

**General Assistance Program (GAP) Online**

**Regional User Guide**

**Version 2.0**



United States Environmental Protection Agency  
American Indian Environmental Office  
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## 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. 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 (AIEO).



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## 1.1 GAP Online 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 GAP Guidance Guideline (GAP Guidance, 2006). The GAP Online system is provided to the tribes through the American Indian Environmental Office (AIEO).

## 1.2 GAP Online Regional User Guide

The GAP Online Regional User Guide is a reference for the EPA Regional Project Officer. The GAP Online Regional User Guide provides the Regional Project Officers with instructions for reviewing, commenting, and negotiating work plans submitted by the tribes within their Region. The regional user (Project Officer) will comment on the work plan after the tribes who are assigned to the Project Officer submits their work plans to the Region. The Project Officer may return the work plan to their assigned tribe for additional information or suggest additional components and commitments. Finally, the regional user negotiates the acceptance of 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 WHAT'S NEW IN GAP ONLINE 2.0

GAP Online 2.0 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 Regional Project Officer

- Email notification to the Tribal User and Project Officer is automated for each part of the negotiation process.
- The Work Plan will lock when the Regional Project Officer opens it to ensure the tribal user cannot make changes while the Work Plan is under review.
- The Regional Project Officer can manually enter the Grant Number associated with the Work Plan.
- Attachments that are out-of-date or erroneously added to the Work Plan can be deleted.
- Comments are inserted directly into the Components or Commitments to which they apply.
- Tribal users are able to respond to the comments inserted by the Project Officer.
- The Regional Project Officer is able to reject a deliverable for a defined commitment.
- Attachments open in a separate browser window.
- Sorting functionality is now available on all columns in the Work Plan.
- The Regional Project Officer 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).



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## 3 THE BASICS

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

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

### 3.1 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/](http://iaspub.epa.gov/GAP_Online/)

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

The screenshot shows the login interface for the Indian General Assistance Program (GAP) Work Plan Reporting System. At the top right, it says "U.S. Environmental Protection Agency". Below that is the title "Indian General Assistance Program (GAP) Work Plan Reporting System". There is a search bar with "All EPA" and "This Area" radio buttons and a "Go" button. A breadcrumb trail reads "You are here: EPA Home American Indian Environmental Office > GAP Work Plan Progress Reporting". The main heading is "Login" with a key icon and "(Authorized users only)". Below this is a question mark icon and the instruction: "To login to the GAP Tracking System, please type in your username and password, then click on the 'Login' button. (Password is case sensitive.)". There are two input fields: "Username:" and "Password:". At the bottom are three buttons: "Login", "Change Password", and "Forgot Password".

Figure 1

2. Enter the Regional User ID and password provided when registering with AIEO.

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

3. Select **Login**.



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

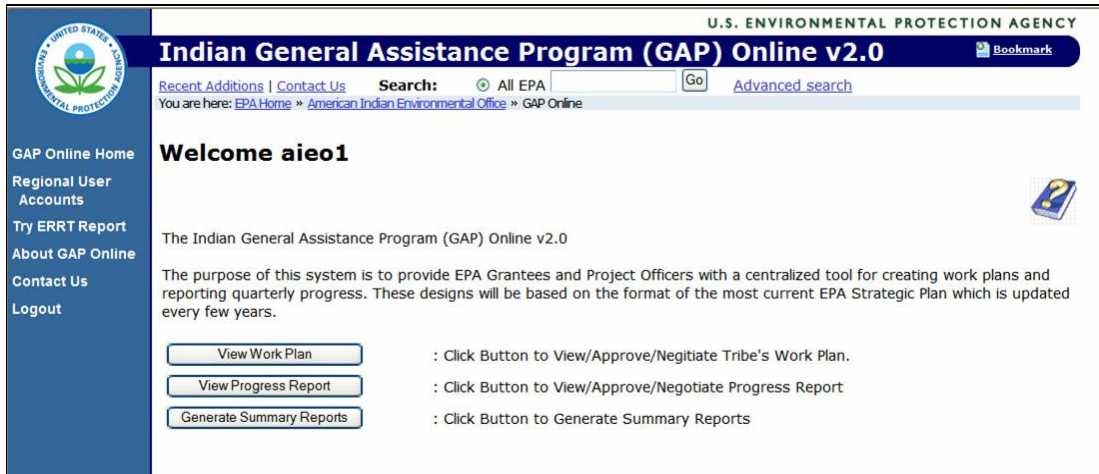


Figure 2

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).

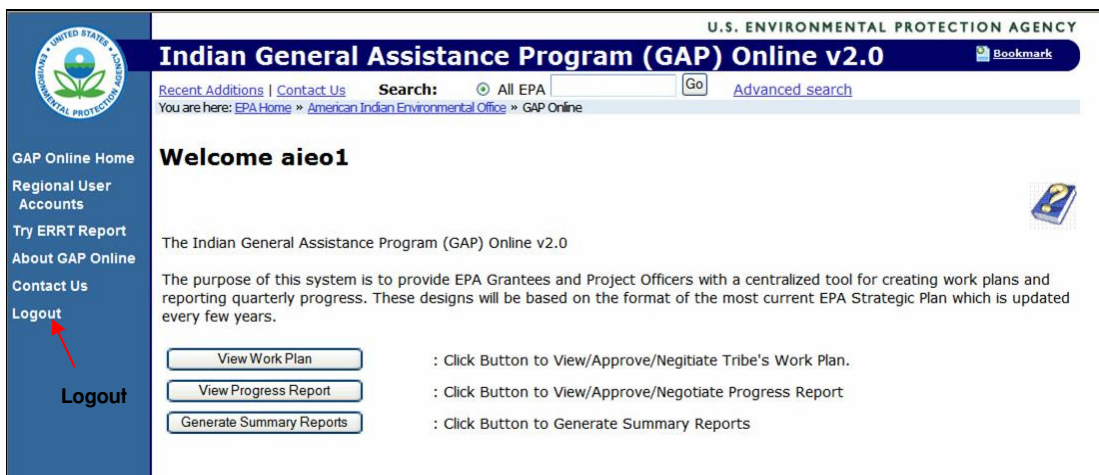


Figure 3

### 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.



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The following menu items are listed below.

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

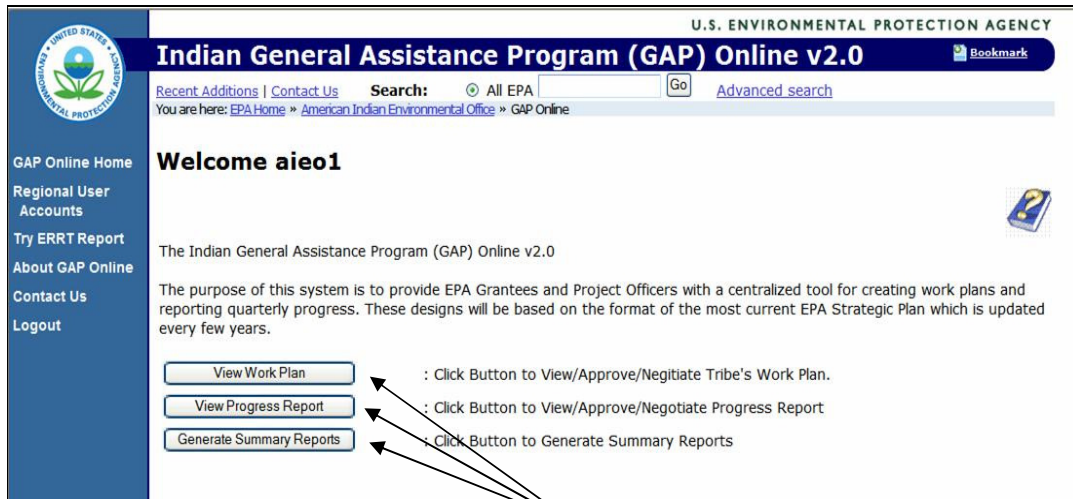




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## GAP Functionality Selections

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



Functionality Selections

Figure 4

Menu	Description
<b>View Work Plan</b>	Provides access to view comment, and print a Work Plan submitted by the tribal user.
<b>View Progress Report</b>	Provides access to review work plans that are in progress and accept attachments delivered for completion of component or commitments.
<b>Generate Summary Reports</b>	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.



## 3.2 GAP Online Windows

Each task that you can complete in 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 Online system 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 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.

U.S. ENVIRONMENTAL PROTECTION AGENCY

### Indian General Assistance Program (GAP) Online v2.0

Recent Additions | Contact Us Search: All EPA Go Advanced search

You are here: EPA Home » American Indian Environmental Office » GAP Online

#### View Work Plan

Back  
GAP Home

Region: 20

Select a Tribe: Please select a Tribe

Tribe Name	EPA Fiscal Year	Start	End	Total Cost	Status	Action
ZZ--Raven Tribe	2010	10/01/2008	09/30/2009	\$0	PO_Review	

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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Tribe Name	EPA Fiscal Year	Start	End	Total Cost	Status	Action
ZZ--Raven Tribe	2010	10/01/2008	09/30/2009	\$0	PO_Review	

Figure 6

By selecting your assigned tribe from the drop down list, you can review information already entered into the system by the selected 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 previously entered records or transactions in the GAP system.

View as PDF View as Open Office Print Change History

View Change History

Figure 7



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### 3.3 GAP Online 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.

## GAP Online EPA Regional Functions Process

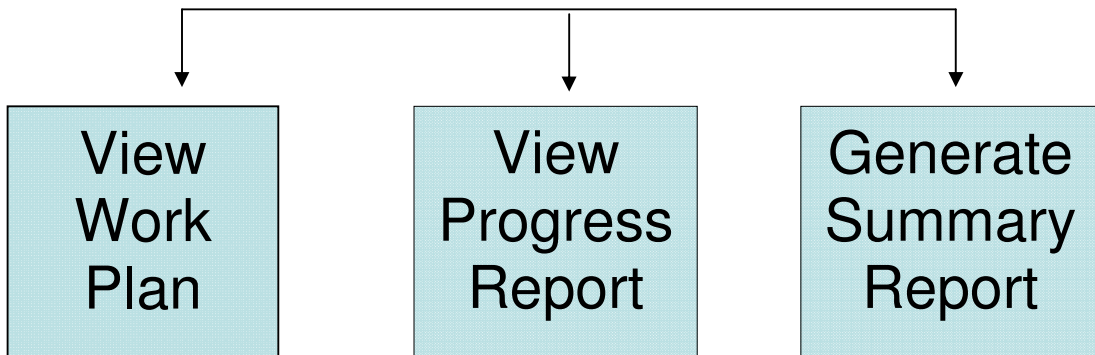


Figure 8



## 4 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. The following schematic (Figure 9) shows the review process for the regional user from adding comments to the components and commitments, to assigning a goal to each component, to negotiating and accepting the work plan.

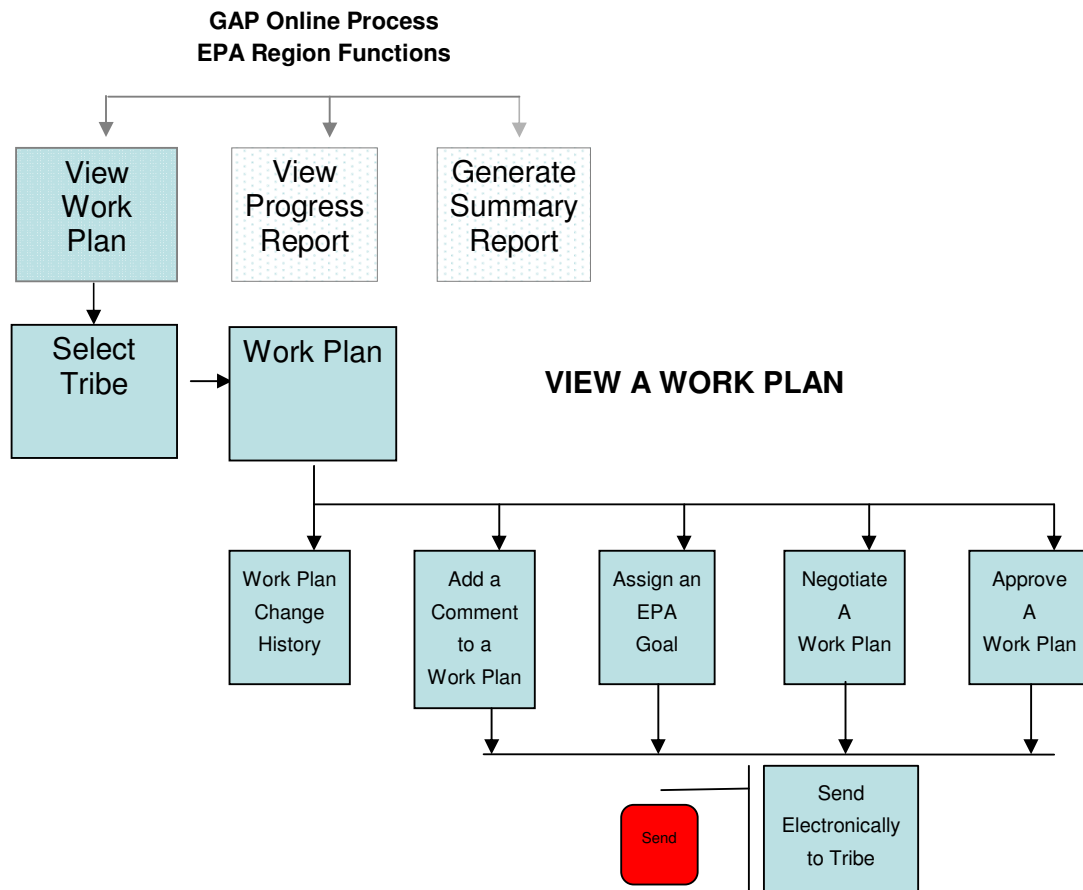


Figure 9



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## 4.1 Viewing GAP Online Work Plans

To view a work plan:

1. Select the **View Work Plan** option in the **Welcome** screen (Figure 10).

The screenshot shows the 'Indian General Assistance Program (GAP) Online v2.0' interface. The header includes the EPA logo and the title 'Indian General Assistance Program (GAP) Online v2.0'. Below the header, there is a search bar and a navigation menu. The main content area is titled 'Welcome aieo1' and contains a description of the system. Three buttons are visible: 'View Work Plan', 'View Progress Report', and 'Generate Summary Reports'. The 'View Work Plan' button is circled in red, and an arrow points to it from the text 'Select View Work Plan' on the left.

Figure 10

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 11).

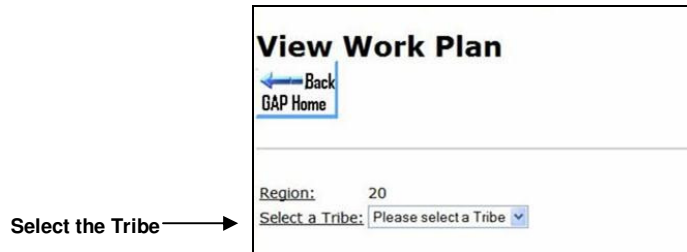



Figure 11

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 12).

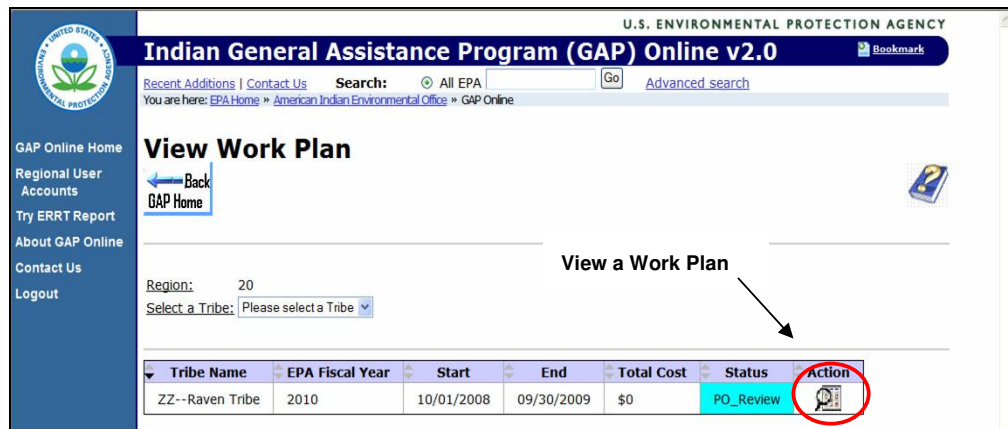


Figure 12

## 4.2 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 Change History** as shown in Figure 13.



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Figure 13

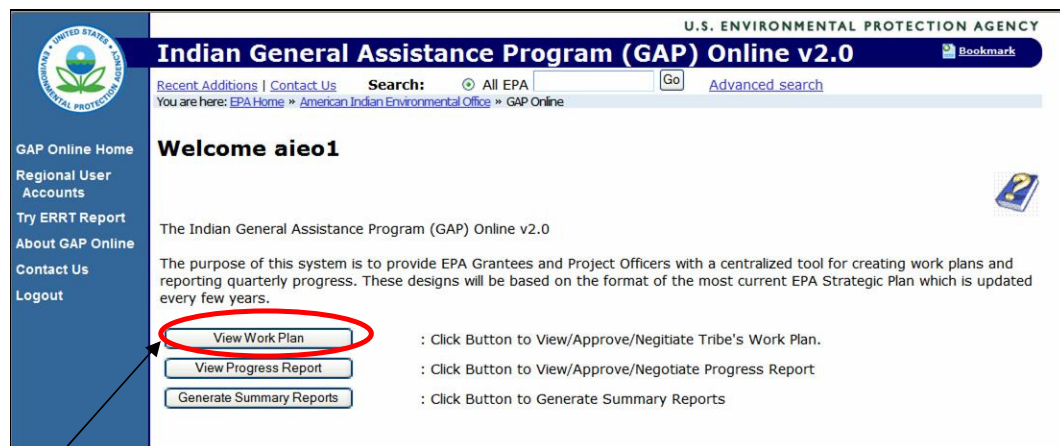
2. The historical timeline of the work plan will display for your review.
3. To see additional information anywhere within the work plan under review, you can click on the hour glass “+” icon  in any section of the work plan. Clicking on the icon expands the content, whether the Change History or expanded information on the Components or Commitments.

### 4.3 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. Please note, each Regional Project Officer is assigned specific tribes’ work plans to review and negotiate. Make sure you are reviewing and negotiating only those tribes that have been assigned to you!

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 submitted the plan to the regional office.
2. Select the **View Work Plan** option (Figure 14).



Select View Work Plan

Figure 14





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3. Select the **Tribe** from the drop-down list (Figure 15).

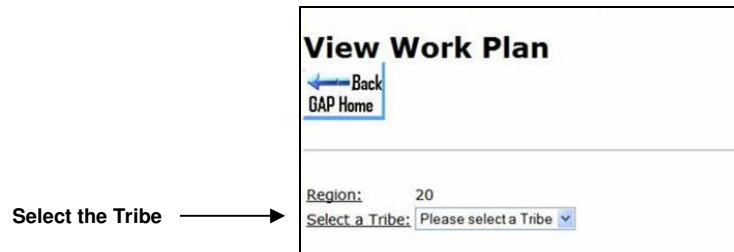



Figure 15

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 (Figure 16).

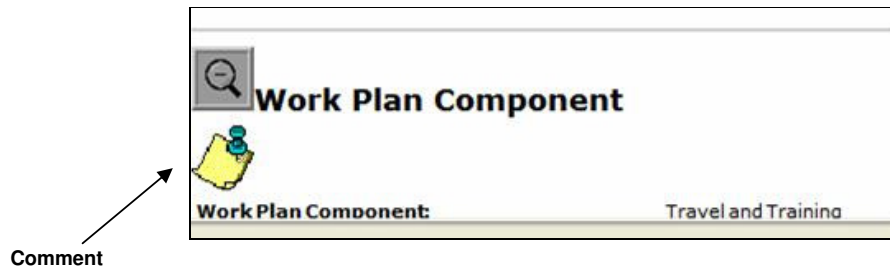


Figure 16

6. The **Add Comment** window will appear.
7. Add your comments for the selected work plan (Figure 17). A message box will appear confirming that you want to add the comment to the field within this section of the work plan. Comments become permanent parts of the work plan's record and once entered cannot be deleted.

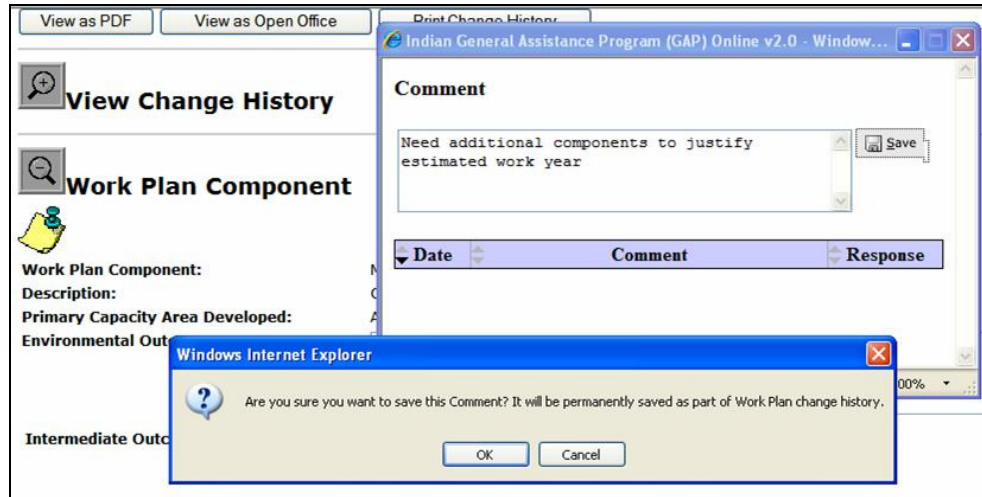



Figure 17

8. Once you have made your comments, the comments will appear in the **Status** column of the work plan's history (Figure 18).

Author	Activity	Comment
aieo1	Add Comment	aieo1 Commented: need more descriptions on what is going on

Figure 18

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.

#### 4.4 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 19).



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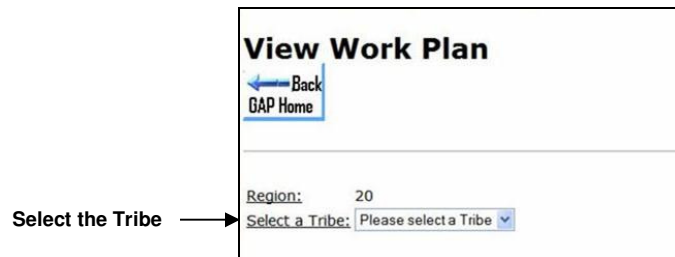


Figure 19


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 20).

Figure 20

## 4.5 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

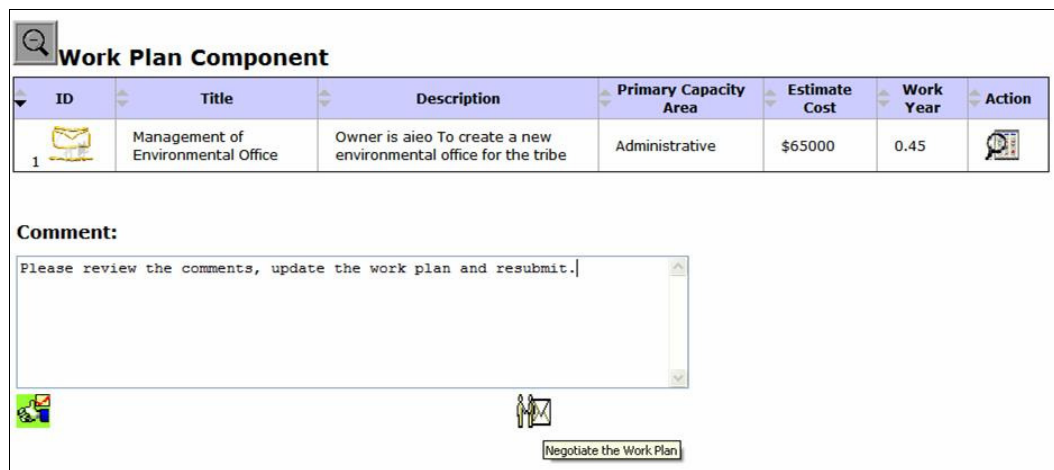



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the comments from the Project Officer, they can resubmit the plan and the Project Officer will either continue to negotiate or approve the revised plan.

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 period of performance, components or commitments.
4. Add a comment regarding the area for which you need additional information, clarification, editing or deletion, if necessary (Figure 21).



ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Management of Environmental Office	Owner is aieo To create a new environmental office for the tribe	Administrative	\$65000	0.45	

**Comment:**

Please review the comments, update the work plan and resubmit.



 **Negotiate the Work Plan**

Figure 21

5. Select the option with the  icon to negotiate the work plan. This action will return the work plan to the tribal user (Figure 22).



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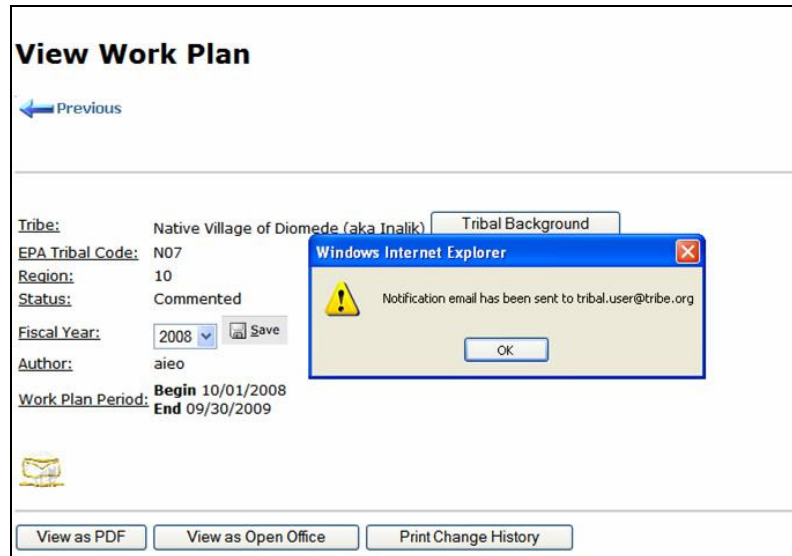


Figure 22


6. A message box will appear for the Project Officer indicating that the tribal user will receive an email notifying them that the work plan has been returned and has items for their attention.
7. When the Project Officer enters negotiation with the tribal user, the work plan enters the Commented phase (Figure 23). The tribal user is able to edit the work plan and will respond to the comments the Project Officer added to the work plan.

10/01/2008	09/30/2009	\$65000	Commented	2008-09-09	
------------	------------	---------	-----------	------------	--

Figure 23


## 4.6 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.



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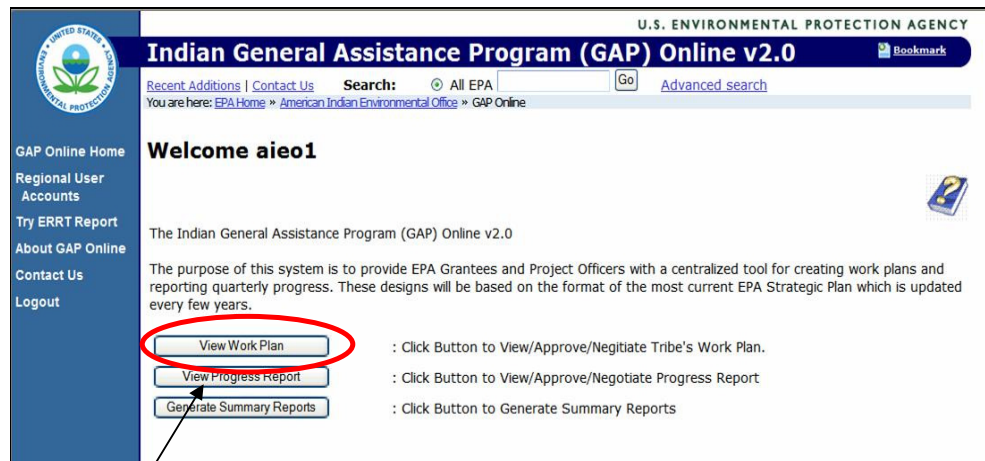
4. Select the option with the  icon to accept the work plan as completed by the tribal user.

## 4.7 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 24).



Select View Work Plan

Figure 24

2. When the View Work Plan screen opens, select the tribe from the drop-down list (Figure 25).



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**View Work Plan**



[← Back](#)  
[GAP Home](#)

---

Region: 20  
Select a Tribe: Please select a Tribe

Select the Tribe →

Figure 25

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  (Figure 26).




AK--Raven	2008	01/03/2008	06/27/2008	\$1500	Accepted	 
-----------	------	------------	------------	--------	----------	--

Figure 26

6. 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.
7. The work plan will be returned to the tribal user, who can now update it with additional components or commitments.

#### 4.8 Add the Grant Number to the Work Plan

Project Officers can now enter the work plan grant number for the tribe. If a work plan is being developed for an existing project, the Project Officer can also add the addendum number to the grant number. Once the grant number is entered, the tribal user will be able to see what the grant number is associated with their work plan.

1. From the View Work Plan screen, click on the  icon to expand the Grant Number selection (Figure 27).



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A screenshot of a web form titled "Grant Number". The form has a search icon in the top left corner. Below the title, there are two input fields: "Grant Number \*" and "Addendum Number". A hyphen "-" is positioned between the two input fields. To the right of the "Addendum Number" field is a "Save" button with a floppy disk icon. Below the input fields, there is a horizontal line.

Figure 27

2. Enter the grant number for the tribe's work plan.
3. Click the **Save** button to enter the grant number.





## 5 VIEW PROGRESS REPORT

The flow of GAP Online in tracking progress via the Progress Report is represented in the following diagram (Figure 28). The Project Officer is responsible for assessing all the deliverables the tribe produces as supporting artifacts of activities accomplished in support of the environmental outcomes associated with each component of the work plan.

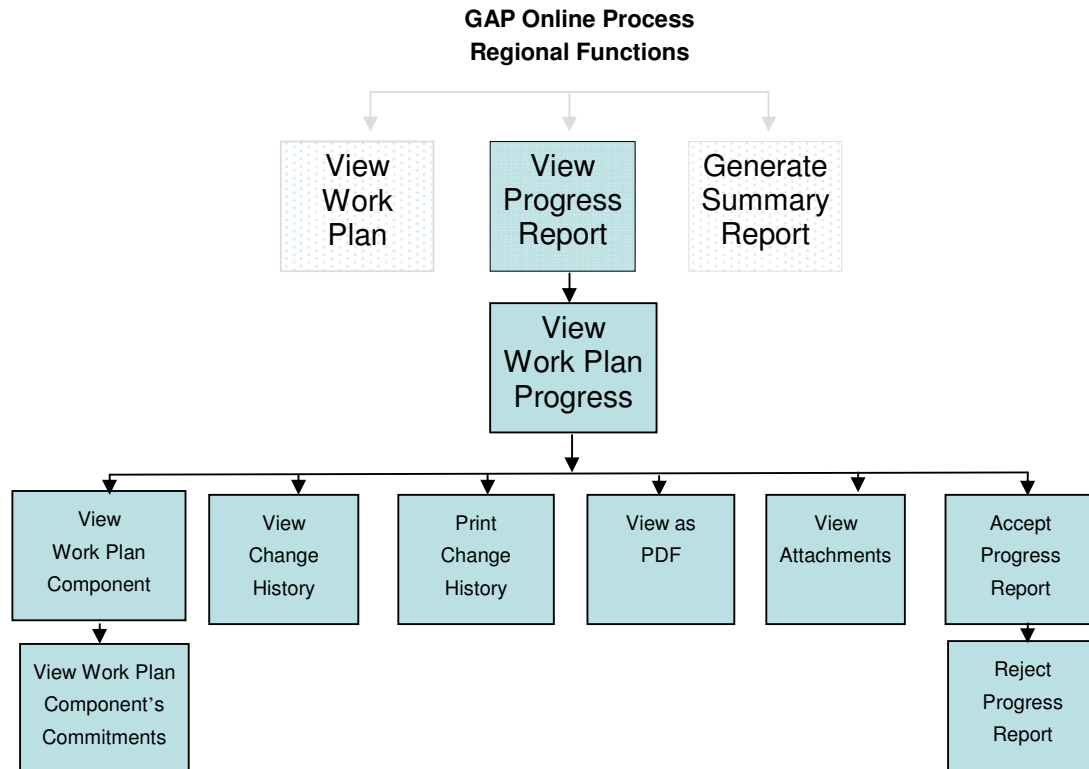


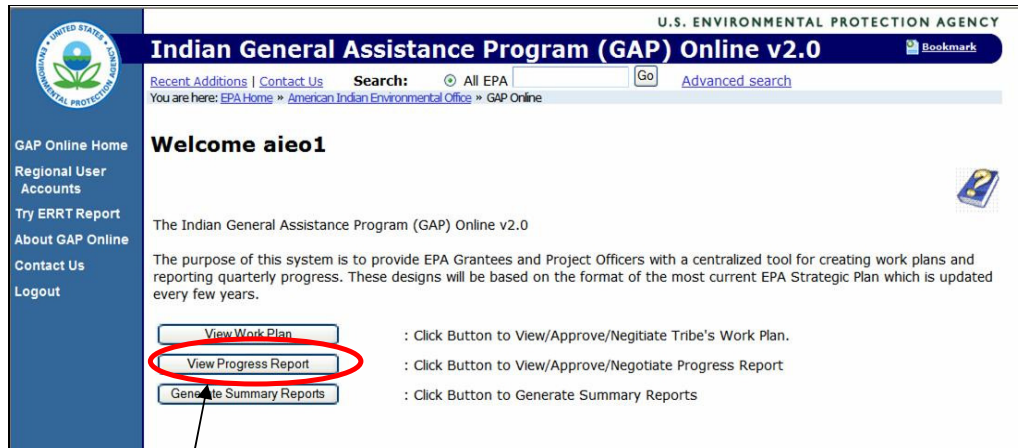
Figure 28



## 5.1 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 29).



Select View Progress Report

Figure 29

2. Select the **Tribe** from the drop-down list (Figure 30).

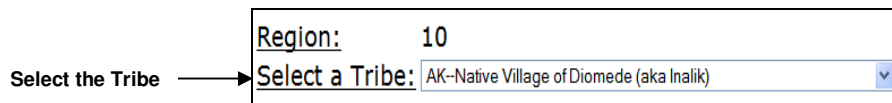


Figure 30

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 31).

Tribe Name	EPA Fiscal Year	Start	End	Total Cost	Status	Action
ZZ--Raven Tribe	2010	10/01/2008	09/30/2009	\$0	PO_Review	

Figure 31

Select Work Plan to View

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 32).

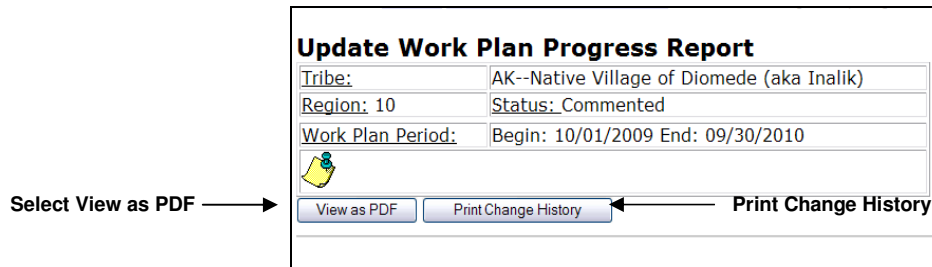


Figure 32

7. Select the **Print Change History** option to print a copy of the respective work plan change history report.
8. Select the **View History** button to view detail of the change history of the selected work plan progress report (Figure 33).

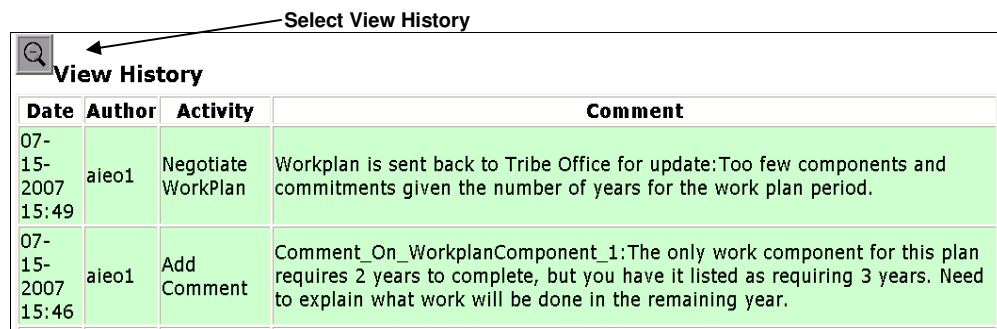


Figure 33

9. Select the appropriate work plan component for review by clicking on the appropriate component in the **Action** column (Figure 34).

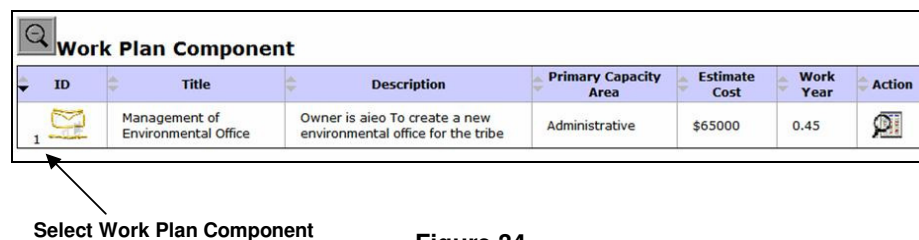


Figure 34



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10. Select the **Work Plan Component** button to review the respective components (Figure 35).

<u>Work Plan Component:</u>	Management of Environmental Office
<u>Description:</u>	creating environmental work plan
<u>Primary Capacity Area Developed:</u>	Legal
<u>Environmental Outcome:</u>	Environmental staff will develop a five- year plan to address environmental issues that have been identified in previous village surveys and at Tribal Council meetings. A consultant will guide us through the process, as we have no strategic planning experience.
<u>Intermediate :</u>	Assessment of administrative and management systems including findings and recommendations on areas needing improvements. Meetings held with Tribal Council and progress made in developing and implementing changes will be summarized in our quarterly progress reports to EPA.
<b>Estimated Component Cost:</b>	\$2200.0
<b>Estimated Work Year:</b>	2.0 Year

Figure 35

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 36). 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.

Work Plan Commitment					
ID	Commitment *	Primary Capacity Area *	Estimate Cost	End Date	Outcome and Deliverable *
1.1	purchase office equipment such as computers, desks, office supplies	Administrative	\$0		receipts for purchases of office materials
1.2	advertise for technical staff positions	Technical	\$0		recruit people with a background in environmental science

Figure 36

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 37).

<b>Attachment</b>	
	<b>File Name</b>
	<a href="#">Purchase Order.txt</a>

Figure 37



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- Click on the file name to open the attachment for the work plan or individual component (Figure 38). Attachments will open in a separate browser window. You can choose to download a copy of the attachment, or view it online. Close the browser window when you have finished reviewing the document.

Product Information				
Task Order	Description / Specification (See Note Below)	Qty	Estimated Unit Price	Estimated Extended Price
All	Dell Latitude 820 Intel Core 2 Duo T7400 (2.16GHZ) 4M L2 Cache, 667MHZ Dual Core Genuine windows XP Professional	1	\$1,250.45	\$1,250.45
	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, Mouse			
Total Purchase Request >>				\$1,250.45

Figure 38

## 5.2 Accepting a Progress Report

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

- Select the **View Progress Report** button on the GAP **Welcome** screen (Figure 39).

The screenshot shows the 'Indian General Assistance Program (GAP) Online v2.0' interface. The page title is 'Indian General Assistance Program (GAP) Online v2.0'. The user is logged in as 'Welcome aieo1'. The page content includes a navigation menu on the left with options like 'GAP Online Home', 'Regional User Accounts', 'Try ERRT Report', 'About GAP Online', 'Contact Us', and 'Logout'. The main content area has a heading 'Welcome aieo1' and a description of the system's purpose. Below the description, there are three buttons: 'View Work Plan', 'View Progress Report' (circled in red), and 'Generate Summary Reports'. Each button has a corresponding instruction: ': Click Button to View/Approve/Negotiate Tribe's Work Plan.', ': Click Button to View/Approve/Negotiate Progress Report', and ': Click Button to Generate Summary Reports'. An arrow points from the text 'Select View Progress Report' to the 'View Progress Report' button.

Figure 39

- Select the **Tribe** from the drop-down list (Figure 40).



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**View Work Plan**

← Back  
GAP Home

Region: 20

Select a Tribe: Please select a Tribe

Figure 40

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 41).

Tribe Name	EPA Fiscal Year	Start	End	Total Cost	Status	Action
ZZ--Raven Tribe	2010	10/01/2008	09/30/2009	\$0	PO_Review	

Select Work Plan to View

Figure 41

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.

### 5.3 Rejecting a Progress Report

If the deliverables entered for a progress report are not acceptable, the PO can reject the report on a particular commitment by doing the following.

1. Select the appropriate work plan that contains the commitment deliverable you want to reject by clicking on the work plan under the **Action** column (Figure 42).



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Tribe Name	EPA Fiscal Year	Start	End	Total Cost	Status	Action
ZZ--Raven Tribe	2010	10/01/2008	09/30/2009	\$0	PO_Review	

Figure 42

Select Work Plan to View

2. The updated work plan progress report screen will display.
3. Review the commitment deliverables associated with the work plan.
4. If the Outcomes or Deliverables do not address the commitment, select the  option with the  icon to reject the Outcome or Deliverable. An email notice will be sent to the tribal user notifying them that the commitment update was rejected.



## 6 SUMMARY REPORTS

Summary reports are compiled from all data entries into the GAP Online system and reflect activities tribes throughout Indian country pursue throughout the course of the work plan to address environmental issues at the tribal level. The following sections provide an overview of this segment of the application.

### 6.1 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 (Figure 43).

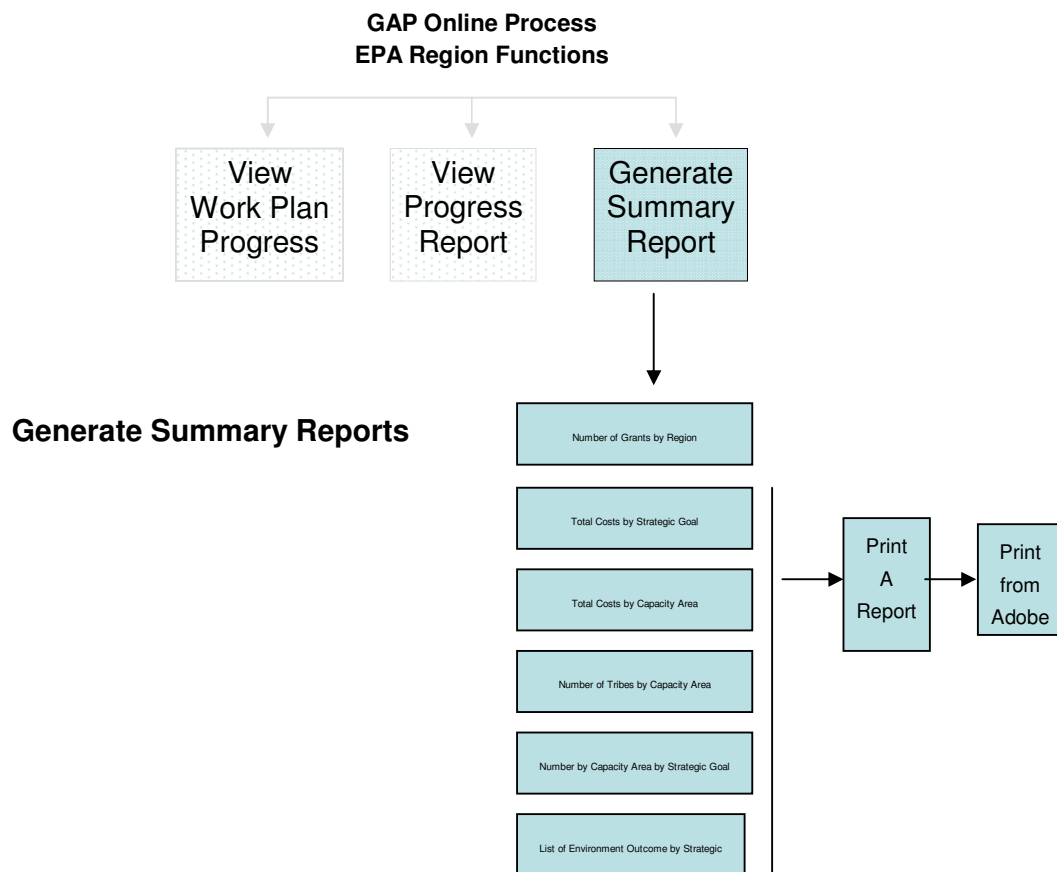


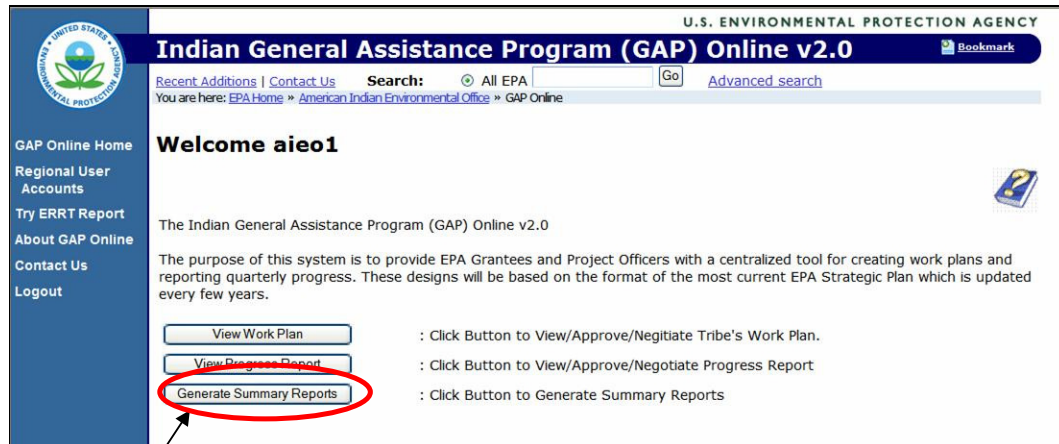
Figure 43





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1. Select **Generate Summary Reports** from the menu selections on the GAP **Welcome** screen (Figure 44).



Generate Summary Reports

Figure 44

2. The **Generate Summary Reports** page will appear (Figure 45).

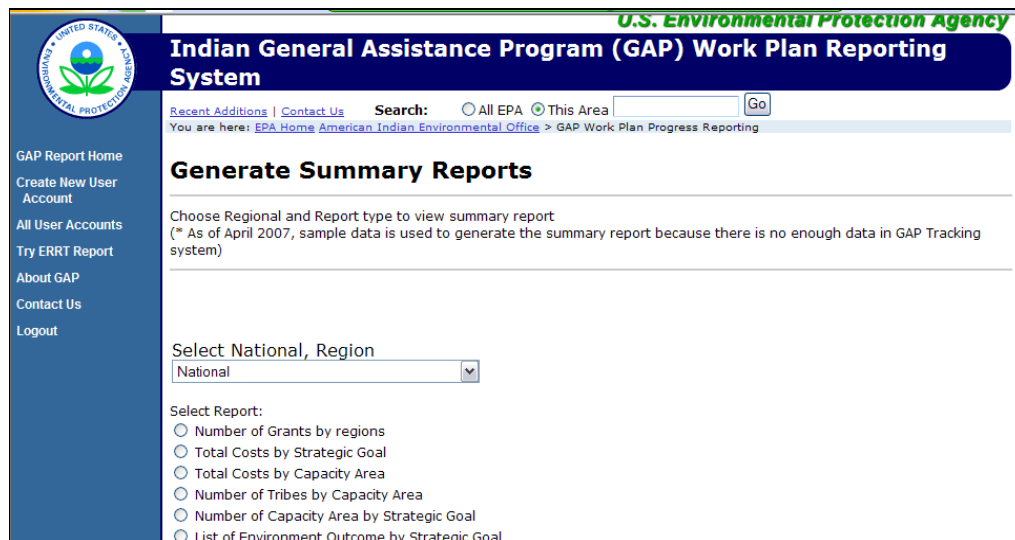


Figure 45



## 6.2 View a Summary Report for a Region

1. The Regional reports will display for you to select (Figure 46).

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 46

2. From the drop down list, you may select a report that is specific to your Region (Figure 47).

Select National, Region

- National
- Region 1**
- Region 2
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10

← Select Region

Figure 47

## 6.3 Types of Summary 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



## Total Costs by Strategic Goal (Figure 48)

### Regional Report

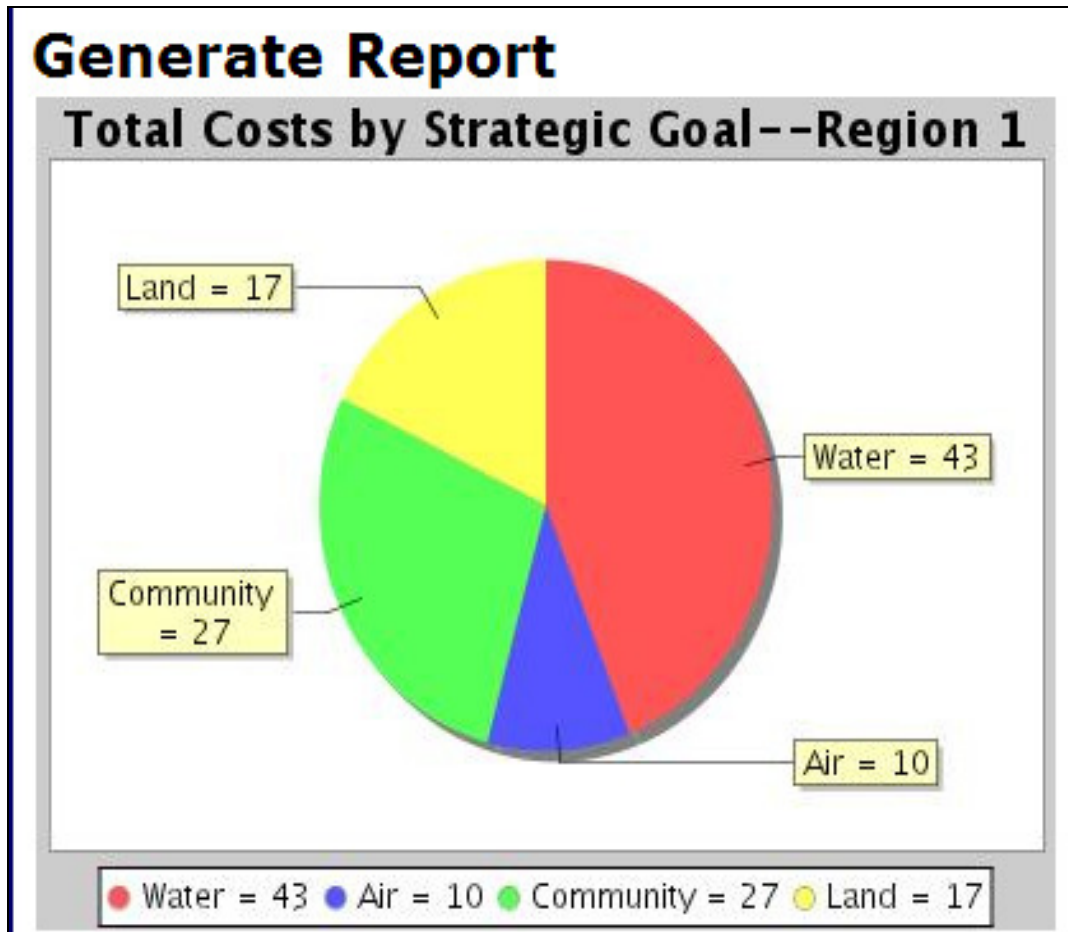


Figure 48



## Total Costs by Capacity Area (Figure 49)

### Regional Report

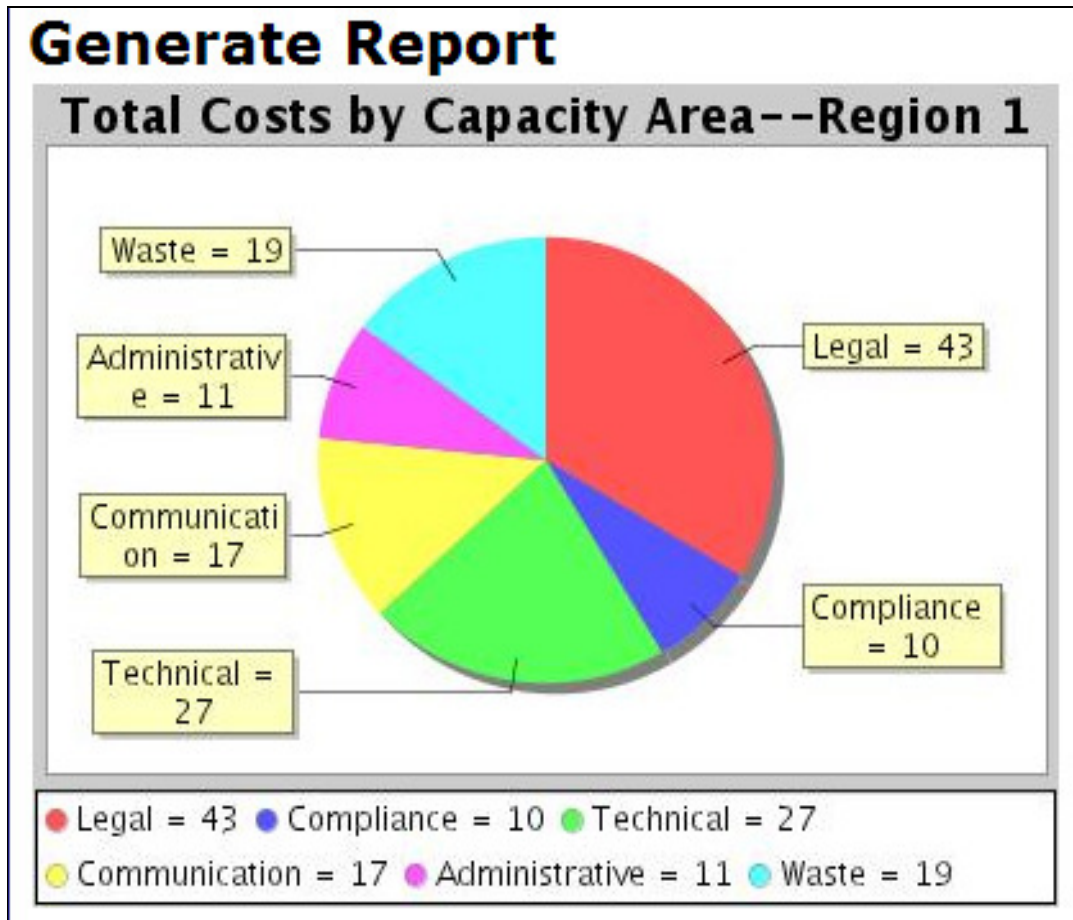


Figure 49



## Number of Tribes by Capacity Area (Figure 50)

### Regional Report

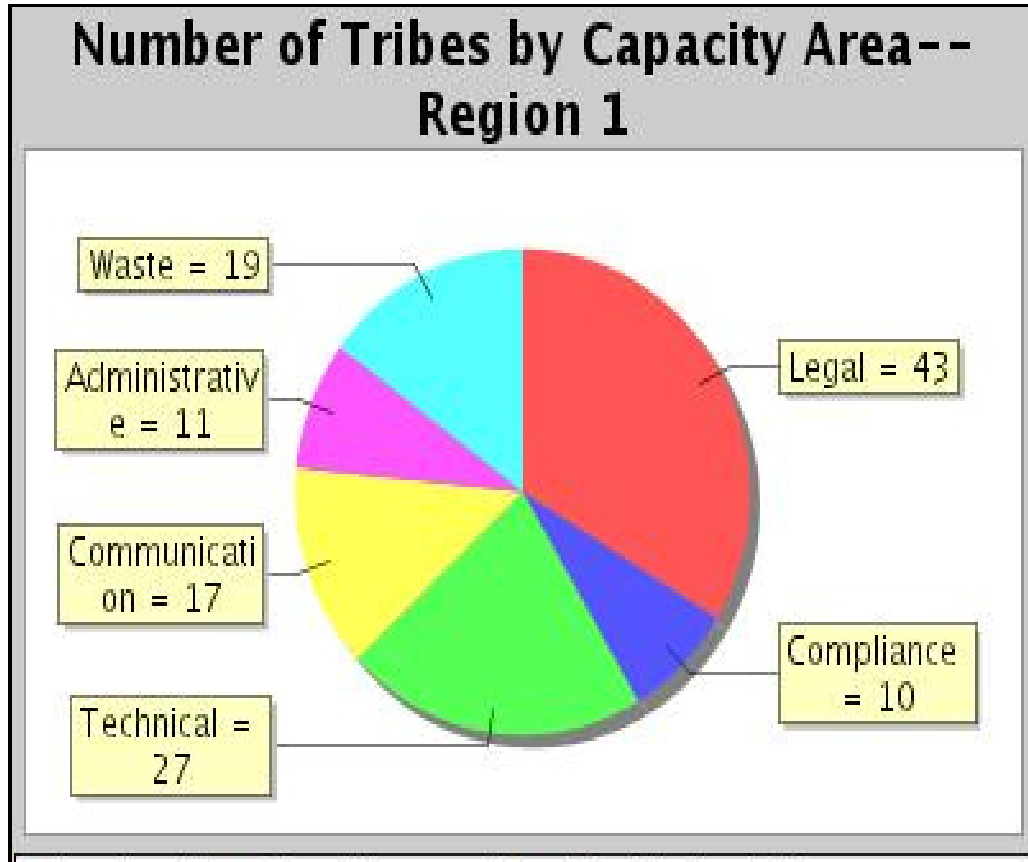


Figure 50



## Number of Capacity Area by Strategic Goal (Figure 51)

### Regional Report

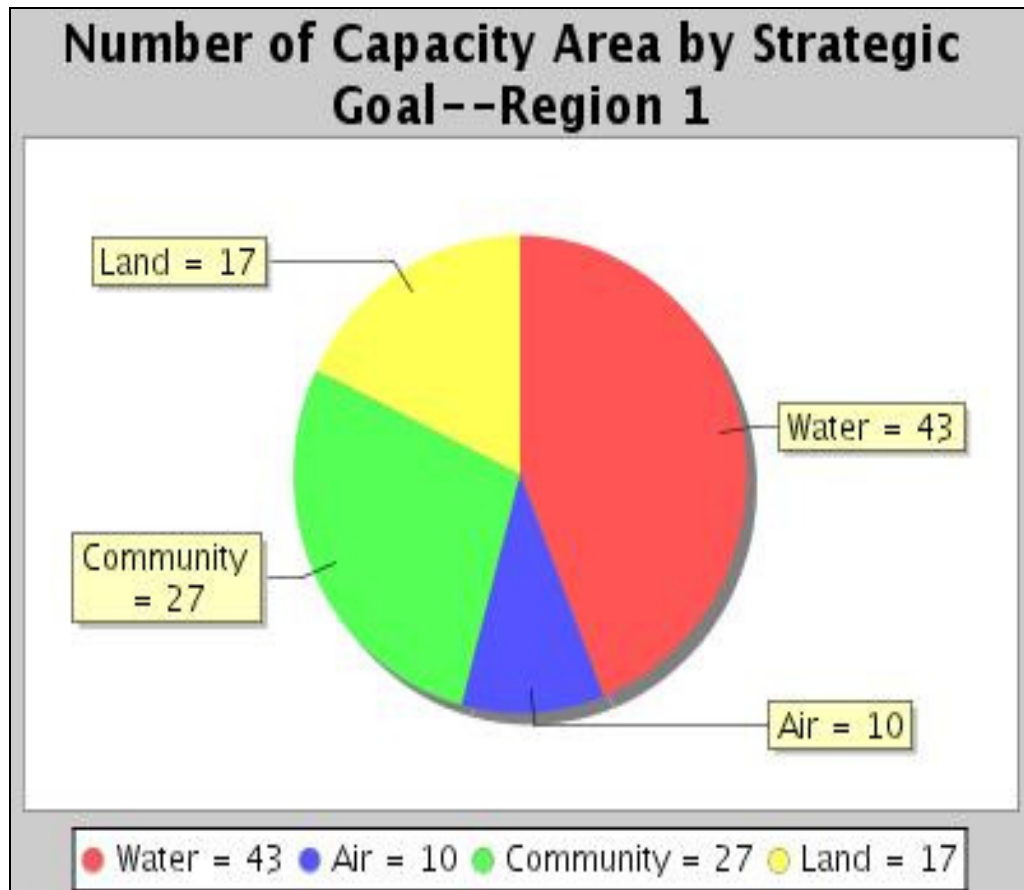


Figure 51



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## List of Environment Outcome by Strategic Goal (Figure 52)

### Regional Report

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

Figure 52



## 7 ACRONYMS AND DEFINITIONS

### 7.1 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

### 7.2 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.