United States Environmental Protection Agency

American Indian Environmental Office

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

General Assistance Program (GAP) Online

Online Tribal User Guide

Version 1.0

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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. The GAP provides an opportunity for tribes to build capacity and management capability to develop environmental programs and is administered by the EPA. Under the Program, tribes can tailor capacity-building to address their environmental priorities. GAP provides the opportunity for a tribe to plan, develop, and establish an integrated environmental management program including the capability to manage specific regulatory programs.

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

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

GAP enables tribes and intertribal consortia to:

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

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

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

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

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

Source: American Indian Environmental Office

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 Strategic Plan.

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 Region. 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 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.

2.1 Logging in to and Exiting GAP Online

To log in to GAP Online, follow these steps:

1. Access the GAP Web site.

2. The Login screen will appear (Figure 1).

Figure 1

3. 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).

4. Select **Login**.

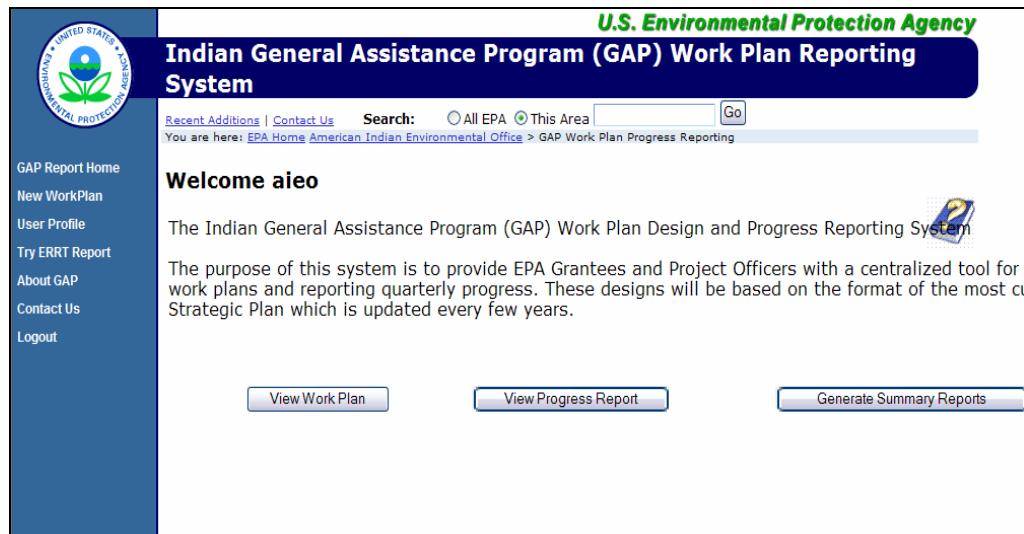5. The **GAP Report Home** will appear (Figure 2).

Figure 2

6. 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.

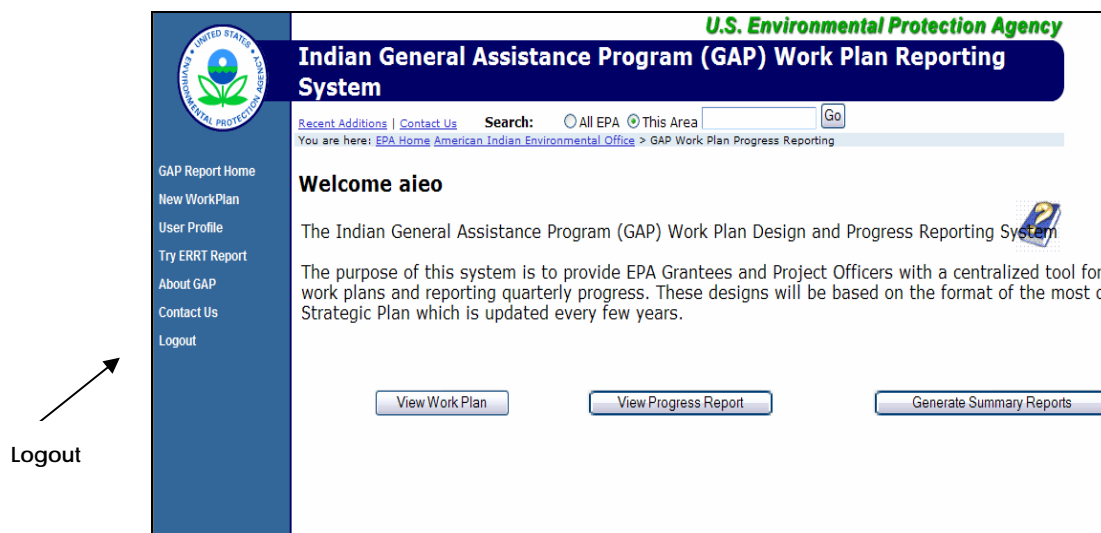2. Select **Logout** on the left side of the GAP **Report Home** screen (Figure 3).

Figure 3

2.2 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 Report Home	Returns user to the GAP Online Welcome Home Page
New Work Plan	Provides access to create a new Work Plan
User Profile	Lists the Tribal User Profile information including Name and Contact Information
Try ERRT Profile	Will allow you to access the Environmental Results Reporting Tool (ERRT) developed by EPA Region 9 Regional Tribal Operations Committee
About GAP	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

2.3 GAP Functionality Selections

The GAP functionality available to the tribal user includes the option to View Work Plan, View Progress Report and Generate Summary Reports.
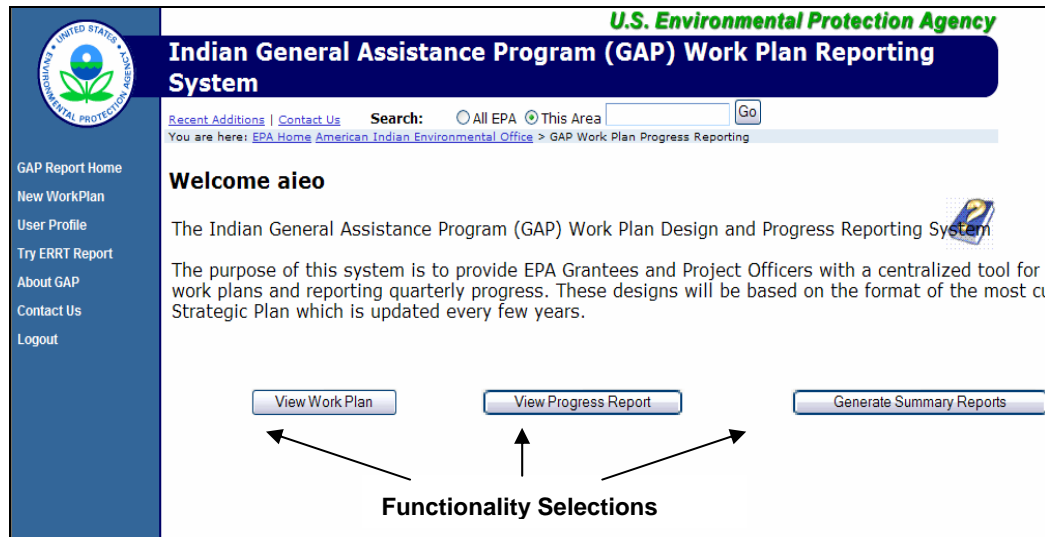

Figure 4

Menu	Description
View Work Plan	Provides access to create, view, update, delete and print a Work Plan
View Progress Report	Provides access to record 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 environmental outcomes.

2.4 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 entered for each component.

To open a window:

1.   From the menu options located to the left on the **Welcome** screen, select the task that you want to perform.

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 5).

Figure 5

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

You will also be given the option of selecting from data in the Drop-down list option. The list provides the available options for you (Figure 6).

Figure 6

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 allow you to view either single or multiple lines of information for each item in a scrolling window (Figure 7).
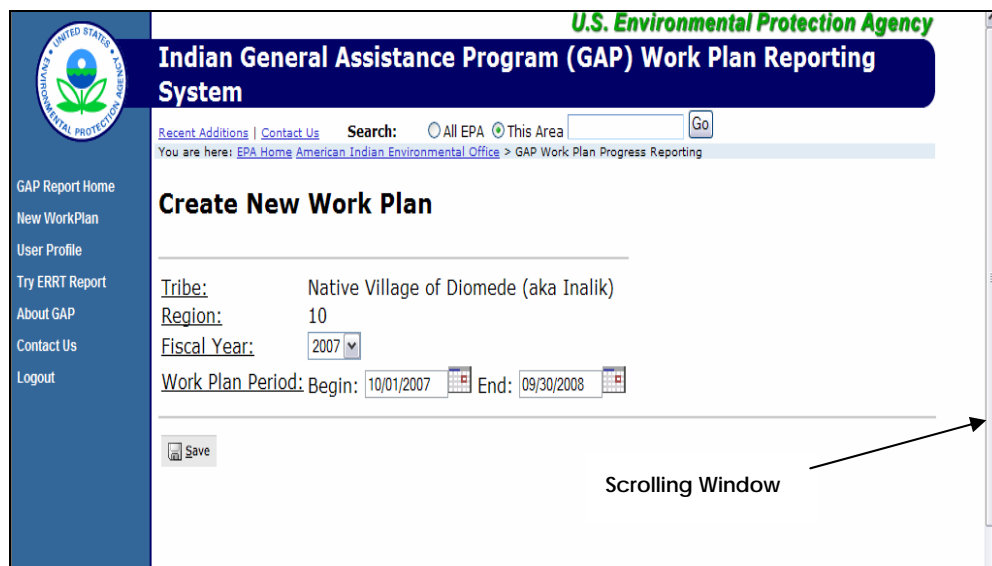
U.S. Environmental Protection Agency

Indian General Assistance Program (GAP) Work Plan Reporting System

Recent Additions | Contact Us   Search: ○ All EPA ● This Area [   ] [Go]

You are here: EPA Home American Indian Environmental Office > GAP Work Plan Progress Reporting

GAP Report Home
New WorkPlan
User Profile
Try ERRT Report
About GAP
Contact Us
Logout

Create New Work Plan

Tribe: Native Village of Diomede (aka Inalik)
Region: 10
Fiscal Year: 2007 ▼
Work Plan Period: Begin: 10/01/2007 🗓 End: 09/30/2008 🗓

💾 Save

Scrolling Window

Figure 7

2.5 GAP Process Flow

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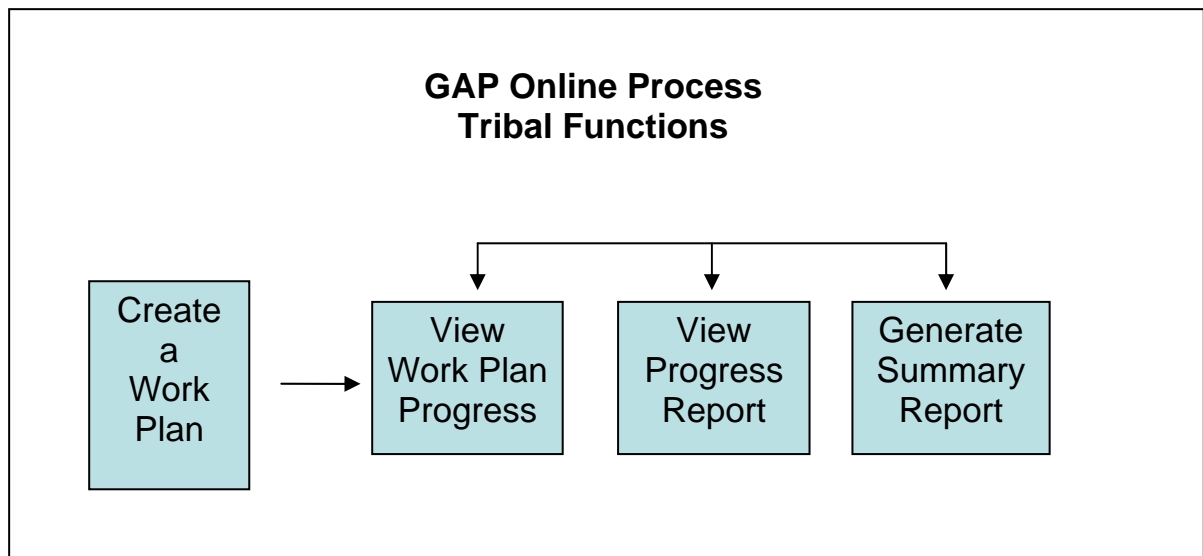
**GAP Online Process
Tribal Functions**

```
┌──────────┐         ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│  Create  │         │     View     │   │     View     │   │   Generate   │
│    a     │────────▶│  Work Plan   │   │   Progress   │   │   Summary    │
│   Work   │         │   Progress   │   │    Report    │   │    Report    │
│   Plan   │         │              │   │              │   │              │
└──────────┘         └──────────────┘   └──────────────┘   └──────────────┘
```

Figure 8

3 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, EPA Regional office and EPA Headquarters.

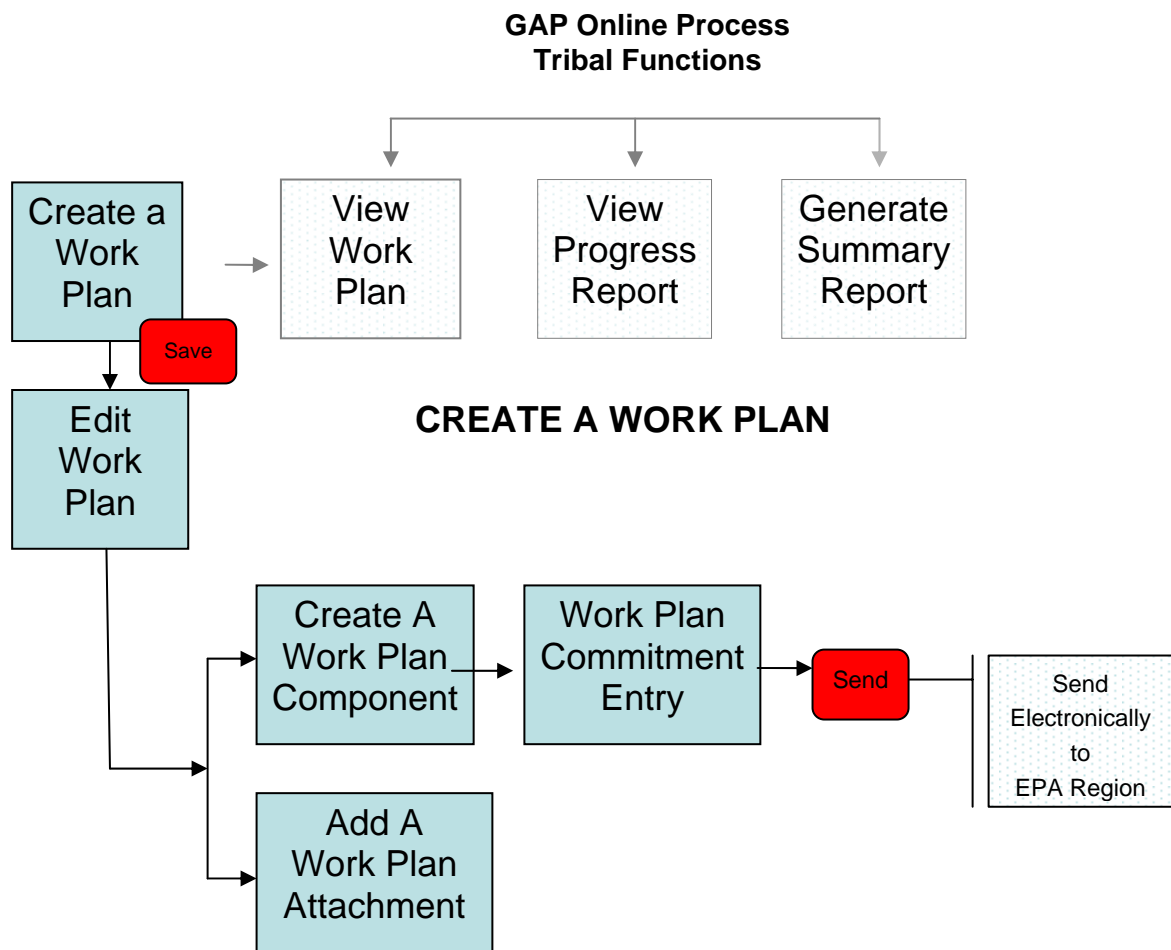The following is a high level visual display of the overall work plan process flow (Figure 9).

**GAP Online Process
Tribal Functions**

Create a Work Plan → Save → Edit Work Plan

View Work Plan

View Progress Report

Generate Summary Report

CREATE A WORK PLAN

Create A Work Plan Component → Work Plan Commitment Entry → Send → Send Electronically to EPA Region

Add A Work Plan Attachment

Figure 9

3.1 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 tribal user updates a work plan's progress by inputting a progress report for each component's commitment.

The tribe will create a work plan to submit to the EPA Region for review and approval. 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 **New Work Plan** option from the menu selections in the GAP **Online Report Home** page.

2. The tribe identification information will already be entered for you in a display field.

3. The Region identification information will already be entered for you in a display field.

4. Select the appropriate Fiscal Year (FY) for your new work plan (Figure 10).

Figure 10

5. Once you have selected the appropriate FY for your new work plan, select the appropriate work plan period from the available calendar (Figure 11).

Figure 11

6. Press the **Save** button to save your record.

3.2 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 12).

Figure 12

2. Enter the work component information for your Work plan (Figure 13).

Figure 13

3. Enter the work plan component information 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.

4. Select the **Create Work Plan Component** button (Figure 14).

Figure 14

5. The **Work Plan Component Entry** screen will appear (Figure 15).

Figure 15

6. Scroll down on the **Work Plan Component Entry** screen to enter the information.

7. 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.

   A.   You may create a New Title by entering the information into the editable field available (Figure 16).

Figure 16

   B.   Select from the drop-down list of available titles (Figure 17).

Environmental Research
Management of Environmental Office
Travel and Training
Financial Management
Water Quality Monitoring
Air Quality Monitoring
Pollution Prevention (Recycling)

Figure 17

8. Enter a description of the work component associated with the work plan. *This is a required field for entry.*

9. The **Primary Capacity Area Developed** drop-down list provides the following options (Figure 18).

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

Figure 18

10. Enter the description of the Environmental Outcome.

   This is a required field for entry.

11. Enter a description of the Intermediate Outcome related to this work component and work plan.

   This is a required field for entry

12. The next field will allow you to enter the Estimated Component Cost – Required field

13. Enter the estimated Work Year associated with this Work Component – required field

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

3.3 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.

15. Once you have saved your component, you will be returned to the **Edit Work Plan** screen. Click on the newly created component's Edit button on ACTIONS to enter commitments associated with the component.

16. When a component is first created, there are no commitments assigned to it. Use the **Create New Commitment** button to begin assigning the activities necessary to complete the component (Figure 19).

Commitment ID	Commitment	Capacity Area Developed	Estimate Cost	End Date	Outcome and Deliverable	Action

  [Create New Commitment]

Figure 19

17. Enter the work commitment information for your work plan component (Figure 20).

An asterisk (*) indicates required field.

Commitment *

Capacity Area Developed *

| Legal |

Estimated Commitment Cost

$ 0

End Date

Outputs and Deliverables *

Save

Figure 20

18. Enter the commitment information by completing the following steps. You will use the scroll bar on the right side of the window. Any component may have any number of associated commitments. It is necessary to capture as much detail as possible for completing all aspects of the component.

19. 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.

Commitment *

Figure 21

20. The **Capacity Area Developed** drop-down list provides the following options (Figure 22). 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 22

21. Enter the **Estimated Commitment Cost** (Figure 23).   The sum total of the commitments should equal the estimated cost for the component.

This is a required field for entry.

Estimated Commitment Cost
$ 0

Figure 23

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

This is a required field

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

3.4 Create an Attachment for Your Work Plan Component

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

1. Use the **Browse** function to select the document that you wish to attach to the work component (Figure 24).
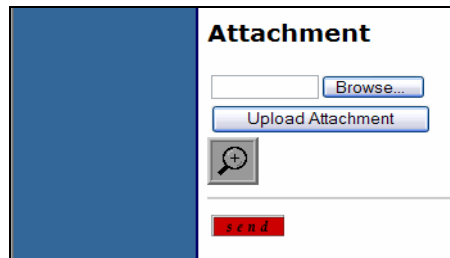
Figure 24

2. Select the **Upload Attachment** button to upload the document associated with the work component.

3. You may also review other attachments that are associated with the work component by clicking on the option with the [icon] icon.

4. A list of available attachments will appear.

5. Once you have completed all of the necessary work components associated with the work plan, select the **Send** button.

4 VIEW 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 25).
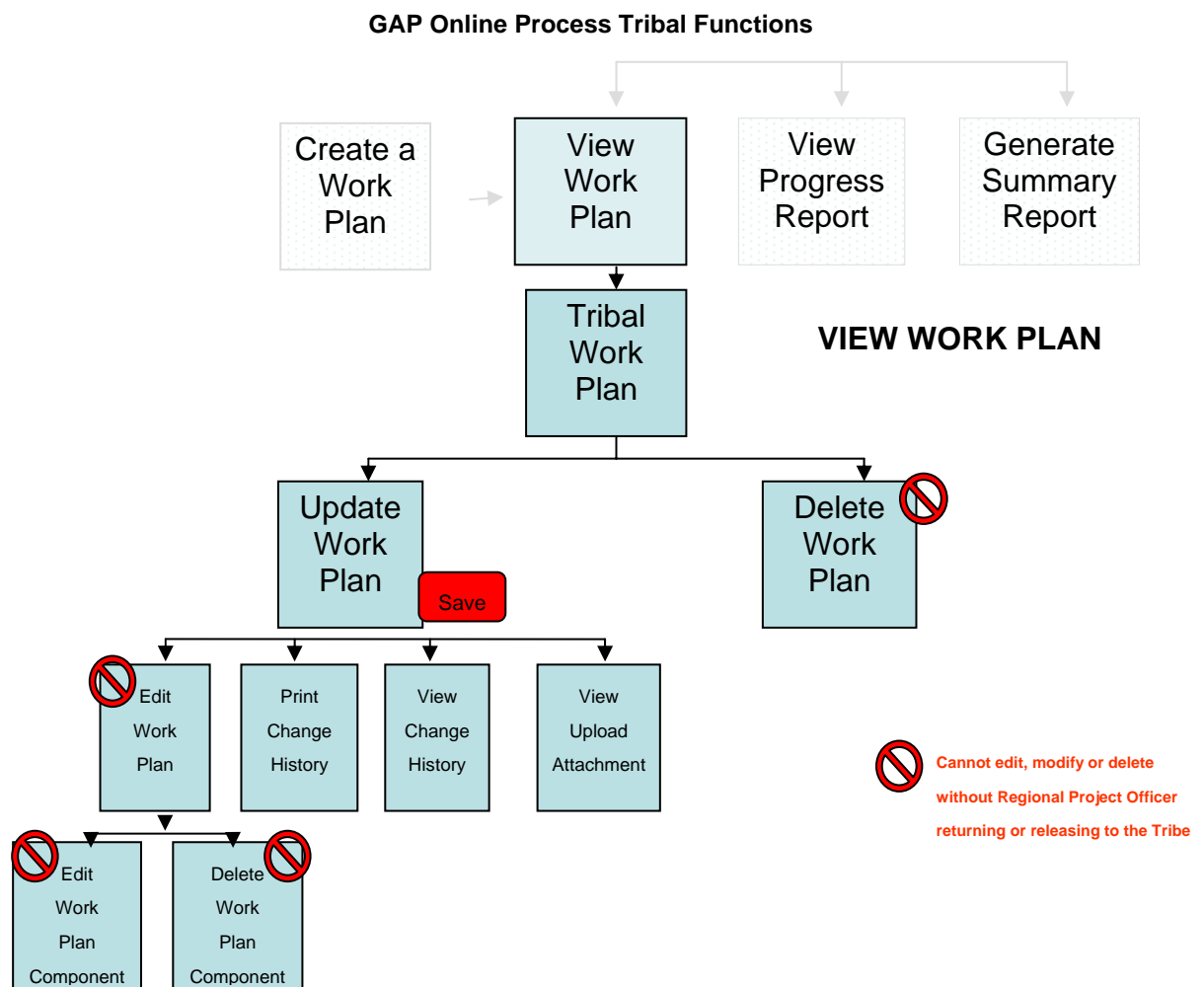
GAP Online Process Tribal Functions

Figure 25

4.1 Work Plan View

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

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.
- 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 : The Regional Project Officer can unlock it if the tribal user has additional information to include.
- Final: no changes can be made at this time.

 To view a work plan:

1. Select the **View Work Plan** option (Figure 26)
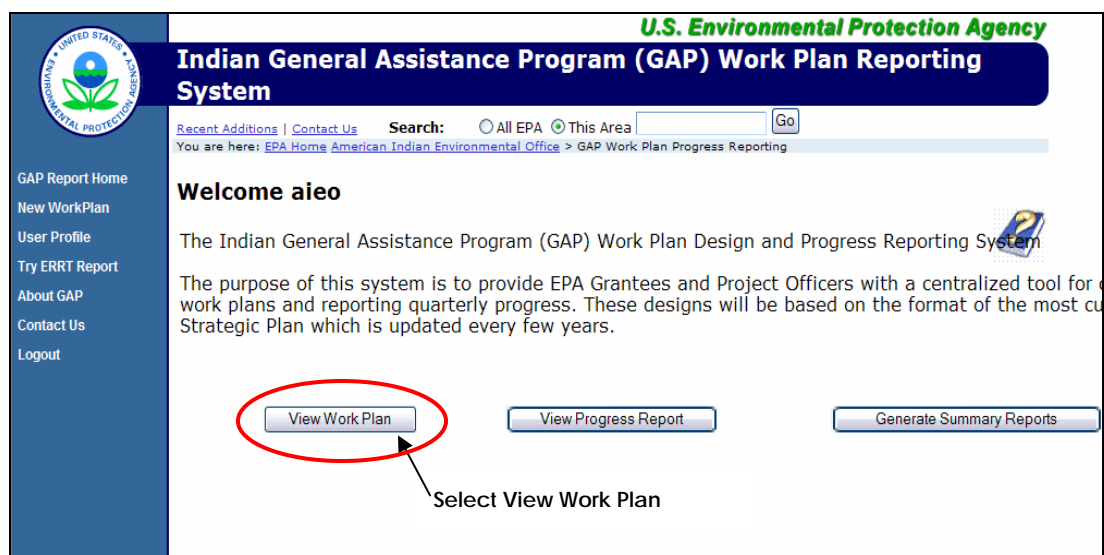
Figure 26

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

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, the work plan will display (Figure 27).

View Work Plan Progress

Tribe: Snow Goose
Region: 10
Status: Created
Work Plan Period: **Begin** 04/17/2006 **End** 12/29/2006

[View as PDF] [Print Change History]

🔍 **View History**

Work Plan Component:

ID	Description	Primary Capacity Area	Estimate Cost	Work Year
🔍 1	Install and monitor air quality sensors near a waste treatment facility	Technical	2500.0	1.0
🔍 2	Travel to regional office for training on data transfer protocols	Technical	800.0	0.25

Figure 27

4.2 Update a Work Plan

A work plan may be created and saved as described in **Step 1** of **Section 3.1**. 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 submitting the work plan to the Region. The following is a high level visual display of the Edit or Modify process (Figure 28).

GAP Online Process
Tribal Functions

Create a Work Plan

View Work Plan

View Progress Report

Generate Summary Report

Save
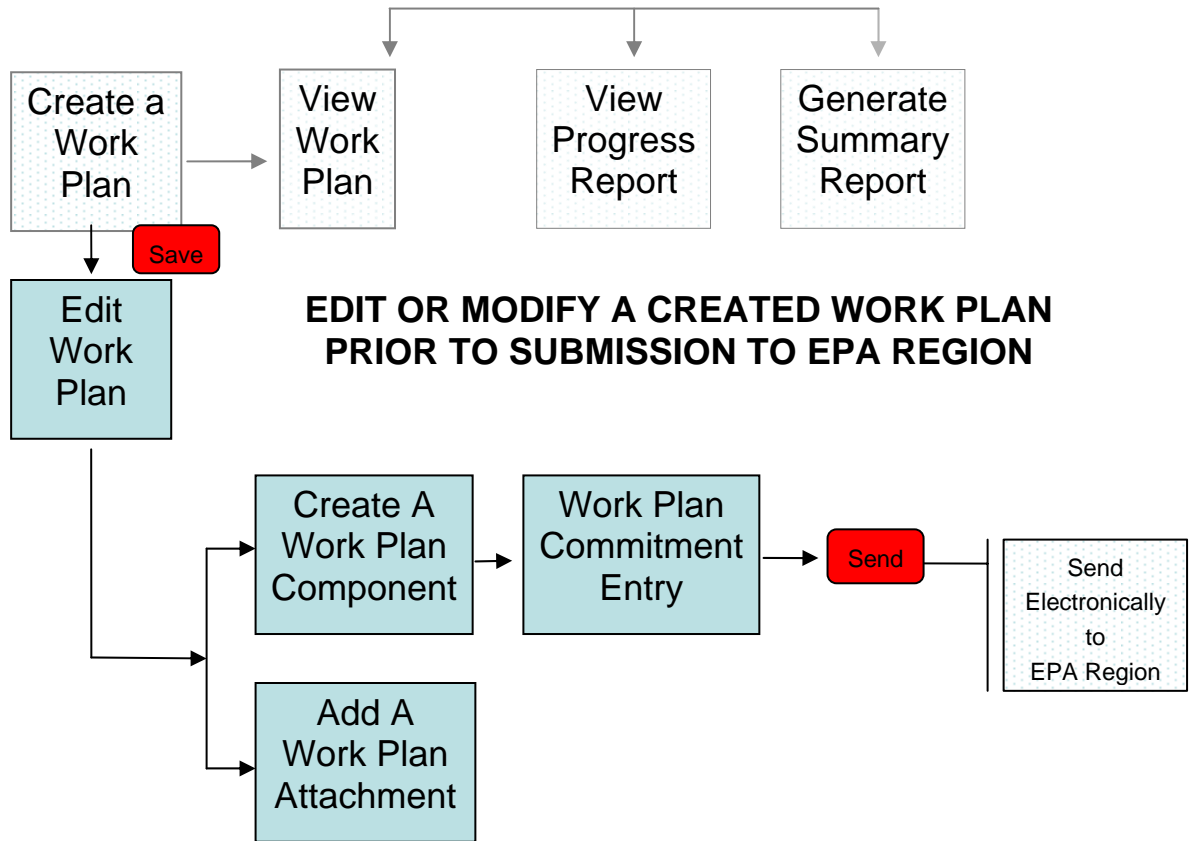
Edit Work Plan

EDIT OR MODIFY A CREATED WORK PLAN
PRIOR TO SUBMISSION TO EPA REGION

Create A Work Plan Component

Work Plan Commitment Entry

Send

Send Electronically to EPA Region

Add A Work Plan Attachment

Figure 28

To update the work plan:

Select the **View Work Plan** option (Figure 29).

Figure 29

1. The Tribe's work plans will display (Figure 30).

Figure 30

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

3. To update the work plan, select the option with the ![icon] icon under the **Action** column (Figure 31).

Fiscal Year	Start	End	Total Cost	Status	Action
2006	04/17/2006	12/29/2006	$3300	Created	

Figure 31

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

5. Once you have selected the **Send** button, the **Submit Work Plan** window will appear (Figure 32).

Submit Work Plan

Tribe: Native Village of Diomede (aka Inalik)
Region: 10
Status: Created
Work Plan Period: Begin: 10/01/2007 End: 09/30/2008
[View as PDF]   [Print Change History]

Figure 32

6. Enter comments regarding the edited work plan.

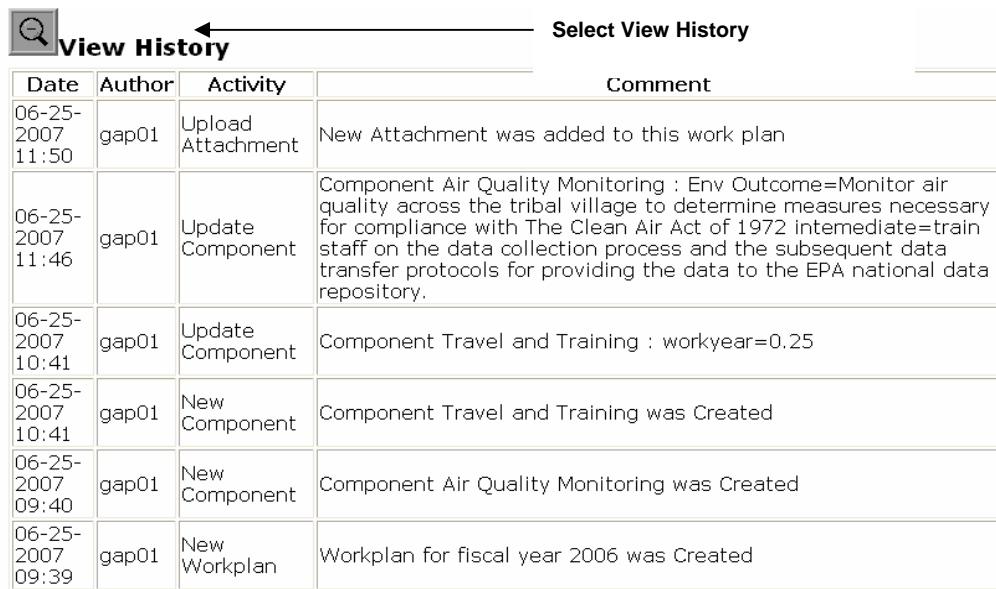Once you have entered additional comments, press the **Submit** button to send the updated work plan to the Region.

4.3 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 33).

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 intemediate=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 33

Select the View as PDF option to view work plan progress reports in Portable Document Format (PDF) format (Figure 34).

View Work Plan Progress

Tribe: Snow Goose
Region: 10
Status: Created
Work Plan Period: **Begin** 04/17/2006 **End** 12/29/2006

[View as PDF] [Print Change History]   **Print Change History**

🔍 **View History**

Select View as PDF

Work Plan Component:

ID	Description	Primary Capacity Area	Estimate Cost	Work Year
1	Install and monitor air quality sensors near a waste treatment facility	Technical	2500.0	1.0
2	Travel to regional office for training on data transfer protocols	Technical	800.0	0.25

Figure 34

4.3 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 change history 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 35).

Work Plan Change History

Print Change History ← Select Print Change History

Tribe:	AK--Native Village of Diomede (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:sdfhgsdf
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 35

4.4 Upload Work Plan Attachment

Select the Attachment button to view the detailed list of any associated attachments (Figure 36).

Work Plan Component

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Management of Environmental Office	Assessment of administrative and management systems including findings and recommendations on areas needing improvements.	Legal	14500.0	3.0	

Create New Component

Attachment

Browse...

Upload Attachment

← Select Attachment icon

Figure 36

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Select the appropriate attachments for review (Figure 37).

Select Attachment for review

Figure 37

4.5 Edit or Delete Work Plan Component

A work plan may be created and saved as described in **Step 1** of **Section 3.1**. 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.

Once 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 Edit or Modify process (Figure 38).
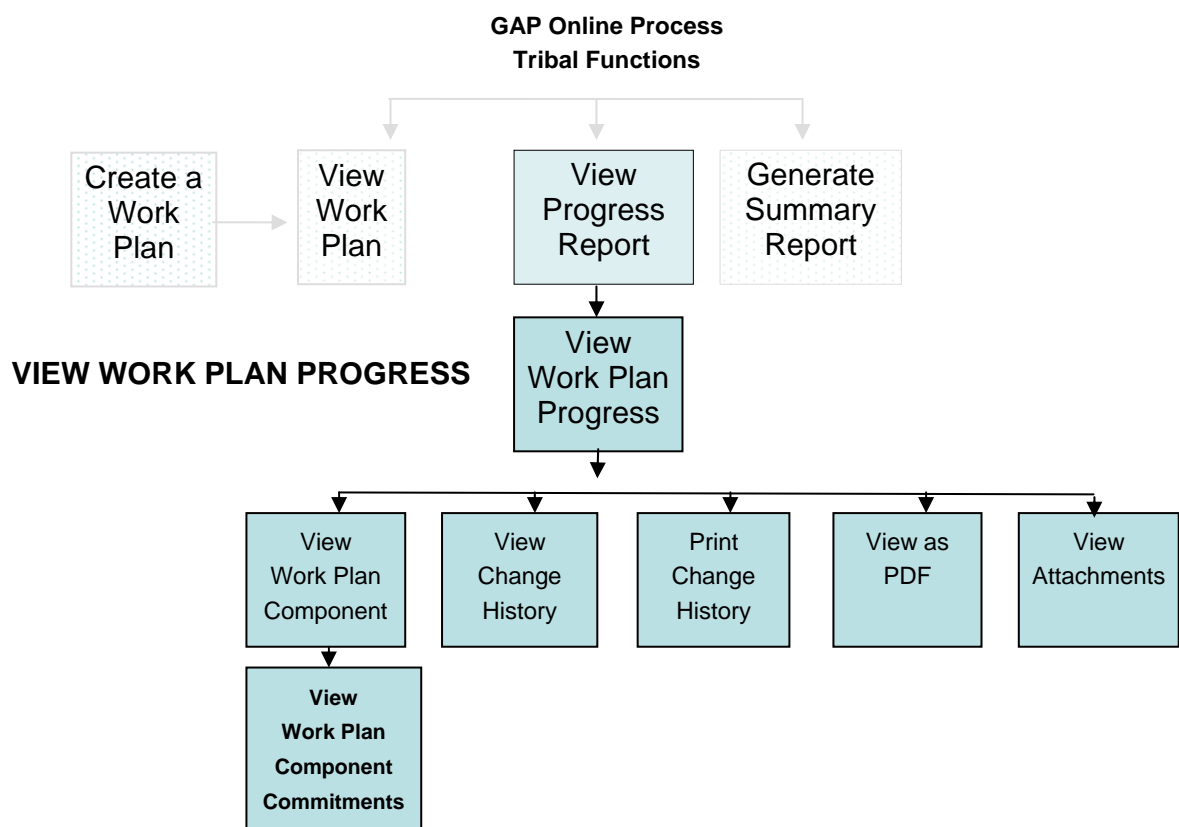
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American Indian Environmental Office

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**GAP Online Process
Tribal Functions**

Figure 38

4.6 Delete a Work Plan

A tribal user can delete a work plan. To delete a work plan:

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

Figure 39

2. The tribe's work plans will display.

3. Identify the work plan from the list.

4. To delete the work plan, under the **Action** column, select the option with the icon (Figure 40).

Figure 40

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**, you will be asked to contact the Regional Office.

5 VIEW 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 41).

Figure 41

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5.1 The Progress Report

To view the progress report, follow these steps:

1. Select the View Progress Report button in the GAP **Report Home** page (Figure 42).
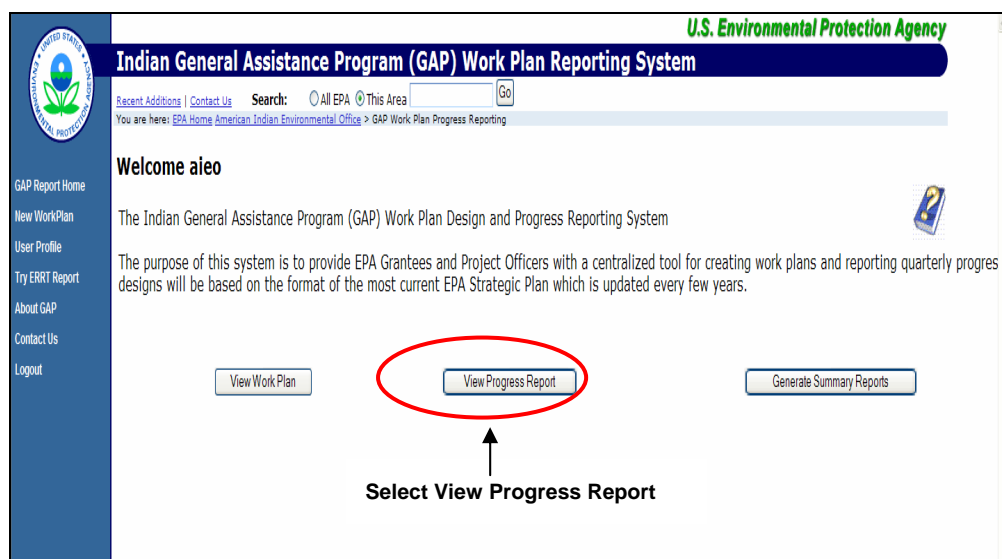
Figure 42

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 43).

Figure 43

3. Select the **View as PDF** option to view work plan progress reports in Portable Document Format (PDF) format (Figure 44).

View Work Plan Progress

Tribe: Snow Goose
Region: 10
Status: Created
Work Plan Period: **Begin** 04/17/2006 **End** 12/29/2006

| View as PDF | Print Change History |

Print Change History

🔍 **View History**

Select View as PDF

Work Plan Component:
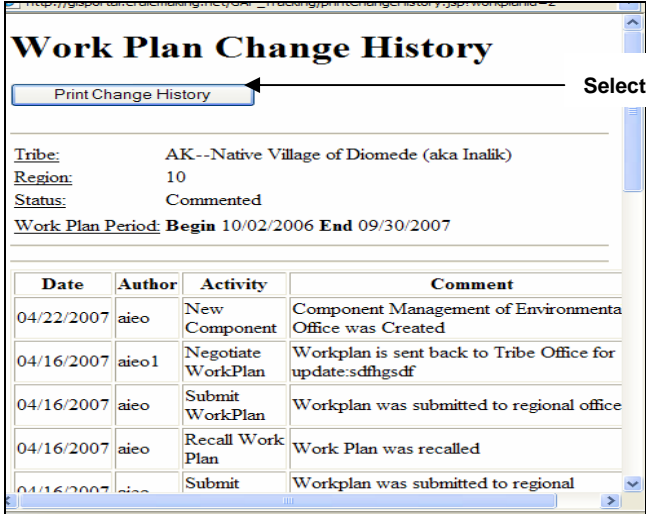
ID	Description	Primary Capacity Area	Estimate Cost	Work Year
🔍1	Install and monitor air quality sensors near a waste treatment facility	Technical	2500.0	1.0
🔍2	Travel to regional office for training on data transfer protocols	Technical	800.0	0.25

Figure 44

4. Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 45).

Work Plan Change History

| Print Change History |

Select Print Change History

Tribe: AK--Native Village of Diomede (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 Environmenta Office was Created
04/16/2007	aieo1	Negotiate WorkPlan	Workplan is sent back to Tribe Office for update:sdfhgsdf
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 45

5. Select the **Change History** button to view detail of the change history of the selected work plan progress report (Figure 46).

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 intemediate=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 46

6. Select appropriate Work Plan Component for review by clicking on the appropriate component in the **ID** column (Figure 47).

ID	Description	Primary Capacity Area	Estimate Cost	Work Year
1	Install and monitor air quality sensors near a waste treatment facility	Technical	2500.0	1.0
2	Travel to regional office for training on data transfer protocols	Technical	800.0	0.25

Select Work Plan Component

Figure 47

7. Select the **Work Plan Component** button to review the respective components (Figures 48 and 49).

View History

Work Plan Component: Air Quality Monitoring   **Select Work Plan Component**

Figure 48

Work Plan Component:	Air Quality Monitoring
Primary Capacity Area Developed:	Technical
Estimated Component Cost:	$2500.0
Estimated Work Year:	1.0 Year
Description:	Install and monitor air quality sensors near a waste treatment facility
Environment Outcome:	Monitor air quality across the tribal village to determine measures necessary for compliance with The Clean Air Act of 1972
Intemediate :	train staff on the data collection process and the subsequent data transfer protocols for providing the data to the EPA national data repository.

Figure 49

8. Select the **Attachment** button to view the detail list of any associated attachments for the component (Figure 50).

Work Plan Component

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Air Quality Monitoring	Install and monitor air quality sensors near a waste treatment facility	Technical	2500.0	1.0	
2	Travel and Training	Travel to regional office for training on data transfer protocols	Technical	800.0	0.25	

Create New Component

Attachment

Browse...

Upload Attachment

Select Attachment icon

Figure 50

9. Select the appropriate attachments for review (Figure 51).

Figure 51

5.2 Updating Commitments of a Work Plan's Components

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

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

2. If a commitment has been created for the component (Section 3.1 Create a Work Plan Commitment), it can be updated to reflect completion date or upload a deliverable (Figure 52).

Figure 52

3. The commitment can be updated to reflect the milestone date in which it is completed and the actual cost for the commitment. The text box, **Work Accomplished**, allows users to update the status of the commitment and note additional requirements for the commitment.

4. To upload documents related to a Commitment, select the **Browse** button under the **Output (Documents)** column (Figure 53).

Figure 53

6 VIEW SUMMARY REPORTS

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

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 54).
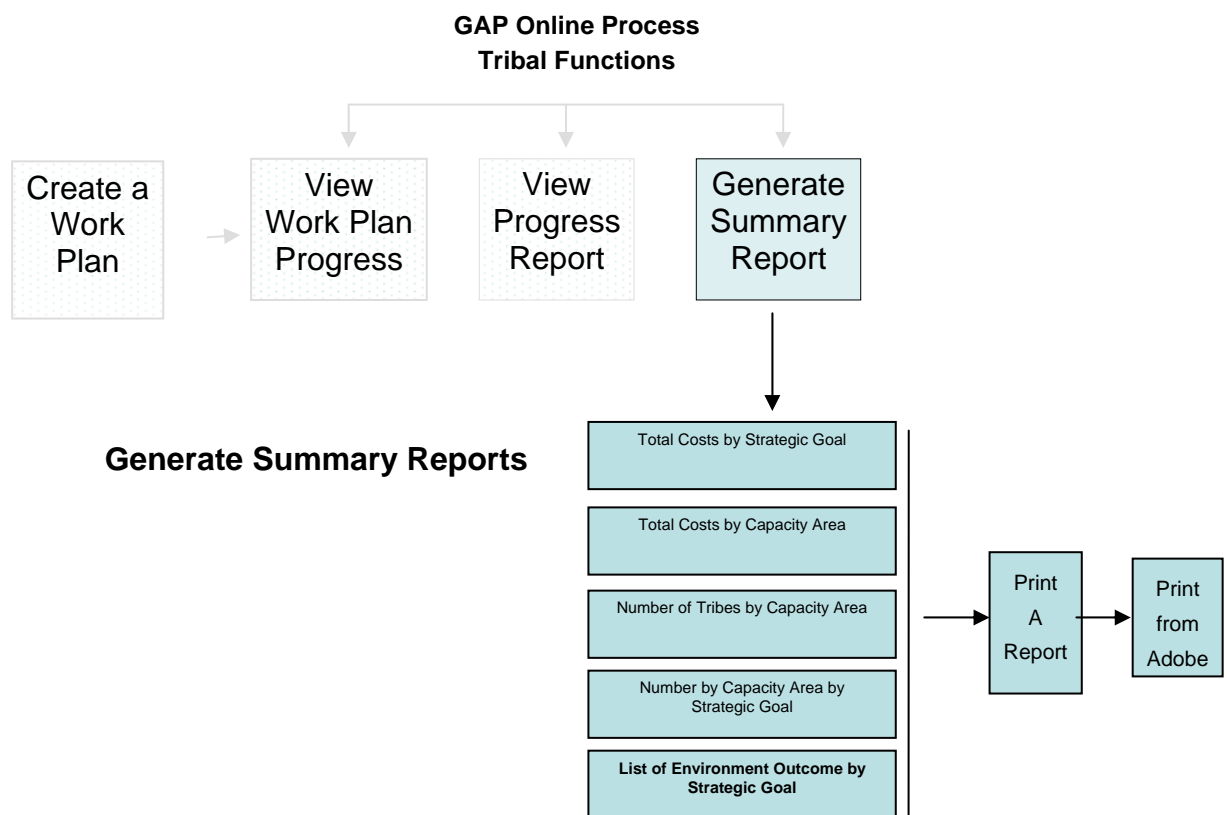

Figure 54

1. Select **Generate Summary Reports** from the menu selections on the GAP **Welcome** screen (Figure 55).
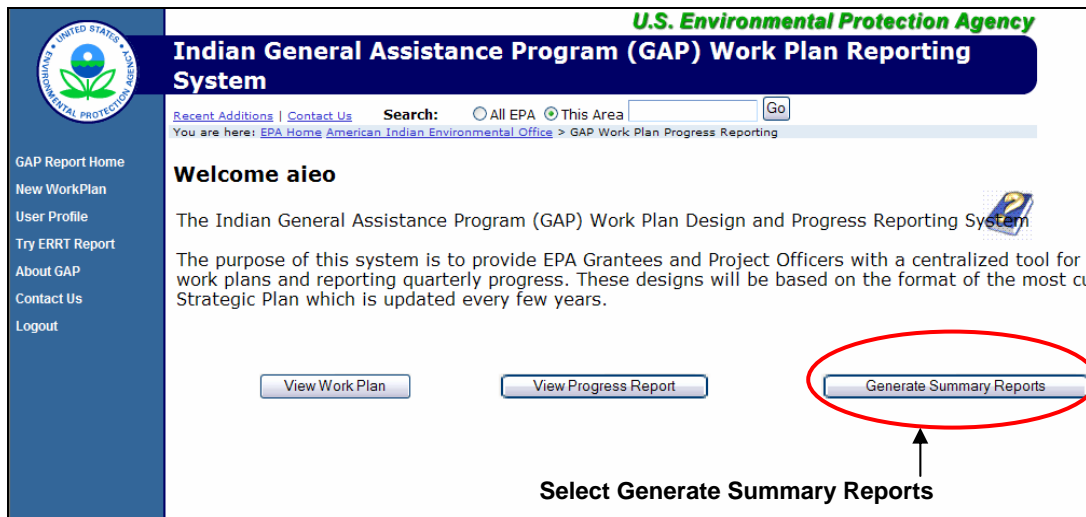
Figure 55

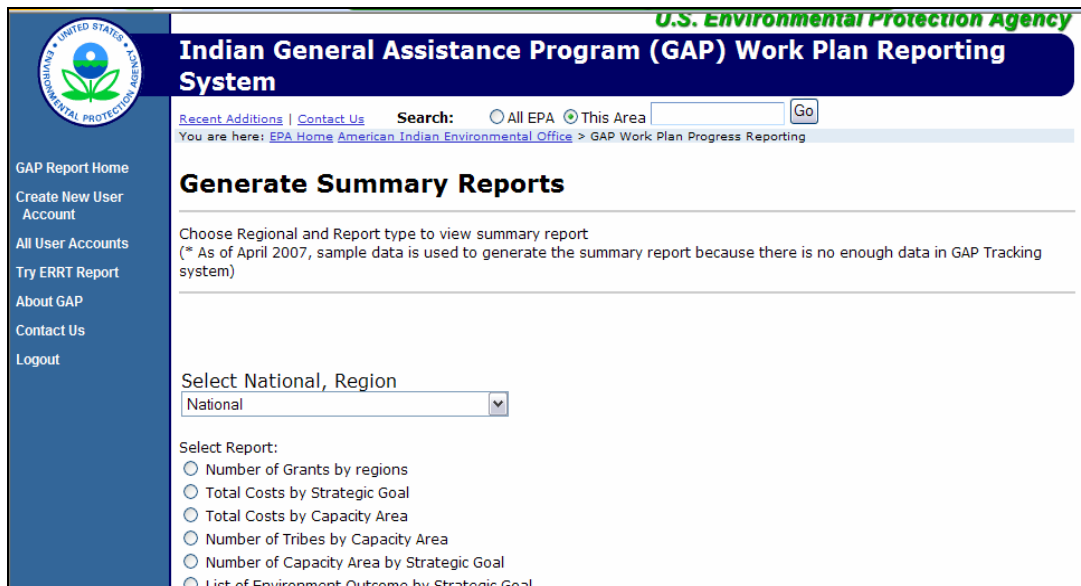2. The **Generate Summary Reports** page will appear (Figure 56).

Figure 56

3. The various select reports will display for you to select (Figure 57).

Figure 57

4. From the drop down list, you may select a report that is inclusive at the national and regional level (Figure 58).

Figure 58

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 6.1 to 6.5

6.1 Total Costs by Strategic Goal

Total Costs by Strategic Goal--National

Land = $17

Water = $43

Community = $27.0

Air = $10

● Water = $43 ● Air = $10 ● Community = $27.0 ● Land = $17
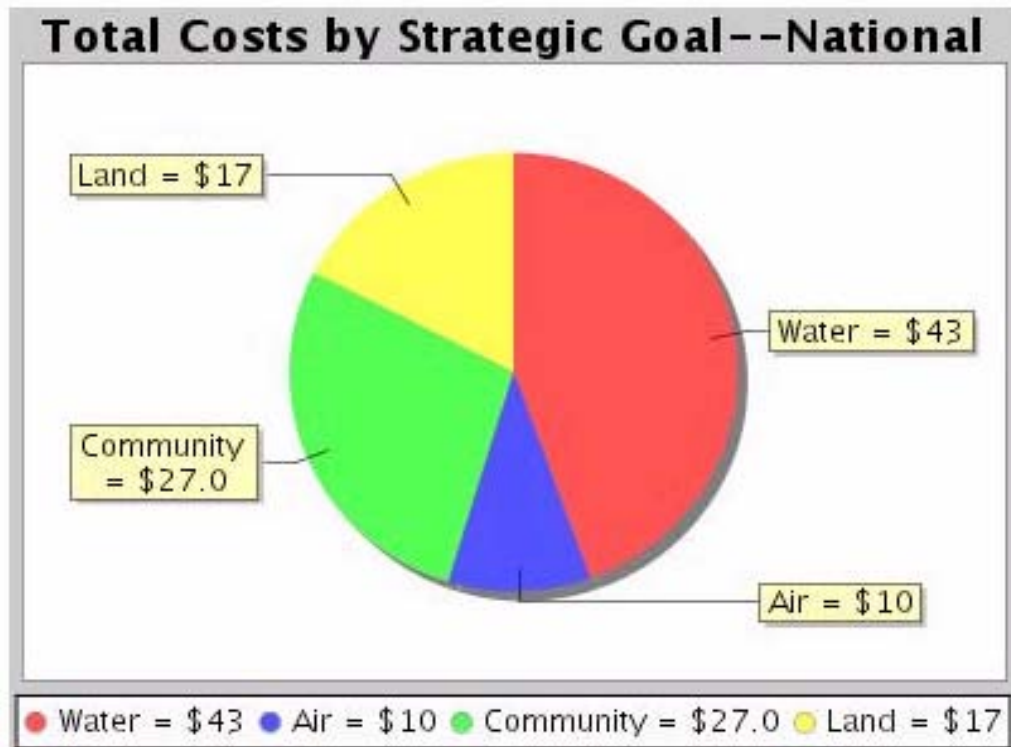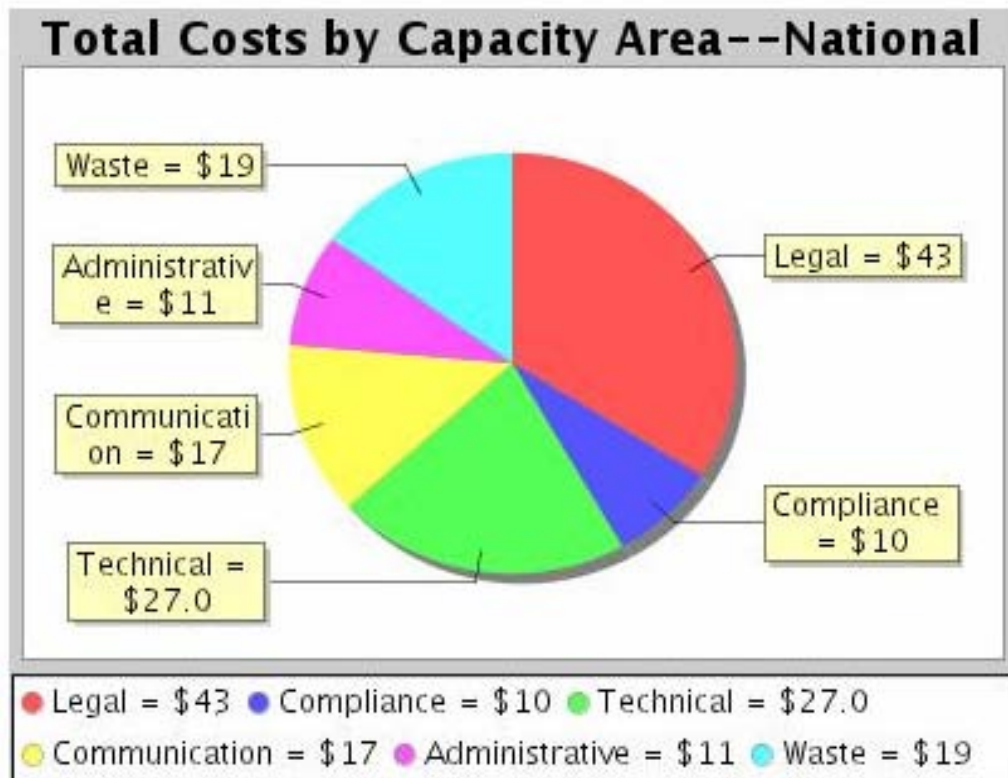
Figure 59

6.2 Total Costs by Capacity Area

Figure 60

6.3 Number of Tribes by Capacity Area

Number of Tribes by Capacity Area-- National

Waste = 19

Administrative = 11

Communication = 17

Technical = 27.0

Legal = 43

Compliance = 10

- Legal = 43 ● Compliance = 10 ● Technical = 27.0
- Communication = 17 ● Administrative = 11 ● Waste = 19
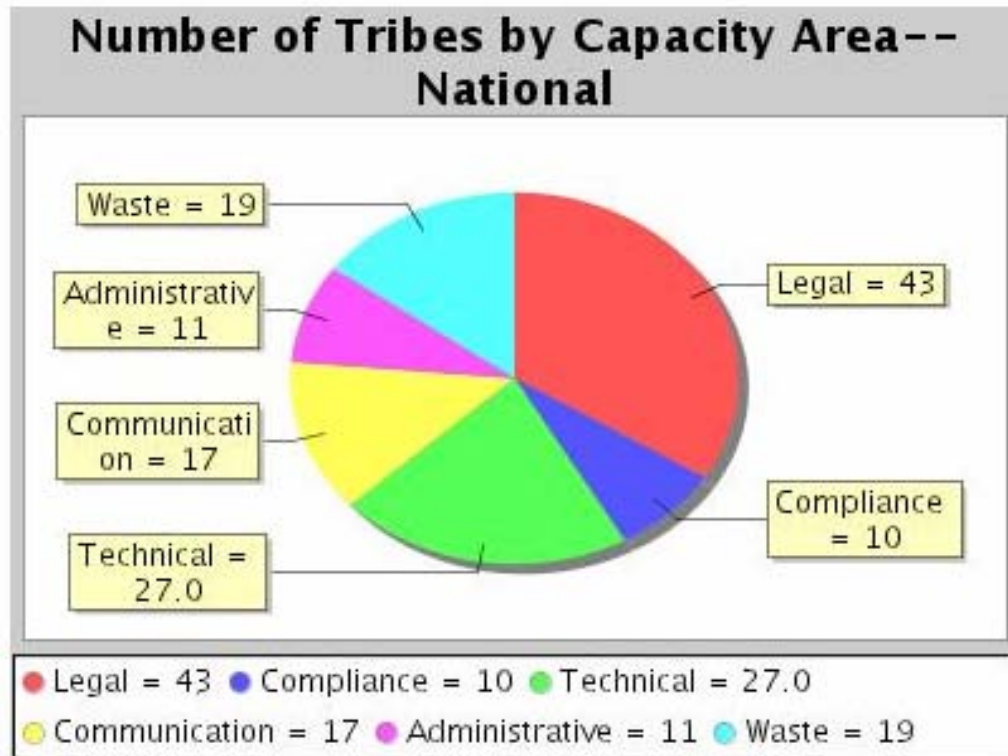
Figure 61

6.4 Number of Capacity Area by Strategic Goal

Tribal Report
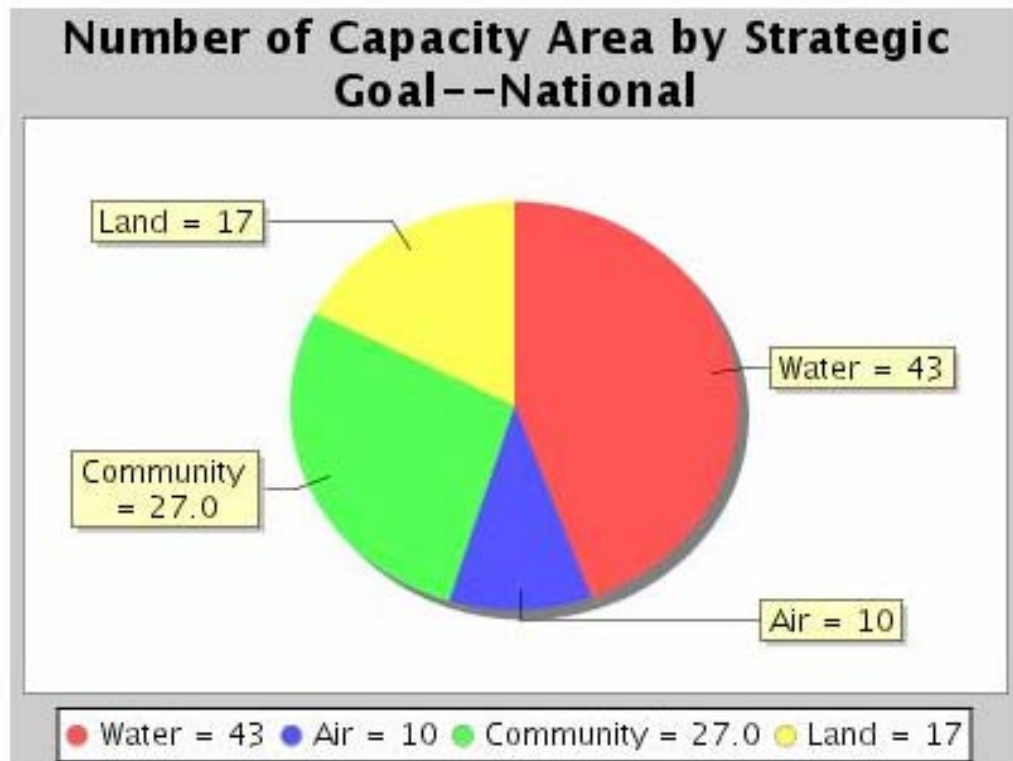
Number of Capacity Area by Strategic Goal--National

- Water = 43
- Air = 10
- Community = 27.0
- Land = 17

Legend: ● Water = 43 ● Air = 10 ● Community = 27.0 ● Land = 17

Figure 62

6.5 List of Environment Outcome by Strategic Goal

List of Environment Outcome by Strategic Goal

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

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
FY	Fiscal Year
GAP	General Assistance Program
HQ	Headquarters
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.