of-Year Summary Report. This report allows the tribe to highlight its accomplishments and all the work accomplished as well as address circumstances that arose during the year that caused delays or in other ways hindered the completion of any part of the work plan within the work plans timeframe.

3. Click on the End of Year Summary Report link.
4. Select the **Enter** link for work plan that you wish to report your year-end summary (Figure 68).

Start	End	Total Cost	Status	Last Update	Enter End of Year Summary	Print End of Year Summary
01/01/2009	09/30/2009	\$1000	Accepted	12/24/2008	Enter	<input type="button" value="Print"/>

Enter End-of-Year Summary Report

Figure 68

5. The text box is a full screen that you can enter details of the issues involved in completing the year's work and lessons learned while addressing each component of your work plan.

7.3 Generating National and Regional Summary Reports

6. To view reports for all tribes or tribes within a particular Region, select from the drop-down list (Figure 69).



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Select National, Region
National

Select Report:

- 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 Environmental Outcome by Strategic Goal

Figure 69

7. You can view an activities report that is inclusive at the national and regional level (Figure 70).

Select National, Region

National

National

Region 1

Region 2

Region 4

Region 5

Region 6

Region 7

Region 8

Region 9

Region 10

Select a Geographic Area

Figure 70

The following Summary Reports are available for the Tribal user.

- 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



Each report is visually displayed in sections 7.3.1 to 7.3.5

7.3.1 Total Costs by Strategic Goal



Figure 71



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

7.3.2 Total Costs by Capacity Area

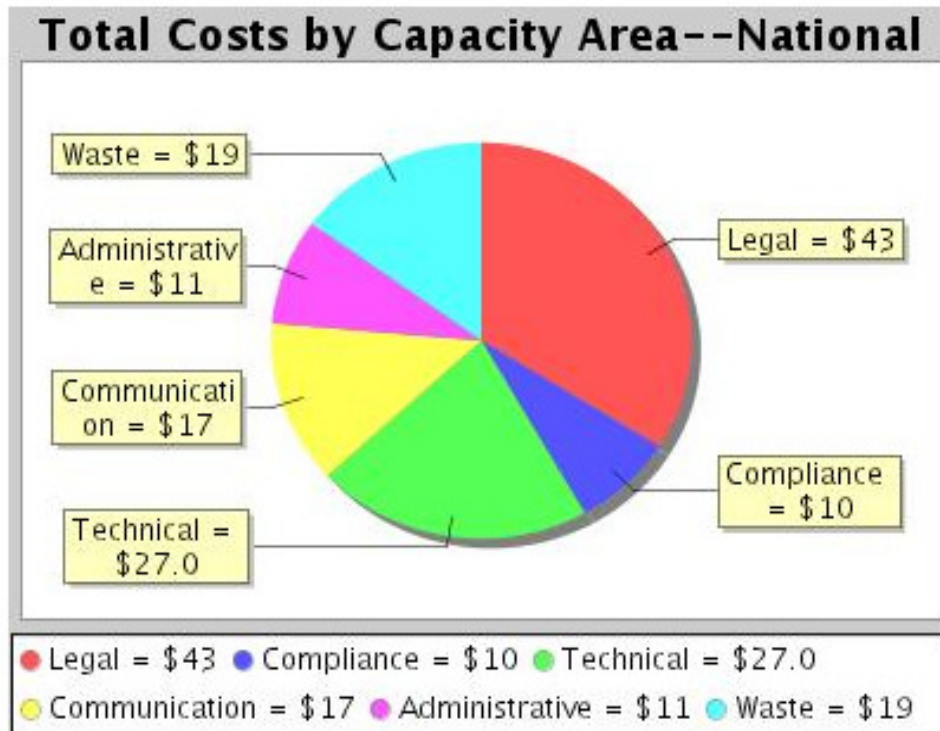


Figure 72



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

7.3.3 Number of Tribes by Capacity Area

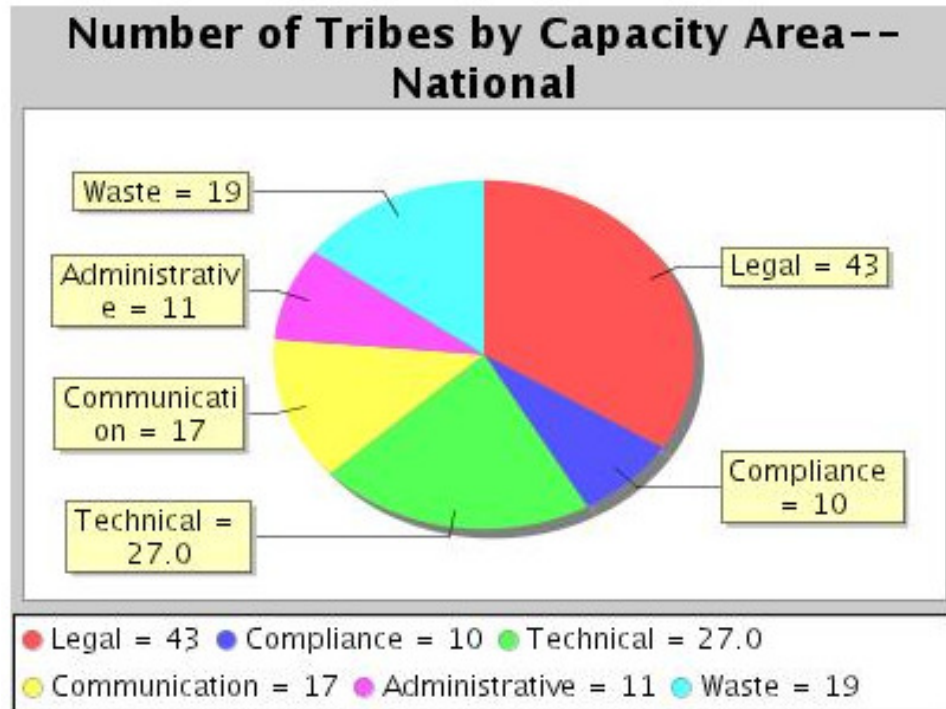


Figure 73



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

7.3.4 Number of Capacity Area by Strategic Goal

Tribal Report

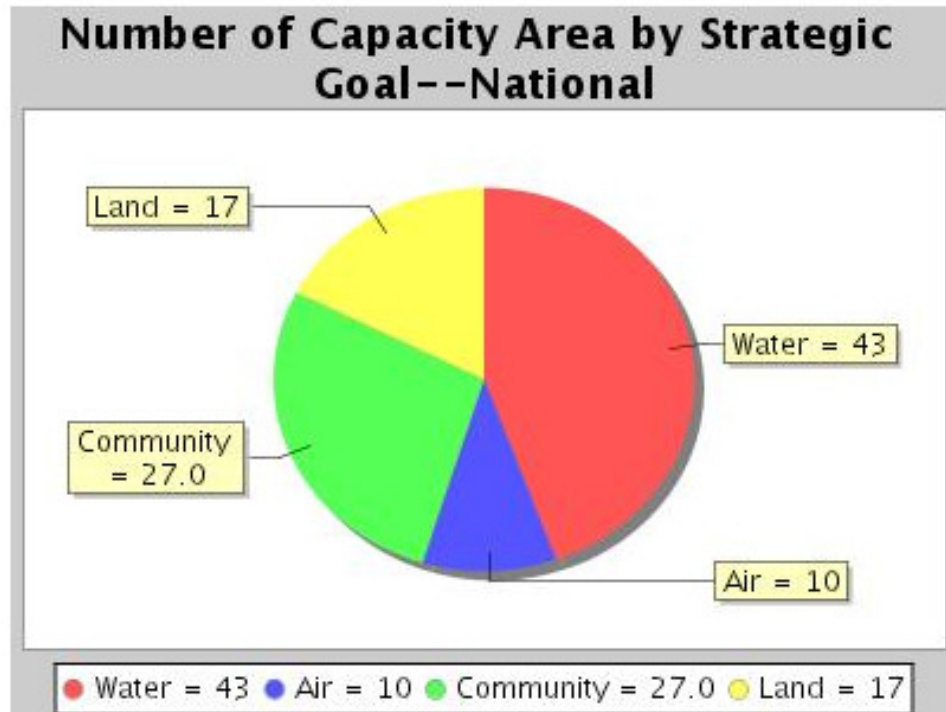


Figure 74



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

7.3.5 List of Long-term Outcomes by Strategic Goal

Strategic Goal	Environment Outcome
Water	<ul style="list-style-type: none">• Protect water• Protect watershed• Protect drinking water
Air	Promote air safety
Community	Protect community

Figure 75



8 ACRONYMS AND DEFINITIONS

8.1 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
FY	Fiscal Year
GAP	General Assistance Program
HQ	Headquarters
PDF	Portable Document Format

8.2 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.